

Family Involvement Policy

School Year: 2017 - 2018

West Leesville Elementary School



Kristie Beasley
Principal

Christina Heather
Assist Principal

Kayla Bush
Counselor

Vicky Dowden
Family Involvement
Contact Person

Family Involvement Policy

Kristie Beasley
Principal

Christina Heather
Assistant Principal

Kayla Bush
Counselor

Vicky Dowden
Parental Involvement
Contact Person

Mission Statement

**Students will "REACH for their BEST at WEST" to achieve
academic, social, and emotional success.**

Purpose Statement

Our purpose is to produce life-long learners. It is essential for students to be active learning participants, engaged in learning activities, and eager to learn. We believe the most effective way to promote life-long learning is by organizing and structuring lessons that advance students through academic content in a real-world, relevant manner. At West Leesville Elementary, you will discover a positive, caring environment where children are safe and enjoy coming to school. We strive to meet the intellectual, physical, social, emotional, and cultural needs of every child. Our belief is that every child deserves the best education possible; one that prepares them for their future.

Motto

REACH for your BEST at WEST!

Belief Statement

- All students are capable of learning.
- Academic excellence is expected, supported, and rewarded.
- Students learn in a variety of ways requiring a variety of teaching strategies to accommodate individual needs.
- Teacher, administrators, parents, students and community utilize a team approach to share the responsibility for student success in academic and career goals.
- Students are encouraged to develop basic skills necessary to become confident, self-directed, and lifelong learners.

Introduction

The administration, faculty, and staff of West Leesville Elementary recognize the importance of family involvement in the goal of academic excellence for every child. Families also play a vital role in their children's social and emotional growth and development. Realizing the value of family involvement in a child's educational experiences, it is imperative that a strong and meaningful relationship be developed between home and school.

Families, teachers, and students should all work together to promote positive learning experiences. Working together as a team, families and the school staff will prepare students to become lifelong learners.

This policy will serve as a guide for family members to be actively involved in their child's education.

- I Hold annual meetings, at convenient times, for the purpose of keeping parents informed about their school's participation in Title I and their rights to be involved in the school planning as well as their child's educational process.
 - A. Parent Orientation/Open House – August
 - B. Parent Meetings and/Activity - 4 per year
 - C. Parent/Teacher Conferences – Fall/ 2 per year and as needed upon request
 - D. SBLC – Meetings with Parents/Teachers/Administration/Staff as needed
 - E. Parent Day in the Classroom -1 per semester scheduled one AM & One PM
 - F. Provide copies of written policies to parents

- II Offer a flexible number of meetings as follows:
 - A. End of year Family Policy and Budget planning meetings
 - B. Impromptu meetings as needed
 - C. Classroom Newsletters, school newsletter "Gator Talk" and Websites to inform parents about activities, enrichment, curriculum and testing schedules.
 - D. Standardized Testing Night for parents and students
 - E. Convene an annual PAC (Parental Advisory Counsel) meeting in October to explain the Title I program and guidelines.
 - F. Homework Help Night for parents and students

- III Involve parents in an organized, ongoing way in the planning, review and improvement of Title I programs.
 - A. Regional meetings
 - B. Parents participate in meetings or activities during the school year
 - C. Involve parents in the review and improvement/revision of policies using surveys.

- IV Provide parents with their child's required school performance profiles and assessment results including interpretation of the results.
 - A. School report cards are sent annually with a letter of interpretation.
 - B. 3rd Grade in-service of Standardized testing and interpretation of results.
 - C. 4th grade in-service of Standardized testing and interpretation of results.
 - D. Results of the Standardized test are provided at the end of the school term when made available by the state department.
 - E. Progress Reports are provided at midpoint of each six weeks.
 - F. Report Cards are provided at six-week intervals.
 - G. 2nd and 3rd Grade Dibels Fall, Winter, and Spring score results.
 - H. 2nd, 3rd, and 4th, Grade STAR Reading, and Math Parent Fall and Spring grade level result letters.

- V Provide parents with a description of the curriculum in use and the forms of assessment used to measure student progress.
- A. Parent Orientation
 - B. Folders with graded papers are sent home weekly requiring signature.
 - C. Planners are sent home daily in Grades 2 and 3 with assignments/correspondence.
 - D. Folders are sent home daily in Grade 4 with assignments/correspondence.
 - E. Provide opportunities for parents to learn about the curriculum, standards, and assessment measures.
- VI Develop with parents a home-school compact that would involve the student, teacher, and parent.
- A. Compacts are sent home at the beginning of each school year and given to any new student registering at WLE.
 - B. Compacts are signed and filed for future reference and review by teachers, parents, and students.
- VII Hold parent conferences
- A. Parent Orientation/workshops
 - B. Fall Conferences
 - C. Conference are scheduled as needed
- VIII Provide assistance to parents in interpreting and understanding of the Louisiana State Standards and benchmarks.
- A. Parent orientation
 - B. Testing in-service Night in the Spring
 - C. As requested by parents
- IX Report frequently to parents about their child's progress.
- A. Student Planners are sent home daily with assignments.
 - B. Folders with graded work sent home weekly.
 - C. Progress Reports sent home mid-six weeks.
 - D. Report cards sent home each six weeks.
 - E. Parental Involvement meetings/SBLC
 - F. "Gator Eye" Tickets/Positive contacts
 - G. Extend invitations for parents to attend all school events pertaining to them and their children, such as social studies fair, musical programs, book fair, and student recognition programs.
- X Provide opportunities for parents to volunteer in the school.
- A. Field Trips
 - B. Volunteer in child's classroom
 - C. Book Fair
 - D. Help coordinate programs
 - E. Concession Assistants
 - F. Parents are invited and encouraged to volunteer at school whenever they are available.
- XI Develop appropriate roles for community-based organizations
- A. Leesville City Fire Department – Fire Safety
 - B. Kiwasis Club- Terrific Kids
 - C. Harvey Rabbit - Red-Ribbon Week
 - D. Horace Mann – Attendance Awards, Teacher Appreciation
 - E. Sonic – Honor Roll and Attendance Awards
 - F. McDonald's – Teacher Appreciation
 - G. Shop Rite – Honor Roll Awards

- H. Pizza Hut – Teacher Appreciation, Book-It
- I. Dominos – Teacher Appreciation
- J. Market Basket – PBIS Awards
- K. Navy Federal Credit Union
- L. Shawson Gas

XII Coordinate Parental Involvement

- A. Provide information related to services for special needs students
- B. Services for Limited English Proficient students made available when necessary
- C. Distribute parent/student handbooks that outline the responsibilities of students and parents.
- D. Invite parents to attend PAC meetings where topics or presentations will be provided that relate to student success and how to work more effectively with their child at home. Dates of meetings will be distributed to parents in a timely manner.

XIII Ensure, to the extent possible that information related to school and parent programs are sent to the home of children, in the language used at home.

- A. Assistance provided by the Migrant and ESL Programs advocates when necessary.

XIV Arrange for teachers and/or educators to conduct in home conferences for those parents unable to attend the school meetings.

- A. In-home conferences provided by teachers, guidance counselor and administration team as needed.

XV Reserve at least 1% of the Title I allocation of West Leesville Elementary for parental involvement activities.

- A. Resource materials for Parent/Teacher checkout
- B. Planners/Folders for communication