Westview is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children’s first teachers. Their support for their children and for the school is critical to their children’s success every step along the way.

Westview recognizes that some students may need the extra assistance available through the Title I program to reach the state’s high academic standards. Westview intends to include parents in all aspects of the school’s Title I program. The goal is a school-home partnership that will help all students in the district to succeed.

PART I. SCHOOL PARENTAL INVOLVEMENT POLICY REQUIRED COMPONENTS

A. Westview will jointly develop/revise with parents the school Parent Involvement Policy and distribute it to parents of participating children and make available to the local community website.

B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

The Parent Involvement Policy will be distributed with the compact in the fall. This Parent Involvement Policy will be explained to parents during fall conferences.
Title I Parent meetings will be held October 23, 2014 and April 21, 2015 at Westview Elementary. A parent meeting will be held in May 2015 to review and revise the Parent Involvement Policy.

C. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

If a parent is unable to attend the above-mentioned fall conference, they may request an appointment with any Westview Elementary Title I teacher to review the school’s Parent Involvement Policy document. Transportation for parents will be provided if needed. The Westview Elementary principal’s office will also have a copy.

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, schoolwide under section 1114 and the process of the school review and improvement under section 1116.
Parent feedback forms will be provided at all Parent Involvement meetings. Parent Questionnaires will be sent out in April 2015. We will meet with parents in May, 2015 to plan/review and improve the school plan.

E. Provide parents of participating children –

a. timely information about programs under this part;

Teachers who are fully licensed to teach in grades Kdg-5 will service students in Reading or Math service, as time permits. There will be some flexible groups throughout the school year. Information about the Title I program will be published in the school newsletter, on the Westview Elementary website, in letters and fliers sent home.

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

Curriculum: A school calendar is given to all parents on the August Literacy Assessment days. The calendar includes an outline of our district’s curriculum. Our curriculum is also available on the district website: www.district196.org. Forms of academic assessment, i.e. progress reports: An explanation of the (performance) rubric will be explained by the classroom teacher at parent conferences.
Student proficiency grade level expectancies: These are shared by the classroom teacher at each parent conference and also listed on the district website.

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 will respond to any such suggestions as soon as practically possible.

We are flexible in meeting with parents to listen to and discuss ideas relating to the education of their children.
F. If the schoolwide program plan 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.

Any suggestions from parents on modifying our school wide Title I program will be duly recorded when the plan is forwarded to our LEA. These parent suggestions may also be considered at the school/district wide Title I Parent Advisory Council meetings.

G. Westview will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

The Minnesota Parent Center is a statewide project designed to help families and schools build stronger ties to benefit students. The center helps parents be strong partners in their children's education and encourage community involvement to help all children succeed at school. The center can answer questions and help you solve school-related problems. Website: www.parentinformationcenter.org

PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Compacts will be sent home as soon as Title students are identified.
- Conduct a parent/teacher conference in elementary schools twice a year. Student information on Westview Elementary Title I compact will be shared with parents at the fall conference November 6 & 8, 2014, and spring conference February 12 & 13, 2015.
- Provide frequent reports to parents on their children’s progress;
  
  - Frequent reports to parents will be given through various avenues:
    
    a. Phone calls
    b. E-mails
    c. Written notes and letters
    d. Parent/Teacher Conferences
    e. Reading Logs
    f. Request to attend their child’s Title I small group lesson.
Parents may volunteer in many areas in the classroom including:
   a. High Frequency Word Intervention Grades K-2
   b. Helping with the fall party
   c. Chaperoning field trips
   d. Helping with math, reading, etc.

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT
To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part –

   a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children;

   Our school/district will assist parents in understanding the following:
      1. state academic content standards
      2. state student academic standards/common core standards
      3. state/local academic assessments i.e. MCA’s, MAP, Fall Literacy Assessments, etc.

Parents are notified of the purpose of student assessment through letters, district website and at parent-teacher conferences. Results of student assessment scores are sent home with letters of explanation. Teachers also offer further guidance in the understanding of the assessments. School district 196’s curriculum frameworks are aligned with the Minnesota Academic Standard’s Benchmarks. Daily work in the classroom and at home is aligned with the State Standards.

   b. Shall provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

   A Parent Meeting will be held in the fall of 2014 to explain how Title teachers support the classroom teachers and how parents can support their child with reading and or math at home. Title I teachers will share ideas
pertaining to the proper reading and or math strategies parents need to foster in their children when helping with homework.

c. 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 in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

1. Parent Teacher Organization/Site Council
2. Bulldog Bulletin
3. Communication via computer, phone calls and notes
4. Opportunities for parents to volunteer in the classroom
5. Backpack on line at website-www.district196.org/wv
6. Grade level newsletters
7. Community Garden
8. Valley Natural Foods Nights
9. Scholastic Book Fairs
10. Spring Carnival
11. Spaghetti Night
12. Gr. Level Bulldog Breakfast
13. Specialist Showcase for Third Grade Families

d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;

1. Westview’s social worker provides ongoing support for families in need and encourages and supports parents in fully participating in the education of their children.
2. Parent resource center in the Media Center
3. Westview Family Network Committee
4. ELL/Title I/Resource Specialists Family Fun Night, and an Adult
5. Early Childhood Special Education (ECFE)
6. Head Start Program
7. Early Childhood Speech
8. Connections Preschool Program
e. 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 and, to the extent practicable, in a language parents can understand;

**Compacts are written in a language that parents can understand. Currently we have compacts written in English, Spanish, Somali, Chinese, Hmong, and Vietnamese. District interpreters are available for meetings, conferences, and phone calls.**

f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

At Westview all parents have the opportunity to participate in the Summer Library/Resource Room checkout, Grasp program, and classroom volunteer opportunities.

**g. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;**

**h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training;**

**i. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;**

**j. May train parents to enhance the involvement of other parents;**

k. 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;

**l. May adopt and implement model approaches to improving parental involvement;**

**m. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;**

**n. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and**

**PART III ACCESSIBILITY REQUIREMENTS**

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.
* Translators are available at conferences and as needed
* Translation of compacts/paperwork
* ELL Staff
* Language Line

PART IV ADOPTION

This *Westview* Parental Involvement Policy/Procedures has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes. The Parent Involvement Policy/Procedures was developed/revised by *Westview* on *May 8, 2014* and will be in effect for the period of school year. The school will distribute this Parent Involvement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 10/2014.

These parents were involved with the development of this document:

* Tina Wagner

____________________________________
Tami Staloch-Schultz
(Signature of Title I Authorized Representative)

June 6, 2014
(Date)