

Mechanicsville Elementary School School Parent Involvement Policy

Mechanicsville Elementary School recognizes the importance of the school and home working together as partners in the education of each child. Mechanicsville Elementary School encourages the involvement of parents as partners to support student achievement. The district's Title I, Part A Parent Policy encourages the involvement of all parents in the Title I program. Program documents are written, when necessary, in the preferred language of the parents. The implementation of the requirements is achieved through the following policy.

Part 1. POLICY INVOLVEMENT

Mechanicsville Elementary School will:

1. Convene an annual meeting every spring to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved;
2. Offer a spring meeting for all parents and meetings by appointment as needed.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parental involvement policy;
4. Provide parents of participating children:
 - (A) timely information about Title I programs;
 - (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - (C) if requested by parents, opportunities for regular meetings to formulate suggestions, and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. Title I funds will be used to enhance parent and family engagement for families within the Mechanicsville community.

Part 2: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

SCHOOL-PARENT COMPACT

Mechanicsville Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act

(ESEA) (participating children), agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. Also, the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

This school-parent compact is in effect during the school year.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

Mechanicsville Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:

At Mechanicsville Elementary School the Title I program works with "at risk students" in Kindergarten through Fifth grade. Small group in-class instruction is provided for these students. Supplemental staff collaborate with classroom teachers on a regular basis to ensure a cohesive curriculum based on the Virginia Standards of Learning.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

In November and February each year. Teachers will consult with parents or guardians regarding the progress of their child in regard to Title I services provided. In addition, teachers and staff will be available to conference throughout the year as the need arises.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - *Quarterly progress reports that coincide with regular report cards.*
 - *Teachers will share PALS results in a timely manner.*
 - *Teachers contact parents by phone or in writing to keep them informed about the progress/concerns as deemed appropriate.*
 - *Teachers will conference with parents at fall and winter scheduled parent/teacher conference times.*
 - *Teachers will participate in problem solving and/or planning meetings (such as Data Team/Child Study) to address the individual needs of the child.*
 - *Assessments are shared with individual parents as requested.*

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

School personnel will be available to parents during parent/teacher conferences in November and February, daily teacher planning periods, before and after school as necessary, and Open House and Back to School Night in August. These meetings will take place on school grounds with a pre-scheduled conference or via email, telephone, or written communication.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

- *Classroom guest reader*
- *Serve as a "room parent"*
- *Attend parent involvement policy planning meeting in the spring*
- *Attend parent sessions hosted by the school*
- *Join PTA*
- *Chaperone field trips*
- *Attend school sponsored events*

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitor attendance*
- *Limit tardies and early dismissals*
- *Make sure that homework is completed and necessary materials are returned*
- *Monitor screen time/social media (ex: tv, video games, ipad, etc.)*
- *Volunteer in my child's classroom*
- *Participate, as appropriate, in decisions relating to my child's education*
- *Promote positive use of my child's extracurricular me*
- *Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding as appropriate*
- *Serve, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's school improvement team, the Title I Policy Advisory Committee, the state's Committee of Practitioners, the school support team, or other school advisory or policy groups*
- *Read with my child on a regular basis*
- *Encourage a positive attitude towards school*

- *Express high expectations and offer praise and encouragement*

OPTIONAL ADDITIONAL PROVISIONS

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do homework every day and ask for help when needed*
- *Read at least 30 minutes every day outside of school time*
- *Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

Mechanicsville Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not fully licensed by the Virginia Department of Education.

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, Mechanicsville Elementary School will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
3. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issues of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

School: _____ Parent(s): _____ Student: _____
 Date: _____ Date: _____ Date: _____

(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)

Part 3: BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents, and to support a partnership among the school, parents, and the community to improve student academic achievement, Mechanicsville Elementary School and Hanover County Public Schools assisted under this part:

1. Shall provide assistance to parents of children served by Mechanicsville Elementary School and Hanover County Public Schools, as appropriate, in understanding such topics as Virginia's Standards of Learning content and Virginia student academic achievement standards, PALS, and Hanover County curriculum benchmarks; also monitor a child's progress and work with educators to improve the achievement of their children.

2. Shall provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil service personnel, principals, and other staff, with the assistance of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with ESL, Speech and Language, Reading Specialist, SOL support, and Librarian.
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand; seek help from appropriate ESL staff.
6. Shall provide such other reasonable support for parental involvement activities under this section as parents may request.

Part 4: ACCESSIBILITY

Mechanicsville Elementary School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that the parents can understand.