

Westhaven Elementary School

Parent Engagement Policy 2018-2019

Learning for students takes place not only at school, but at home and throughout the community. At Westhaven Elementary School, we believe that the school has a responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet and exceed the State's student performance standards. The strengths and contributions of families and communities are highly valued. Parent involvement is key to the success of students.

Parents and the community are integrated into the school program through their involvement in the governance structure, volunteering and PTA programs, and voice in shared decision-making. There is a shared vision and high expectations for student learning and achievement. Working together provides a clearer sense of direction and unity of purpose, as well as providing opportunities to exchange ideas and viewpoints.

We have involved parents in the planning, review, and improvement of the comprehensive school wide program plan by involving parents in the PTA Executive Board. A Title I Parent Involvement Committee will meet bi-annually to discuss, review, and implement changes as needed to the Parent Involvement Policy and Plan.

The Parent Involvement Policy and the Parent Involvement Plan will be available on the school's website and a parent informational session will be held in the fall to review the plan and discuss concerns with parents. A copy of the School Improvement Plan is available in the office for review by parents.

The goal of Parent Involvement at Westhaven Elementary School is to include parents as active participants in their children's educational experience and academic success. Parent Involvement initiatives are carefully planned to communicate with parents on a consistent, regular basis, to involve parents in student instruction and achievement, and to involve parents in school wide governance and decision making.

- Parent-Child Enrichment Opportunities, Parent Trainings, and Parent Meetings: Parent Involvement Opportunities are scheduled throughout the school year using a flexible schedule with funds provided under Title I.
- Annual Meeting: An annual meeting will be held in September, to which all parents shall be invited and encouraged to attend. The purpose of the meeting is to inform parents of their schools and district's participation under Title I and to explain Title I, its' requirements, and right to be involved. Additionally, the results of the annual school review are discussed, including the school's overall performance on state mandated assessments according to VDOE. The following areas to be addressed at the annual meeting, and at subsequent parent meetings held throughout the school year, include:
 1. National Education Goals
 2. State's content standards and student performance standards
 3. School improvement
 4. Components of a school wide plan
 5. State and local assessments
 6. Requirements of Title I, Part A
 7. Ways parents can monitor their children's progress and work with educators to improve the performance of their children.
 8. Ways parents can participate in decisions relating to the education of their children.
- Title I Parent Involvement Committee: This committee consists of the school principal, teachers, parents, and community members to represent the diverse population of students within the school. This committee meets quarterly and periodically reviews and implements changes as needed to the school Parent Involvement Policy and Plan. This council is involved in the joint development and evaluation of the school-parent compact that outlines how the school and the parents will be responsible for supporting student learning. This committee will also work with parents to evaluate the effectiveness of the parent involvement initiatives as a measure of performance evaluations of the school.
- Coordinate and Integrate Parent Involvement with other programs: We will coordinate and integrate our parent involvement efforts with Family Systems, as well as community-based organizations and businesses.
- Ongoing communication between school and parents: We will address the importance of parent-teacher communication via parent conferences, frequent reports on children's progress, and by providing access to staff and opportunities to volunteer and participate in school activities. The Title I Parent Involvement Policy and Plan will be distributed to all parents at the beginning of the school year for their review and input. Additional opportunities for Parent Involvement and Parent-Teacher Communication are listed below:

Parent Involvement Plan and Strategies to Support the Title I Parent Involvement Policy:

1. **Open House:** Each year, the staff of Westhaven Elementary School welcomes new and returning parents to the school for an open house. The event is traditionally held prior to the beginning of school and is a valuable opportunity for parents to tour the school, meet the teachers, and ask questions about the expectations for the school year. Information is also given regarding school-related programs and volunteer opportunities for parents.
2. **SOL Family/Benchmark Nights:** Academic nights, focusing on a variety of topics, are held throughout the year. These events provide parents with valuable information regarding the school's curriculum and how they can support student achievement at home. Large and small group opportunities are provided to encourage parents to explore the curriculum with their children and to ask questions. Academic nights and other parent meetings will be held at various times and locations. The principal and administration will provide timely responses to parent suggestions provided at these meetings.
3. **PTA Executive Board:** Our PTA Executive Board consists of members who are representatives of our school. They provide advice, recommendations, and assistance. These representatives attend meetings and share ideas for school improvement, provide support for teachers and administrators, and are a part of the decision-making process.
4. **School Leadership Team:** Our school leadership team consists of representatives from all grade levels, support personnel, and administration. Portions of our leadership team are parents. This committee serves as a decision-making team for the school and works to plan for curriculum implementation and evaluation, to evaluate student achievement and performance, and to plan for school improvement.
5. **Parent Meetings:** The principal shares pertinent information with parents regarding upcoming events and decisions at meetings. Parents are notified of meetings by social media, phone, and newsletters. The meetings provide parents the opportunity to discuss questions and concerns with the principal. The principal and administration will provide timely responses to parent suggestions provided at these meetings. The principal is also available for meetings concerning private issues.
6. **Parent Conferences:** Parent conferences are scheduled on a regular basis before, during, and after school hours. Teachers keep a record of parent conferences held throughout the year and encourage all parents to attend. To ensure that all parents are included in parent conferences, individual student assessment results and interpretation of these results, as well as a description and explanation of the school's curriculum, are provided at these parent-teacher conferences.
7. **Parent-School Compacts:** Parents are asked to set goals for themselves in participating in their child's education. These goals are listed along with the teacher and administrative/instruction team in a compact for all students.

8. Counselor: The counselor is available to assist parents with specific concerns. Resources are also available to assist parents and students with specific concerns including difficulties with school, problems with peers, anger, and grief. Parenting resources such as books and periodicals are also available.
9. Volunteer Program: Parents may volunteer at our school in a variety of ways. Please contact the principal for more information.
10. Staff Development: Westhaven staff will work together to educate teachers and other staff, in the value and utility of contributions of parents, and how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school.

Communication between School and Parents on an Ongoing Basis:

1. Calendar: A monthly calendar is sent to parents. This calendar contains information for parents regarding upcoming events, student success, and tips for helping students achieve.
2. Parent Phone Calling System: Important information for parents is communicated on a regular basis via a mass calling system. This system allows the school administration to contact parents via telephone regarding upcoming events and important announcements.
3. Agendas: All students in grades 2-6 receive a daily agenda which is to be signed daily by teachers and each night by parents. These agendas provide an opportunity for parents and teachers to communicate on a daily basis regarding expectations for students, student progress, and concerns.
4. School Website: Our school website provides pertinent information for parents and community members. Parent links include information regarding student achievement, school improvement, the school lunch menu, and upcoming events.
6. Power School is the district student information website that provides parents with information regarding their child's attendance and a variety of other factors concerning academic performance.

Parent Rights:

- Parents have the right to receive information on how they can support their children's learning at home.
- Parents have the right to have their children's performance and report cards clearly explained during parent-teacher conferences, and in other school meetings.
- Parents have the right to express their opinions, register their concerns, addressed in a timely manner, to the appropriate school personnel.
- Parents have the right to be provided with opportunities for their involvement in the school community through parent-teacher conference days, student-parent days.

- Parents have the right to be given reasonable access to the school building. Parents have the right to observe their child in class.
- Parents have the right to know that the school will maintain up-to-date emergency contact and health information.
- Parents have the right to receive information about the school's policies and procedures and have access to their children's records.

Parent Responsibilities:

- Parents will support efforts to raise student achievement and will participate in ongoing two-way communication with the school to ensure early identification of student needs.
- After teacher notification, parents will follow up with the school or teacher, if such follow up is needed, and attend scheduled meetings, make phone calls, email or notes to maintain contact.
- Parents will participate in discussions and decisions relating to the education of their children with appropriate school personnel.
- Parents will learn about opportunities for parental involvement at school and at the district level and get involved, if at all possible.
- Parents will know and follow school procedures for parent access to the school building.
- Parents are to encourage their children to resolve conflicts in a respectful and positive manner. Parents will encourage students to report problems to their teachers and administration.
- Parents are required to provide the school with current a) family addresses & telephone numbers; b) accurate emergency contacts and c) health information.
- Parents will be familiar with the school calendar, school safety plan, discipline code, and will discuss these topics with their children.

Student Responsibilities:

- Students will study for examinations, do homework and other assignments.
- Students will listen to and talk with their parents and teachers about their performance and progress.
- Students will talk to their families about what they are learning and doing in school.

- Students will know and follow school procedures for access to the school building.
- Students will strive to resolve conflicts in a positive and respectful manner and seek help from teachers and the administration when needed.
- Students will transmit any necessary correspondence to and from school personnel and parents.
- Students will be familiar with the school calendar, school safety plan, discipline code, and will discuss these topics with their parents. Students will follow school discipline code on the bus, at school and at extra-curricular events.

School Responsibilities:

- The school will provide information and tools to parents so they can help their children to achieve academic and social progress.
- The school will provide opportunities for parents to discuss student achievement as reported on report cards and/or during parent-teacher conferences.
- The school will be responsive to parents' questions and concerns in a timely manner. The school will provide information to parents on the complaint processes available to them. Parents will receive a welcoming environment for all concerns.
- The school will offer specific opportunities for parent involvement, make them readily available and provide a welcoming environment for all parents.
- The school will communicate school procedures and policies for parent access to the school building and to their children's records.
- The school will maintain up-to-date emergency contact and health information.
- The school will provide to parents a clear description and explanation of the school calendar, school safety plan, the discipline code and the parent-school communication plan.

**Westhaven Elementary School
Parental Engagement Policy Council**

Venessa Whichard-Harris, Principal

William Taylor, Assistant Principal

Tamiko Jones, (PTA President)

Beverly Bullock, (PTA Vice-President)

Carol Roskowski, (PTA Secretary)

Derrick Jones, (PTA Treasurer)

Cydney Jones, Family Engagement Liaison

Westhaven Elementary School
Title I School/Parent/Student Compact

Student's Name	Principal Venessa Whichard-Harris
Parent/Guardian	Teacher

- I. We the teachers and principal of Westhaven Elementary School agree to:**
- 1. Provide high quality curriculum and instruction in a supportive and effective environment.**
 - 2. Schedule various parent meetings with due consideration to parent/family needs.**
 - 3. Provide activities that promote parental and community involvement.**
 - 4. Hold parent/teacher conferences to discuss the progress of students.**

II. Parent's Responsibility

Directions: Please check those you do with your child regularly

<input type="checkbox"/>	Read together often	<input type="checkbox"/>	Volunteer in my child's classroom
<input type="checkbox"/>	Use TV wisely	<input type="checkbox"/>	Attend parent meetings (minimum of 3)
<input type="checkbox"/>	Schedule daily homework time	<input type="checkbox"/>	Establish a daily family routine
<input type="checkbox"/>	Monitor school attendance	<input type="checkbox"/>	Involve child in problem-solving situations
<input type="checkbox"/>	Talk with my child	<input type="checkbox"/>	Monitor out-of-school activities
<input type="checkbox"/>	Use the public library	<input type="checkbox"/>	Be a positive role model for my child
<input type="checkbox"/>	Express high expectations and offer praise and encouragement	<input type="checkbox"/>	Listen to my child

III. Student's Responsibility

Directions: Please check those you do regularly

<input type="checkbox"/>	Complete homework assignments	<input type="checkbox"/>	Show respect for parents and teachers
<input type="checkbox"/>	Attend school regularly	<input type="checkbox"/>	Read outside of school time
<input type="checkbox"/>	Be a good school citizen	<input type="checkbox"/>	Use TV wisely
<input type="checkbox"/>	Be a good messenger between school and home	<input type="checkbox"/>	Use math skills to solve problems

Agreement Date: _____

Parent/Guardian Signature: _____

Student's Signature: _____

Please return to your child's school no later than October 12, 2018.

Westhaven Elementary School PTA 2017-2018 PTA Meetings

PTA Executive Board Meetings

All Meetings will be held on the 1st Tuesday of each month except the months of November. November's board meeting will be held on Thursday, October 26th. There will be no meeting the month of January. All meetings will begin at 6:00 pm.

PTA Executive Board Meetings

October 25, 2018

December 4, 2018

February 5, 2019

March 5, 2019

April 2, 2019

*May meeting will be combined with the April meeting

PTA General Meetings

All meetings will be held on the 3rd Tuesday of the month with the exception of December. There will be no meeting the month of January.

All meetings will begin at 6:00pm.

PTA General Meetings

September 18, 2018 PTA Open House

October 16, 2018 Reading is Heroic

November 20, 2018 Math and Reading Harvest Night

December 18, 2018 Winter Concert (K-2nd and Chorus)

February 19, 2019 Black History Month

March 26, 2019 Book Fair Night

April 23, 2019 Awards Ceremony

May 7, 2019 Spring Chorus, Volunteer Recognition, Basket Bash;
Election & Installation of New Officers

September, 2018

Dear Parent,

On January 8, 2002, the *No Child Left Behind Act of 2001* (NCLB) was signed into law. Section 1111(h) (6) (A) states that as a parent of a student in Westhaven Elementary School receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Venessa Whichard-Harris, Principal, either by phone at (757) 393-8855, or in writing at Westhaven Elementary School, 3701 Clifford Street, Portsmouth, Virginia 23707.

Sincerely,
Venessa Whichard-Harris
Principal

September, 2018

Dear Parent,

On January 8, 2002, the *No Child Left Behind (NCLB) Act of 2001* was signed into law. Section 1111(h) (6) (B) (ii) of the law states that any school that receives Title I funds must inform parents if their child is assigned a teacher for four or more consecutive weeks who is not "highly qualified" under NCLB.

According to the *No Child Left Behind* law, a "highly qualified" teacher is one who:

1. Has obtained a Bachelor's degree or higher;
2. Has obtained full State certification; and
3. Has demonstrated competency in the core academic subject area(s) that he/she teaches by passing a content area test or enough hours to be equivalent to a major. The core academic subjects are English; reading or language arts; mathematics; science; foreign languages; social studies (Civics, Government, Economics, History, Geography), and the arts (visual arts, music).

As of September, 2016, your child's teacher has met the Bachelor's degree or higher requirement and has obtained full State certification.

If you have any questions regarding your child's teacher's qualifications, please feel free to contact Venessa Whichard-Harris, Principal at (757) 393-8855.

Sincerely,
Venessa Whichard-Harris
Principal