

FLAT RIVER ACADEMY

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 affect 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 I 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 a Title 1 program. An existing school parent involvement policy may be amended to include the requirements in Section 1118 (b-h).

- This policy was written on April 22, 2016 by a committee of parents, teachers, Title I staff, and administration.
- The policy was adopted by the Flat River Academy Board of Education on _____
- This policy will be distributed through email, Skyward (the online gradebook system, Facebook, Remind.com, along with hard copies to be printed and sent home for all parents with the beginning of the year packet.
- The policy will be accessible on our website at www.FlatRiverAcademy.org and uploaded to ASSIST.

Section 1118 (c)(1) Flat River Academy shall convene an annual Title 1 meeting at a convenient time, to which all parents of participating (Title 1) 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 right of the parents to be involved.

- An annual Title I meeting will be held the last week of August yearly in conjunction with the school wide Open House to invite and encourage parents to be involved in the Title I Schoolwide program.
- Parents will be notified through email, Skyward, Facebook, Remind.com, and notes sent from the administrative office.
- Those parents not able to attend the meeting shall be sent information through the previously listed means of communication and sent a hard copy of the meetings minutes and handouts.

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, child care, or home visits, as such services relate to parent involvement.

- Meetings will be held at various times throughout the school day and year to encourage parent participation, e.g. Open House, Curriculum nights, conferences, student activity nights, day programs to involve parents with their students.
- Notice of Board meetings will be posted and disseminated on all aforementioned means of communication.
- Written reminder notices of all meetings will be sent home with students.

Section 1118 (c)(3) Flat River Academy shall involve parents, in an organized, ongoing, and timely way, in 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 schoolwide program plan.

- Flat River parents will be invited to participate in School Improvement Team meetings twice per year to give input, review student progress data, and the Parent Involvement Policy, and the School Compact.
- Parents will be asked to give feedback, suggestions for improvement during these meetings and will have the opportunity to comment on these documents at any time by contacting staff members in writing or through communications listed above.

Section 1118 (c)(4)(A) Flat River Academy Elementary shall provide parents of participating children timely information.

- Weekly newsletters go home from the Grattan office and classroom teachers.
- Student test scores are sent to parents through Skyward, and hard copy results sent home with report cards and discussed at conferences or by parent appointment.
- Report cards are sent home 4 times per year and parent-teacher conferences are scheduled in October and February of each year. Parents may contact teachers at any time through parent teacher phone calls,

This policy was written by a committee representing parents, staff, and administration of Grattan Academy on April, 2016

FLAT RIVER ACADEMY

Skyward; or written notes. A prompt response to parent concerns, questions, or request will be made.

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 will provide parents with Common Core Information through the yearly Open House syllabi. It will be posted on Skyward, Facebook, and on our website at www.flatriveracademy.org
- Course expectations for each subject area are sent by individual teachers at the beginning of the year.
- A Curriculum Night is held each year in mid-September when grade level expectations are explained in each classroom.
- Student progress is sent through Skyward, emails, phone calls, and hard copies sent home. Hard copies of individual test scores, such as MEAP/MStep, NWEA, etc. are provided to parents at conferences. Individual Education Placement (IEPs) and 504 meetings are held for those students who qualify for these services.

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.

- Curriculum meetings
- Conferences, or other decision making meetings about their child
- SIT meetings, Title I meetings,
- Parent group meetings and Board of Director Educational program committee meetings
- All questions and concerns are heard and responded to directly

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 when the school makes the plan available to the LEA.

- The 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 administration and Board of Directors.
- Parent surveys are conducted at a minimum of 1 time a year in order to collect feedback

Section 1118 (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 I Schoolwide Committee. It is attached.

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

- The Parent -School Compact will be included in the student Open House packet at the beginning of each school year. Parents and students will be asked to sign off and return the Compact, which will be reviewed at the Fall conference.
- At the fall conferences of each school year, which occur in October, the Title I Parent School Compact will be reviewed and questions about it will be answered.

FLAT RIVER ACADEMY

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

- Parents receive quarterly progress reports at the end of each marking period.
- Each teacher also communicates with parents about graded classroom assessments.
- NWEA testing results are provided three times per year. Annual MStep results are sent to parents in the Fall from the previous school year's testing.
- Parent teacher conferences occur each year in the Fall and spring.
- Skyward/Family Access provides families information related to their child's progress, including attendance, food service, student progress, and report cards. Hard copies are available upon request (as offered through newsletter, beginning of the year information, and Parent Nights).

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, and observation of classroom activities.

- All parents have access to staff via email and phone. Face-to-face communication is preferred.
- Teachers compile volunteer lists at the beginning of the year. Parents are encouraged to participate in classroom support activities, field trips, etc.
- Parents are encouraged to schedule observations in the classroom, as well as help out whenever they can.

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

- The school hosts a Curriculum Night in the Fall to provide an overview of State Curriculum Standards and Common Core.
- Families have access to information in Skyward at any time through their personal login and password. Families without internet may also access Skyward through the school computer lab.
- Grade level Open Houses provide parent information about the Core Curriculum standards and assessments and how to monitor their child's progress.
- State Standards are noted on the school report card as it is a standards-based report card. Parents receive report cards 4 times each school year.
- 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 set.

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

- Teachers send home materials as appropriate to support classroom learning.
- Parents are sent one each literature unit in the Imagine It! Language Arts series.
- Teachers encourage students to actively maintain skill sets over summer break with literacy and math packets, online access to support classes through IXL and Spelling City, which are on the school website.

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 will conduct an annual professional development day to develop teacher communication skills and strategies.
- Teachers will learn how to productively and effectively communicate with parents to facilitate relationship building between home and school.

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 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 child.

- Flat River Academy invites parents to Kindergarten Round-Up through marketing materials, newspapers, flyers, communication with community preschools, church day care centers, social media posting and the school website.
- Opportunities are publicized for parents to schedule classroom visits and observations.
- Transition to secondary grades is accomplished through a trip to the MS/HS building in the spring of 6th grade to meet secondary teachers and staff and to tour the facility.

Section 1118 (e)(5) Flat River Academy 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, to the extent practicable, in a language the parents can understand.

- All parent communication is presented in easily understood, concise language, free from professional jargon and overly technical language.
- In the event that families are bi-lingual, parent communication will be translated to parent's primary language.
- Communication with parents is presented in several formats, including: letters, email, phone calls, social media, website, classroom newsletters, and notes home.

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 in order to accommodate and increase parent involvement.
- Assistance in transportation and communications will be provided to support parents as needed.
- Skyward/Family Access provides families information related to their child's educational experience, including attendance, food service, student progress, and report cards. Hard copies are available upon request (as offered through newsletter, beginning of the year information, and Parent Night).

Section 1118 (f) Flat River Academy shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a format and language parents can understand.

- Interpreters are utilized for families needing assistance at school activities, conferences, parent meetings (i.e., non-English speaking families, a Sign Language Interpreter is also available (IISD))
- Grattan Academy Elementary Elementary is a handicapped accessible facility, door opening assistance, ramps, and a handicapped accessible restroom.
- Additional accommodations are made as necessary for parents with disabilities
- In the event that migratory families would enroll in Grattan Academy Elementary Elementary, these families would be offered additional opportunities for parent education, information about the school and assessment, and other information provided in native language and/or with translation. Additionally, should there be migratory students enrolled, referrals to community resources fitting this population and other care as well as academic supports and intervention available regardless of enrollment time or duration of enrollment
- For those parents who lack literacy skills, we are planning face to face conversation to ensure that the information was shared in a manner that is meaningful to them.