

MCHARG ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY

McHarg Elementary School jointly developed this parental involvement policy in consultation with school personnel, community members, and parents. It was adopted on June 9, 2009. A list of committee members responsible for the writing of this policy can be found in Appendix A (McHarg Advisory Committee). This policy will be distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand. This policy shall be made available to the local community by the school web page, Honeywell Instant Alert system, and paper copy or email if requested.

If the Title I plan is not satisfactory to the parents of participating children, Radford City Schools will submit any parent comments with the application when the plan is submitted to the state. This parent involvement plan will be updated annually to meet the changing needs of parents and the school.

Part 1. POLICY INVOLVEMENT

McHarg Elementary School will:

- Convene an annual meeting of school administration, Title I personnel and parents during the PSA Back to School Night.
- Offer a flexible number of meetings. A schedule of this year's meetings can be found in Appendix B. At least four parent involvement activities will be held during the school year.
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program by survey. An annual meeting will be held by the MchHarg Advisory Committee to review survey data and make changes and improvements as needed to the Parent Involvement Policy.
- Provide parents of participating children:
 - timely information about Title I programs through daily Take-Home Folders and/ or teacher newsletters, report card inserts, teacher and school web pages, new.schoolnotes.com, and instant alerts.
 - a description and explanation of the curriculum in use at the school. This information will be relayed to the parents through frequent teacher communications and parent involvement activities.

(1) 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.

- Parents will be invited to attend at least four parent involvement activities during the school year, which will include an annual review meeting that will

address planning and review of the improvement plan and allow teachers and administrators to respond to suggestions from parents.

- (2) If the school's program 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. (if applicable)
 - o Parents will be given opportunities to voice concerns and make comments during parent involvement activities. Parents will also be surveyed annually and asked to provide feedback concerning the school wide Title I program.

Part 2. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

McHarg Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A, of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. Also, the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

This school-parent compact is in effect during school year 2009-2010.

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SCHOOL-PARENT COMPACT

Dear Parent/Guardian,

Thank you for the opportunity to work with you and your child in McHarg's Title I program. With your help, we can work together to assure your child reaches their potential. Research shows that school-aged children spend 70% of their waking hours outside of school. Therefore, as a parent, you hold the key to success, not only for your child, but for our entire school community. As a parent, your involvement in your child's education has a strong impact on higher test scores, better school attendance, and increased motivation. Your involvement in your child's education is twice as predictive of their success as any other factor.

The Title I program at McHarg hopes to enhance and assist what you do in your home to ensure the success of your child in school. Listed below are ways in which we feel you, as a parent/guardian, play an integral role in support of your child's academic success.

Sincerely,
Title I Teachers

Parent Responsibilities

I, as a parent/guardian, will support my child’s learning in the following ways:

- Monitoring attendance
- Communicating regularly with my child’s teachers and school
- Making sure homework is completed
- Reading with my child and letting my child see me read
- Monitoring the amount of time my child spends watching television and playing video games
- Volunteering in my child’s classroom and school, as practical
- Participating, as appropriate, in the decisions relating to my child’s education
- Promoting positive use of my child’s extracurricular time
- Staying informed about my child’s education
- Serving, to the extent possible, on policy advisory groups as needed

Parent/Guardian Signature _____ Date _____

Student Responsibilities

I, as a student, will support my learning in the following ways:

- Do my best in class and on my assignments
- Do my homework every day
- Read or be read to every day
- Respect and cooperate with other students and adults
- Show my parent school papers and notes
- Get a good night’s rest so that I am rested and ready to learn
- Eat breakfast so that I have energy to work and learn

Student Signature _____ Date _____

School Responsibilities

We, as a Title I teacher and principal, will support your child’s learning in the following ways:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state’s student academic achievement standards as follows:
 - SOL based curriculum

- Balanced Literacy Program
- Highly-qualified staff
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement. Specifically:
 - Parent/Teacher Conferences will be held October 29.
 - Additional conferences will be held when requested by the teacher or parent.
- Provide parents with frequent reports on their child’s progress. Specifically, the school will provide reports as follows:
 - Report Cards will be sent home each six weeks
 - Assessments (6-weeks, PALs, SOL, Stanford 9, etc.) will be sent home periodically
 - Progress is shared at parent conferences
 - Phone contacts, notes, and/or emails
 - Take-Home Folders
 - School and teacher websites, including <http://new.schoolnotes.com>
 - Honeywell Instant Alert System
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Parent/Teacher Conferences
 - Open House and Back to School Night opportunities
 - Contact information will be provided via newsletters, Take-Home folders, school/teacher websites, new.schoolnotes.com, etc. Teachers can be contacted before/after school, during teacher planning period, and by phone, email, or appointment
- Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:
 - Through the Parent School Association, parents are offered the opportunity to volunteer at the beginning of the school year.
 - McHarg Elementary School has an open door policy, encourages parental participation, and uses volunteers for many school and classroom activities throughout the year.

Title I Teacher Signature _____ Date _____

Principal Signature _____ Date _____

We welcome feedback. The School-Parent Compact is part of the McHarg Title I Parent Involvement Policy. The policy is available on the school webpage. A paper copy is also available upon request. If you have comments about the compact or parent involvement policy, please contact Diane Hurst at dhurst@rcps.org or 731-3652.

Part 3. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, McHarg Elementary and Radford City Schools assisted under this part:

- (1) shall provide assistance to parents of children served by McHarg Elementary and Radford City Schools, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments; also monitor a child's progress and work with educators to improve the achievement of their children;
 - Parents are invited to attend informational meetings, conferences and workshops throughout the school year such as:
 - Open House
 - PSA Back to School Night
 - Parent-Teacher Conferences
 - PALS Dinner/Title I Workshop
 - Title I Helpful Websites Dinner/Title I Workshop
 - Book Buddies Dinner/Make-a-Book Workshop
 - Book Buddies Dinner/Conference Night
 - Book Buddies Author's Breakfast
 - Radford Public Library/Title I Workshop
 - Honeybee Night Dinner/Workshop
 - Parent Resource Center
 - The McHarg school website has links to the SOLs, Pacing Guides, and helpful websites such as PALS and the DOE.
 - SOLs and Pacing Guides are also available in the school office for parents.
 - Title I teachers provide daily Take Home Folders and/or weekly newsletters that communicate curriculum and ways parents can help at home.
 - Title I teachers make parent contacts as needed.
 - The Honeywell Instant Alert System as well as newschoolnotes.com is used to keep parents informed.
 - Book Buddies Program

- (2) shall provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 - Parents are given information and materials at the parent workshops listed above (Part 3.1).

- Free books are distributed to children at all Title I workshops.
- Games and activities are sent home by Title I teachers on a regular basis to reinforce skills.
- Classroom teachers explain the leveled reading system and assessment used at McHarg during Parent Teacher Conferences.
- Teachers send home a flyer to encourage parents to use the leveled books available at the Radford Public Library.
- A workshop is held by Title I teachers at the public library to show parents how to utilize leveled reader resources.
- Parents are encouraged to read with their children through the Title I Lending Library, We Both Read books, and other books and resources provided through the school library and classrooms.
- A Community Computer Room and Parent Resource Center are located at McHarg.
- Parents are given explanations of their child's reading level and ways to support reading at home in report cards and at conferences.
- Parents are encouraged to utilize the McHarg Portaportal with their children to reinforce skills.
- Reading Coach
- Math Coach

(3) 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 how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

- McHarg provides many activities during the school day as well as evenings and weekends for parents and children. In addition to events (Part 3.1) listed above, programs include:
 - Fall Fun Day
 - Spring Field/Fun Day
 - PSA Movie Night
 - PSA Meetings
 - Beans and Rice
 - Pumpkin Day
 - Kindergarten Bake Sale
 - Diversity Week Activities
 - DEAR Volunteer Readers
 - Classroom Guest Speakers
 - Guest Readers on televised Morning Announcements

- A reading and math coach provide best practice modeling, training, and in-services.
- (4) 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; conduct other activities such as parent resource centers that encourage and support parents in more fully participating in the education of their children;
- The local Headstart staff and community preschool teachers are invited to Honeybee Night for incoming kindergarten students and parents.
 - Kindergarten teachers visit Headstart annually.
 - McHarg staff makes home visits as needed to register children for kindergarten.
 - Radford University student teachers and the high school's Service Learning Club are utilized to provide childcare for our Title I workshops.
 - The Parent Resource Center is located at McHarg. The Parent Resource Coordinator displays resources and materials at school meetings.
 - Community Computer Room is located at McHarg.
 - Parent literacy classes and workshops are offered to educate parents in Math, English, Technology, etc. (i.e. "How to Help My Child" In-service)
- (5) 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 that is practicable and in a language that parents can understand;
- The Honeywell Instant Alert System is used to inform parents as well as new.schoolnotes.com.
 - Flyers and reminders for all meetings and programs are sent to parents.
 - Parents are also informed through the following resources:
 - school web site which includes Principal's Six Weeks Letter to Parents, the PSA Newsletter, and upcoming dates to remember
 - classroom newsletters, emails, web pages, and blogs
 - Title I daily Take Home Folders and/or weekly newsletters

- (6) shall provide such other reasonable support for parental involvement activities under this section as parents may request.
- Parents are encouraged and may request support by contacting McHarg teachers and staff by phone, emails, written notes or through conferences.
 - Transportation is provided for all Title I workshops and meetings if requested.
 - “Ask a Title Teacher” is available on the Title I page of the school website.
- (7) shall involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- Parent Student Association (Appendix A)
 - McHarg’s Title I Advisory Committee (Appendix A)
 - RCPS Title I Advisory Committee (Appendix A)
- (8) shall provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
- Assistance is provided with staff development workshops as needed.
 - Staff development resources are provided for grade level teams.
 - Materials are provided for TALK’s (Teachers as Learners Krew) weekly professional book study.
- (9) shall train parents to enhance the involvement of other parents;
- A Title I parent speaks at Back to School Night about becoming involved in their child’s learning and education when the Parent Involvement Policy is introduced to the McHarg community.
- (10) shall establish a division wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- A division wide Title I Advisory Committee is in place in Radford City Schools in addition to a local committee at McHarg. See Appendix A for members of both committees.
- (11) shall develop appropriate roles for community-based organizations and businesses in parent involvement activities; and

- McHarg involves numerous community organizations and businesses in school meetings and workshops such as:
 - Radford Public Library
 - Beans and Rice
 - Wesley Foundation Tutoring Program
 - Reading incentive programs such as Salem Red Sox Program, Adventure World's Read and Roll Program, and the Summer Reading Program at the Radford Public Library.
 - Reading Is Fun (RIF) Program
 - Local Headstart and preschools
 - Radford University resources such as student teachers

Part 4. ACCESSIBILITY

McHarg School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand.

- The LEP coordinator assists parents and students with limited English proficiency.
- The interpreter service through the DOE is utilized for deaf parents.
- Transportation and childcare is offered for all Title I meetings and workshops.

Appendix A

**McHarg Advisory Committee
2008-2010**

Rob Graham-principal
Renee Myers-Title I teacher
Diane Hurst-Title I teacher
Marchelle Flynn-Title I teacher
Kelly Wheeler-Book Buddies Coordinator
Lisa Buckner-librarian
Anne Goodman-speech/language pathologist
Betty Holcomb-PE teacher
Deb Reedy-parent
Debbie Minnick-parent
Harriet Price-parent
Theresa Burriss-parent

**RCPS Title I Advisory Committee
2008-2010**

Renee Myers-Teacher, McHarg Elementary School
Diane Hurst-Teacher, McHarg Elementary School
Marchelle Flynn-Teacher, McHarg Elementary School
Denise Turner-Teacher, Belle Heth Elementary School
Rebecca Bondurant-Teacher, Belle Heth Elementary School
Jeanette Croteau-Teacher, Belle Heth Elementary School
Kelly Wheeler-Book Buddies Supervisor, McHarg Elem. School
Palma Clark, Chair-Reading Resource Teacher, Dalton Inter. School
Charlene Jordan-LEP Resource Teacher
Debbie Minnick-Parent, McHarg Elementary School
Tracy Ruffin-Parent, Belle Heth Elementary School
Rob Graham-Principal, McHarg Elementary
Jack McKinley –Principal, Belle Heth Elementary School
Lorraine Crawford-Director of Instruction

Appendix B

**McHarg PSA Board Members
2009-2010**

Heather Bell-Fundraising
Daniela Brunner-Volunteer Coordinating
Jaime Clemmer-Fundraising
Jayne Cox-President
Ellen Denny-School Representative
Kristy Fuhrer-Membership/Promotion
Rob Graham-Principal
Joy Craig-Treasurer
Kathy Kleppin-Family Movie Night/Supplies
Kris Monday-Staff Appreciation
Wendy Phillips-Vice President
Stephanie Gillespie-Faculty Representative
Margaret Sproule-Volunteer Coordinating
Amy Turner-Secretary
Theresa Burris-Honey Bee Fund Coordinator
Susie Vinson-Staff Appreciation

Schedule of Title I Parent Involvement Activities for 2009-2010:

Dates and times are to be announced. Meetings, Conferences and Workshops may include but are not limited to the following:

- Open House
- PSA Back to School Night
- Parent-Teacher Conferences
- PALS Dinner/Title I Workshop
- Title I Helpful Websites Dinner/Title I Workshop
- Book Buddies Dinner/Make-a-Book Workshop
- Book Buddies Dinner/Conference Night
- Book Buddies Author's Breakfast
- Radford Public Library/Title I Workshop
- Honeybee Night Dinner/Workshop
- Parent Resource Center

Appendix C

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SCHOOL-PARENT COMPACT 2009-2010

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Appendix C-continued

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Principal Signature _____ Date _____

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