

Flat River Academy Parent Involvement Policy

This policy is intended to increase parent involvement at Flat River Academy. It is the belief of Flat River Academy that an increase of parent involvement will positively impact student attendance and achievement. This policy is in compliance with Section 1118, a-f of the Elementary and Secondary Education Act (ESEA) laws governing Title 1 funded programs.

Section 1118 (b) - Flat River Academy has written a school-level parent involvement policy jointly developed with and distributed to parents with children participating in the Title 1 program. An existing school parent involvement policy may be amended to include the requirements in Section 1118 (b-h).

- This policy was originally written on April 22, 2016 by a committee of parents, teachers, title 1 staff and administrators.
- The policy was adopted by the Flat River Academy board of education in May 2016.
- This policy is made available on the school's website under parent - links. The link is included in the school's beginning of year packet given to all families and is included in the Student and Family Handbook.
- The policy is reviewed each school year and is amended to reflect current policy. Most recently updated March 8th 2022.

Section 1118 (c)(1) - Flat River Academy shall convene an annual Title 1 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 in the Title 1 SW program and to explain the requirements of Title 1 and the rights of parents to be involved.

- An annual Title 1 meeting will be held at the end of August in conjunction with the school wide open house/curriculum night.
- Parents will be notified by mail, social media, and Remind message encouraging attendance.
- Those parents not in attendance will be notified of missed materials through the above means of communication.

Section 1118 (c) (2) - Flat River Academy shall offer a number of flexible meetings such as morning or evening and may provide with funds provided by Title 1, transportation, childcare, or home visits, as such services related to parent involvement.

- Opportunities for parent involvement will be offered in various ways and times throughout the school year to encourage parent participation. e.g. Open house, conferences, family nights, concerts, PTO, daytime activities and volunteer opportunities.
- Notice of Board meetings will appear on the front of the school, via bi-monthly newsletter, facebook, Remind and the school's website.
- Reminders of meetings will be sent home with students.

Section 1118 (c) (3) - Flat River Academy shall involve parents, in an organized and timely way, the planning, review and improvement of programs under Title 1, including the planning, review

and improvement of the school-level parent involvement policy and the joint development of the school-wide program Plan.

- Parents will be invited to participate in a school improvement meeting at least once each school year.
- Parents will be surveyed at least once per year to gather information about current programs, services and overall school climate at least once per year.
- Parents will be encouraged to participate and provide feedback at events throughout the year by giving opportunities to speak, voice concerns, comment and complete surveys.

Section 1118 (c) (4) (A) - Flat River Academy will provide parents of participating children with timely information.

- School newsletters are provided to parents bi-monthly with information. This newsletter is sent: hard-copy with students, posted onto Facebook, posted to the school's website, and linked in Remind texts.
- Notice of meetings are provided in the school newsletter, Remind, Facebook and on the school's website.
- Student test results on district assessments (NWEA) will be provided to parents 3 times per year (Fall, Winter, Spring). Results are sent via hard-copy with students or at parent-teacher conferences.
- Report cards are sent home 4 times each year and parent teacher conferences are scheduled in October and March of each year. Conferences are flexible to include both in-person, virtual and phone opportunities. Parents may request a conference at any time during the school year.

Section 1118 (c) (4)(B) Flat River Academy shall provide parents of participating children 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.

- Flat River Academy has the school's curriculum along with pacing information available on the school's website under Parents - Links - Curriculum.
- Course expectations are outlined in the curriculum.
- Curriculum information and expectations are also provided at Open House at the beginning of the school year.
- Student progress is provided through report cards, parent notifications, progress reports, parent/teacher conferences and conversations and emails.
- Student progress on proficiency are reviewed through MSTEP/PSAT results shared with parents once a year, and NWEA results shared 3 times per year to track progress.
- Overall growth and proficiency for the school is shared at school board meetings.

Section 1118 (c) (2)(C) - Flat River Academy shall provide parents of participating children, 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.

- Flat River Academy will honor any request for a meeting with parents by setting up a meeting with the building principal and include any relevant party promptly.
- Flat River Academy will provide avenues for parents to participate and respond in suggestions for school improvement which may include:
 - Curriculum meetings
 - Conferences
 - Title 1 meetings
 - PTO group
 - School board meetings
 - Direct meetings with the school principal

Section 1118 (c) (5) - Flat River Academy shall ensure that if the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, submit any parent comments on the plan with the school makes the plan available to the LEA.

- The Student and Family Handbook outlines the protocol in which the school will respond to parental concerns.
- Parents are encouraged to present questions, concerns and responses to all school plans to the school board.
- Parent surveys are conducted at a minimum of 1 time a year in order to collect feedback.

Section (d)(1) Flat River Academy shall jointly develop with parents a compact that outlines how the entire school staff, parents and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- A parent-school compact was written on April 22, 2016 by the Title 1 school-wide committee. It is reviewed each year and updated as needed.
- Parents and staff each sign the compact at the beginning of each school year. This is part of the packet given to parents at Open house at the beginning of the year.

Section 1118 (d)(2)(A) - Flat River Academy shall include a schedule for elementary school parent teacher conference, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement.

- Parents and staff each sign the compact at the beginning of each school year. This is part of the packet given to parents at Open house at the beginning of the year.
- Conferences are scheduled in both the Fall and Spring which the contents of the compact are reviewed and discussed with regards to each child's academic progress.

Section 1118 (d)(2)(B) - Flat River Academy shall provide frequent reports to parents on their child's progress.

- Report cards are issued 4 times per year.
- Student progress is provided through report cards, parent notifications, progress reports, parent/teacher conferences and conversations and emails.
- Student progress on proficiency are reviewed through MSTEP/PSAT results shared with parents once a year, and NWEA results shared 3 times per year to track progress.

- Skyward Family access allows parents to check their child's class progress at their convenience including: attendance, behavior, academic progress, and report cards.

Section 1118 (d)(2)(C) - Flat River Academy shall afford parents of children receiving Title 1 services reasonable access to staff, opportunities to volunteer and participate in their child's classroom activities.

- All parents have access to staff via email. A directory is available on the school's website. All teachers also have Remind service so that parents can contact them directly.
- Parents may also call the school and request to speak to a staff member. The staff member will be alerted and respond in a timely manner as soon as it is reasonable to do so.
- Teachers and the school offer opportunities for parents to volunteer including participating in classroom activities, reading to students, and attending field trips.

Section 1118 (e)(1) Flat River Academy shall provide assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics such as the State's academic content standards, state student academic achievement standards, state and local assessments, and how to monitor their child's progress and work with educators to improve the achievement of their child,

- The school provides curriculum information at Open House in the beginning of each school year. Information about the curriculum and its alignment to state standards is also provided on the school's website under Parents - links - curriculum.
- Flat River Academy utilizes a Standards Based report card that indicates a child's progress on state standards.
- Teachers review and discuss State Standards and curriculum during parent/teacher conferences where their child's progress is discussed and plans for parents to offer home support are encouraged.

Section 1118 (e)(2) - Flat River Academy shall provide materials and training to help parents work with their child to improve their child's academic achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.

- Teachers send home materials as appropriate to support classroom learning.
- Teacher newsletter or other communication (Remind etc) communicate current content being taught to encourage parent involvement.
- Students are sent home with reading materials to support literacy at home.
- Special Family nights involve parents in academic learning with their child and often have take-home items to continue activities at home.
- Videos or instructions are posted online where parents can view to support student learning. E.g. - How to log into google classroom. How to access certain websites.
- Materials and conversations help parents to analyze their child's MSTEP and NWEA results.

Section 1118 (e)(3) - Flat River Academy shall, with the assistance of parents, educate teachers, pupil services, personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them, to work with them as equal partners, to implement and coordinate parent programs, and to build ties between parents and the school.

- Flat River Academy provides annual professional development dedicated to parent involvement.
- Flat River Academy has developed standards in professionalism through non-negotiables that all teachers have a responsibility to encourage parent involvement and communication.
 - This includes that the teacher must proactively contact parents with concerns over student progress.
 - Have 2 modes of communication: electronic and physical copy, to reduce barriers to communication.
 - Utilize the student planner each day to communicate with parents about daily topics.

Section 1118 (e)(4) - Flat River Academy 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 Program 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 child.

- Flat River Academy encourages parents to participate in Kindergarten Round-up through marketing materials.
- Flat River Academy encourages parents to participate and enroll in local head start programs and local public preschool for appropriately aged children by distributing flyers, brochures and including links to such programs and applications on the school's website.
- Transition to high school opportunities are offered for 8th graders considering options for high school.
- Fliers for programs offered by the ISD and local community are distributed to students when appropriate.

Section 1118 (e)(5) - Flat River Academy shall ensure that information related to school and parent programs, meetings and other activities is sent to parents of participating children in a format, to the extent practicable, in a language parents can understand.

- All parent communication is presented in easily understood, concise language, free of overly technical language. When professional jargon is used, it is explained in detail.
- In the event that families are bilingual, parent communication will be translated to the parent's preferred language.
- Communication with parents is presented in a variety of formats to reduce barriers including: email, Skyward, Remind notification, paper hard-copy, website, social media.

Section 1118 (e)(14) - Flat River Academy shall provide such other reasonable support for parent involvement activities as parents may request.

- Meeting and event times will vary to accommodate parent involvement.
- Other modes of involvement can be used to accommodate parent involvement such as phone, email, virtual and in-person.

Section 1119 (f) - Flat River Academy shall provide full opportunities for participation of parents of with limited proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a format and language that parents understand.

- Interpreters are utilized for families needing assistance at school activities, conferences, parent meetings.
- Flat River Academy is a handicap accessible building.
- All parent communication is presented in easily understood, concise language, free of overly technical language. When professional jargon is used, it is explained in detail.
- In the event that families are bilingual, parent communication will be translated to the parent's preferred language.
- Additional accommodations are made available to parents with disabilities.
- For parents with limited literacy skills, face to face meetings are planned and assistance is given to read and fill out forms.