

**Clara Byrd Baker Elementary School**  
**(CBBES)**  
**2015-2016**  
**Parent Involvement Policy**

**OVERVIEW ~**

CBBES jointly developed this parent involvement policy in consultation with school personnel, community members, and parents and adopted it on June 5, 2015. A list of committee members responsible for the writing of this policy can be found in **Appendix A**. This policy was distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand. This policy shall be made available to the local community by the CBBES Web Site, PTA meetings, and Title I specific meetings. In addition it will be housed in the CBBES library as part of the PTA's available documents. If the Title I plan (grant application) is not satisfactory to the parents of participating children, Williamsburg-James City County Public Schools will submit any parent comments with the grant application when the plan is submitted to the state. This parent involvement plan will be updated annually to meet the changing needs of parents and the school.

**Part 1. POLICY INVOLVEMENT**

CBBES will:

- (1) Have one building level meeting in October, 2015 **followed by a county meeting in May 2016** 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 flexible number of meetings. A schedule of this year's meetings can be found in **Appendix B**;
- (3) Involve parents in the planning and review of the school's Title I program, the school parent involvement policy and the joint development of the schoolwide program plan (if applicable);
- (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 or Title I targeted assistance program, 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; and

- (5) If the schoolwide program is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

**Part 2. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

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**SCHOOL-PARENT COMPACT**

*CBBES 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, outlined are 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 school year 2015-2016.*

## REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

### School Responsibilities

CBBES 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:

*CBBES will offer Reading Recovery programs and Literacy Group support to first graders reading below grade level as determined by DRA and/or PALs results along with classroom teacher recommendations.*

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

*In November during division scheduled parent/teacher conferences or earlier if requested by the parent/teacher. We will try to coordinate with classroom teachers so the parent only needs to come to CBB once.*

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

*Progress reports prepared by the Reading Recovery/Literacy Group teachers will be sent home with classroom report cards each quarter.*

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

*Reading Recovery/Literacy Group teachers are available at parents' request. Requests may be made via email, phone calls or notes. Teachers will work to accommodate parent schedules to the best of their ability.*

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

*Parents are invited to observe Reading Recovery/Literacy Group lessons and may observe more than one lesson on request. They are also encouraged to volunteer at the school and participate in their child's regular classroom.*

**Additional Required School Responsibilities (requirements that schools must follow, but optional as to being included in the school-parent compact)**

CBBES will:

1. Involve parents in the planning and review of the school's Parent Involvement policy.
2. Involve parents in the joint development of any school-wide program plan.
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 possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment at least in math, language arts and reading.
8. Provide each parent timely notice and explanation when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

## **Optional School Responsibilities**

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

1. Work with the LEA (WJCC) in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
2. Work with the LEA(WJCC) to ensure that a copy of the SEA's written complaint procedures for resolving any issue 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.

## **Parent Responsibilities**

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

- *Monitoring attendance by sending my child to school regularly and on time.*
- *Making sure that homework is completed.*
- *Scheduling a reading time together every day, signing the Home Reading Record, and returning the book.*
- *Volunteering in my child's classroom.*
- *Participating in decisions relating to my child's education.*
- *Monitoring amount of television my child watches.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*

## **Student Responsibilities**

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

- *Show respect for parents and teachers.*
- *Do my homework every day and ask for help when I need it.*
- *Read every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.]*

### **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, CBBES and Williamsburg-James City County Public Schools assisted under this part:

- (1) shall provide assistance to parents of children served by CBBES and Williamsburg-James City County Public Schools, as appropriate, in understanding such topics as the state's academic content standards and State student academic achievement standards, state and local academic assessments; 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; *if possible, incorporate iPads into the program s and inform parents of apps being used.*
- (3) shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions 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, coordinate and integrate parent involvement programs and activities with Bright Beginnings housed at CBBES;
- (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;
- (6) may provide services associated with local parental involvement activities, including transportation, to enable parents to participate in school-related meetings and training sessions;
- (7) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; and
- (8) shall provide such other reasonable support for parental involvement activities under this section as parents may request.

### **Part 4. ACCESSIBILITY**

CBBES, 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 parents can understand.

## **Appendix A**

### List of Committee Members

*Mrs. Phyllis Dorsey, Principal*  
*Ms. Ellen Turner, Reading Recovery Teacher*  
*Ms. Ellen Frackelton, Reading Recovery Teacher*  
*Mrs. Gail Christensen, Parent*  
*Ms. Donna Matherne, Parent*  
*Mrs. Amy Campbell, Parent*

## **Appendix B**

### Dates of Parent Involvement for the Current School Year

<i>September 24, 2015</i>	<i>Back to School Night</i>
<i>October 2015</i>	<i>Reading Recovery/Literacy Group Title 1 Parent Meeting</i>
<i>November 2015</i>	<i>Individual Parent Conferences</i>
<i>March 2016</i>	<i>Junior Women's Club Book Exchange</i>
<i>May 2016</i>	<i>WJCC Division Wide Title 1 Meeting</i>
<i>April 2016</i>	<i>Written Spelling Bee, grades K-5</i>
<i>Ongoing 2015/2016</i>	<i>Parent Newsletters</i>