



# Title I Parent Involvement Policy

**Westview Elementary intends to follow the parental policy guidelines in accordance with ESSA (Every Student Succeeds Act) as listed below. Westview Elementary School will distribute this policy by mail to guardians of students participating in the Title I school and be updated periodically throughout the school year with three Title I meetings, including one information meeting in the fall and two evaluation meetings in the spring. Parents are encouraged to call the Director of Title I, Emily Bainter at 765.674.8528 ext. 2242 to set up in-person, virtual, or phone meetings throughout the year to meet the needs of parent schedules.**

- Convene an annual meeting – an annual parent information meeting will be held each year in the month of September. Such meeting will include an overview of Parents Right to Know, Home/School Compact, current programs, and partnerships.
- Childcare is provided at the Annual and Evaluation meetings to fit parent schedules.
- Explain the requirements and the rights of the parents to be involved – A copy of the Parents Right to Know will be included in the program packet and be reviewed during the meeting. A question and answer session will follow in addition to a survey distributed requesting additional feedback.
- Offer a flexible schedule of meetings: Meetings and trainings will be offered both before, during, and after school by request. Trainings will be recorded and placed on the school website for parents to view as needed. Meetings and trainings will also be offered in-person, virtually, and by phone if needed.
- Involve parents in an organized, ongoing, and timely way to plan, review, and improve programs: Parents will be invited to parent committee meetings in February and April to review the Home/School Compact, the District Parent Involvement Plan, and the Westview Parent Involvement Plan. Parents will also review, discuss, and provide suggestions on how to improve the Title I Schoolwide Plan's programming.
- An Annual Title I Evaluation Survey will be sent to all parents in March through Seesaw, Westview's parent communication platform, to enable Westview to get as much feedback from parents as possible.
- Parents are encouraged to ask for meetings with teachers, principals, and home-school coordinators throughout the school year. Teachers and administrators will also invite parents to

meetings throughout the school year. These meetings can be in-person, virtual, or over the phone.

- Parents will be provided information regarding their student in a timely manner: Every parent will be provided with a login and password to PowerSchool to track student learning. Parents can access students' grades, lunch menus, notes for parents, and teacher comments via the internet. Teachers will send weekly Seesaw messages to inform parents about upcoming events, curriculum, and assessments. The school will send and post a monthly newsletter about assessments, activities, after school clubs, new curriculum, digital educational resources, and technology tips to help with student learning, and Math/ELA/Social Emotional strategies to use at home.
- Parents will be provided a description and explanation of curriculum to be used: Specifically, K-1st grade teachers will be using leveled readers from Fountas and Pinnell and Jr. Great Books, along with an ELA curriculum that is based on the high priority Indiana Academic Standards, during the 90-minute reading block. K - 1st grade teachers will be using the Eureka Math curriculum. High ability students will use the Indiana State High Ability Units and Junior Great Books for ELA.
- Students will have three i-Ready benchmark assessments during the school year in Math and ELA. In addition, teachers will progress monitor each student based on individual academic needs. Students will participate in i-Ready and IXL.
- Students meeting benchmark will be monitored monthly with grade level common formative assessments. Students falling below benchmark on common formative assessments will receive intervention and be progress monitored bi-weekly. Parents will be notified if students are not meeting their progress monitoring benchmarks by the intervention teachers after quarterly RTI meetings.
- Parents will be given opportunities to attend meetings throughout the year to discuss possible programs and to offer suggestions.
- The parent committee will be included in the textbook adoption process.
- Parent involvement activities will be offered at Westview Elementary. The content of these activities will be based upon the needs of students and school improvement goals. Activity packets will be focused on ELA, Math, and SEL for the 2023-2024 school year.
- Westview Elementary School uses staff meetings, email correspondence, grade-level meetings, and PLC (Professional Learning Community) days to share information and educate staff on how to build ties between home and school.
- Parents can receive technology training by going to the technology tab of the Mississinewa website. Parents can watch videos that are specifically designed to help students and parents use all of our technology and digital curriculum, resources, and platforms. Parents can also contact the technology department for personalized help, 765.677.4431.
- Mississinewa Schools provides free hot spots for families who don't have internet access at home, contact the technology department at 765.677.4431.
- Parents are encouraged by flyer and newsletters to reach out to the Director of Title I to check out educational materials to use at home. These materials are focused on the Math and ELA Indiana Academic Standards. Parents are also provided monthly Math, ELA, SEL activities, and Technology Tips to use at home on the monthly newsletters.
- Parents can contact the Director of Title I or the school office to request additional resources, information, and support that is reasonable under section 1116.

## **Coordinating and integrating, as appropriate, parent involvement with Head Start, Even Start, Parents as Teacher Programs, and public preschool programs.**

- There are four orientation sessions held in March for students wanting to attend. Entering students participate in Brigance Age Level Testing for placement screening. Preschool students and families participate in Family Fridays that occur four times a year.
- Any child who receives early intervening services through First Steps is referred to the Office of Exceptional Education by his/her 30th month of age. A transition meeting is held with the parent, First Steps Coordinator, and the Director of Exceptional Education to review the child's progress and inform the parents of their rights. It is the obligation of the Local Education Agency, Mississinewa Community Schools, to have evaluated, Case Conferenced, and offered Special Education Services to the family prior to the child's third birthday if the child is found eligible for the areas of disability according to Article VII. Services vary dependent on the child's needs and goals along with what the family prefers and can include Special Needs Preschool (half-day), Full Day Preschool, or walk-in services that are included in the child's Individual Education Plan.
- Once a child who is preschool age (3-5) is found eligible for Special Education services and signed permission is granted by the family, the Office of Exceptional Education will invite the family to trainings and case conferences. The family is always contacted via phone or email to schedule case conferences, and notices are also mailed home to families. Various training and information meetings occur throughout the year including Autism Parent Support Group Meetings and Family Fun Nights. This information is shared with families via newsletters that are handed out by their child's Teacher of Record, mailed home, and advertised within the building and in the community.

## **Ensuring, to the extent possible, that information sent home is in a language and form parents can understand.**

- Westview Elementary will provide opportunities for all parents with limited English proficiency, parents with disabilities, and parents of migratory children, to participate in their child's academic process by providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.

## **Develop appropriate roles for community-based organizations and businesses that encourage partnerships with elementary, middle and high schools.**

- Westview works with community partners such as Family Services, Keystone, Bowen Center, and Cornerstone to provide wrap around services for our students.
- Westview currently works with the following community-based organizations and businesses to encourage partnerships: Department of Child Services, Grant County Probation, Kids Hope, Gas City Fire Department, Gas City Library, Brookhaven Church, Family Services, We Care, Life Center Counseling, and Township Trustees – Well, Hands of Hope, Thriving Mill Township, St. Martin's Community Center

## **RESPOND TO ANY PARENT SUGGESTION AS SOON AS PRACTICALLY POSSIBLE**

- Building level and Central Office Administration handle parent suggestions, concerns, and requests for information from parents. Documentation of request, concern, or suggestions will be kept on file at Central Office along with the resolution.
- Any comments indicating parent's dissatisfaction with the school's Title I program must be collected and submitted to the LEA along with the Schoolwide Plan.

## **SCHOOL-PARENT COMPACT**

- Westview Elementary mails each parent a school-parent compact that outlines what teachers, parents, and students can do to support student achievement.