Havelock Elementary School

Parent Involvement Policy

2016-2017

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|  | We realize that parental involvement plays a critical role in the education of our students. Therefore, we stress the importance of parent participation by implementing a program that reaches out to parents as well as students. |
|  | **Annual Public Meetings**  We hold two annual parent meetings each year. Parents and staff are invited to validate strengths, share future dreams and brainstorm ways to address concerns. The Fall Annual Meeting is a time when the Title I Parent Policy, Student Compact and parent involvement opportunities are presented to parents for their awareness. All of this information is then sent home with the students for parents to read and the Compacts to be signed and returned. The Parent Policy and the Compact are presented at the Spring Annual Meeting for parents to review and make changes for the following year. The parents then vote on the policy and compact for the following year. This meeting is also the time for evaluation of the parent program for the year and a survey is distributed for parent feedback. |
|  | **Flexible Meetings**  Meetings and workshops are scheduled at varied times to provide opportunities for various work schedules. Parents are notified of scheduled activities through flyers, newsletters, invitations, Blackboard Connect messages, HES webpage, social media (Facebook) and HES marquee. Packets of information will be available, upon request, for those parents who are unable to attend scheduled events. |
|  | **Involving Parents**  Aside from our two annual meetings, we will have opportunities for parents to participate in regular meetings throughout the school year. Meeting dates are distributed through flyers and posted on the school website. Parents with a constant presence in the building are more attuned to school, therefore better able to contribute their informed ideas to the decision-making process and participate in HES meetings. Parent representatives are also directly involved in school improvement and budgeting processes.  We are always willing to meet with any parent that expresses an interest, concern or suggestion. HES feels that parents and teachers are partners in the education of all students. HES is a neighborhood school and parents are welcome at all times. In an effort to meet the specific needs of individual students, ECP (Exceptional Children Program), 504 and MTSS (Multi-Tier System of Support) meetings are held as needed.  Conferences provide an opportunity for students to take a more active role in their learning. In the fall, three-way conferences may be held between students/teachers/parents to work together to develop goals, discuss accomplishments and articulate what improvements are needed. |
|  | **Timely Information**  The most significant way to enhance the quality of school life beyond a strong academic program is through communication. Each school year we report our EOG testing results from the previous year at the first meeting. The results are also posted throughout the school and distributed through an office memo.  Data may be shared with parents in the following ways:  Kindergarten: work sampling, progress reports, report cards, conferences, newsletters, teacher websites, daily folders, Thursday folders, email, portfolios, K-2 literacy assessments, MClass assessments, K-2 twelve week math assessments  First Grade: progress reports, report cards, conferences, Thursday folders, newsletters, email, portfolios, K-2 literacy assessments with reading profiles and running records, MClass assessments, K-2 mid-year and summative math assessments   Second Grade: progress reports, report cards, conferences, homework folders, Thursday folders, newsletters, email, K-2 literacy assessments with reading profiles and running records, MClass assessments, K-2 mid-year and summative math assessments   Third Grade: progress reports, newsletters, Powerschool website, report cards, conferences, email, phone calls, text messages, Thursday folders, portfolios, MClass assessments, math and reading assessment results  Fourth Grade: progress reports, Powerschool website, report cards, conferences, email, Thursday folders, portfolios, MClass assessments, math and reading assessment results  Fifth Grade: progress reports, Powerschool website, report cards, conferences, goal setting conferences (September/October), email, Thursday folders, portfolios, MClass assessments, math, reading and science assessment results  ECP: report cards, monthly newsletters, parent conferences, annual IEP reviews, daily folders  To keep parents informed of their child's progress, teachers send Thursday folders home weekly. These folders provide parents with valuable information regarding their child’s progress as well as their child's work from the past week. Areas for documenting student needs are provided and adult signatures are required. A calendar/newsletter is distributed monthly with information that parents need about policies, events at school/community and general school information. |
|  | **Regular Meetings**  Parents are encouraged to play an active role in their child's academic progress. Parents are made aware of expectations and accountability standards for students and parents through conferences, Open House and Curriculum Event meetings. Daily and/or weekly folders are sent home to report student progress in all academic areas.  Parents are invited to attend and give input when a child is referred to the MTSS team. Also, parents are involved in developing their child's Individual Education Plan (IEP), 504 Accommodation Plan and MTSS Plan. |
|  | **Parent Comments**  A survey will be distributed in the spring for evaluation of the Title I Program and parent involvement opportunities. The feedback from these surveys will be used to direct the Title I program at HES.  A parent involvement policy will be developed and written by parents. The policy will then be distributed to HES families. |
|  | **Parent Compacts**  Compacts (contracts) involving parents, children, teachers, and administrators will be distributed at the beginning of the school year and as new students enroll in order to obtain a commitment to ensure all parties are invested in the educational success of all students. |
|  | **Parent Assistance**  A Parent Resource Center is located in the Media Center. It is available for parents to use to gain resource materials that can assist them and provide extra opportunities for children to learn and achieve at home and at school. |
|  | **Materials and Training**  Various trainings are held throughout the year during our parent event nights. Learning strategies are presented by staff through various activities. Materials and resources may be distributed at the conclusion of these events. We also have opportunities for parents to attend trainings during the school day. |
|  | **Education of School Personnel**  HES has a tradition of collaboration and teamwork with all staff and parents to assume responsibility for student achievement. A high level of trust and support exists along with high expectations and a desire for excellence. Parents, teachers, administrators, resource and guidance personnel work closely together to achieve goals. With the combination of increased time for reading and writing instruction, consistency with instructional practices, focused interventions and professional development, we will produce significant gains and achievement while providing continued success on our journey to excellence. |
|  | **Coordinating and Integrating**  In order to create the best possible introduction to the school environment for children and their parents, Kindergarten Pre-registration day has been established. Students and parents arrive at school to complete necessary paperwork, visit classrooms, pick up information sheets and have refreshments.   We utilize a phasing in program for our kindergarten students, with orientation on the first day of school and half days for the next four days to allow for a smooth transition into the school environment.  Remediation and enrichment programs are designed and implemented for flexible grouping to meet the needs of all children.  Officers' Spouses Club of Cherry Point provides funding opportunities for various school projects.  The Department of Social Services assists HES with family services.  NCAE, CCEMC (Bright Ideas), Weyerhaeuser and Partners in Education provide grant opportunities for materials/resources to implement grade level curriculum. |
|  | **Information**  Opportunities will be provided for parents and guardians with limited English proficiency and/or physical disabilities to allow them to participate in their child’s education. Assistance will be provided if necessary. |
|  | **Opportunities for LEP and SWD Parents**  Currently, there are no migratory children attending HES. If a need is identified, assistance will be provided through a translator or any needed physical assistance. |
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