

Amberly Elementary School
Portage Public Schools
TITLE I SCHOOL PARENT/GUARDIAN ENGAGEMENT POLICY

(Revised: 10/5/2016)

The entire staff of Amberly Elementary School believes the education of each child is a partnership between the parents/guardians, the student and the school staff. This partnership is documented in the Amberly Elementary Home-School Compact which is discussed with signed by students, parents/guardians and staff at the start of each school year. The Amberly School Community believes active parent/guardian involvement greatly enhances student success and a positive school atmosphere. Therefore, continual opportunities for parent involvement are provided continuously throughout the school year.

Policy Guidelines

- **Annual Grade Level Parent-Teacher Curriculum Informational Sheets or Meetings** are given out or held within the first two weeks of school. At these meeting parents/guardians learn about or meet the teacher, learn grade level core curriculum content and benchmarks, means of assessment and proficiency levels, classroom procedures and expectations, how to contact the classroom teacher and opportunities to volunteer in the classroom.
- **School Wide Open House** is held within the first month of school. This is an opportunity for students and parents to meet and visit with the classroom teacher, encore teachers, administration and PTA leaders. Parents/guardians also have the opportunity to sign up to volunteer for the many PTA sponsored activities and committees.
- **Parents/Guardians are notified in writing of their right to know teacher and staff professional qualifications.**
- **Parent/Guardian Conference Twice Annually:** Meetings will be conducted with parents that include provisions for flexible scheduling and whatever assistance the School may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language parents can understand.
- **Annual Title I Fall Parent/Guardian Meeting** is held annually each fall. The meeting is flexible (a make-up meeting time can be arranged if necessary) and assistance is available to encourage parental involvement. At this meeting the following information will be shared with parents/guardian:
 - Introduction of all Title I support personnel, administration and contact information shared.
 - Explanation of the criteria used in student selection.
 - Description of researched based intervention programs that will be used with students receiving Title I services.
 - Explanation of the differing levels of parent involvement opportunities throughout the year.
 - Present Parent Involvement Lending Library.
 - Discussion of upcoming parent meetings and conferences held at any time upon request.
- **Title I Parent Representative sits on the Amberly Forum.** The Amberly Forum is comprised of representative parents/guardians, staff and administration. The purpose is to review and discuss progress on school improvement, invite discussion, brainstorming and clarification of possible miscommunications and to insure all constituents are properly and accurately informed of school and school district initiatives/issues. The Amberly Forum continually maintains a focus on the following indicators of school quality: instructional program, support for learning, school climate and parent/guardian school relationships.
- **Explanation of and Signing of the Amberly Home-School Compact** is done annually with all students and with parents at Fall Parent-Teacher Conferences. The Home-School Compact is developed and reviewed jointly with parents and staff. The compact outlines how parents, staff and students will develop a partnership to help children achieve the State's high academic standards.
- **Individual Assessment Performance Profiles:** DIBELs reports, as well as state standardized testing reports, are sent home after each assessment with all students along with a letter written explaining assessments to parents/guardians.

- **Regular Communication via List-Serve, Closed-Group Facebook Page, and Friday Home-School Communication Folders which include:** notice of upcoming events, school newsletter, PTA newsletter, and various other resources such as purchased Reading Connection and Home & School Connection.
- **Weekly and/or Bi-weekly Classroom Newsletters:** Classroom and/or Grade Level Newsletters focus on review of recently studied curriculum, previews upcoming curriculum to be study, assignment due dates and general communication regarding classroom/grade level activities.
- **Baggie Book Program:** Parents meet one on one with a reading specialist to learn the program and the importance of their role in this home-school reading initiative. Reading Specialist trains parent volunteers to assist staff in active monitoring and assessing of program.
- **PTA Informative Speaker Meetings** occur every-other month in the evening. At these meetings topics to inform and foster greater home-school partnerships are shared. Examples include: brain research and development, meeting student sensory needs, reading strategies to use at home, superintendent forum, Love and Logic, and proper use of technology to further learning at home.
- **Supplemental Support (Title I) Individual Student Progress Reports** sent each semester documenting student progress specific skill areas in which they are receiving support.
- **Title I Staff Participate in Conferences** held each November & February to personally share student progress via support services and to address any concerns or questions.
- **Parent/Guardians are surveyed online regarding the forty indicators of school quality** is provided. Leadership team and staff as a whole discuss feedback from families to analyze areas in need of growth/improvement; this feedback is then incorporated into the school improvement plan.
- **A Title I Parent/Guardian Survey** is conducted in the spring of the year. The focus is to gain feedback on services provides, information shared and improvements that can be made to better reach and actively involve parents/guardians in their child's education.
- **Summer School** is offered to students who qualify. Transportation is provided to a central district site.
- **Corporate Partnerships** benefit students and provide funds for extension activities. Meijer provides funds for Amberly's Spring Reading Challenge, to promote student reading at home and encourage family literacy involvement. Kalamazoo Orthodontics provides folders to all students to facilitate orderly school-home communication. Gazelle Sports provides shoes to assist with student need. The Kalamazoo Nature Center provides instructional programs to Amberly students through the Annie's Great Nature Adventure program. Target and Pfizer (STEAM) provide funding and academic opportunities for Amberly students. Local businesses support Amberly Elementary endeavors through matching fund donations.
- **Winter Clothing** is provided free of charge for Amberly families. Amberly's principal coordinates donations of outerwear and boots, and distributes items to families during November conferences.
- **Amberly Angels** provide funds to support specific student/family/classroom needs, in order to maximize student learning and growth.
- **Battle of the Books and the Amberly Reading Challenge** are held annually to promote student reading at home and develop strong school/family literacy partnerships. Battle of the Books students develop improved comprehension skills and strategies, in addition to improved reading stamina. The Reading Challenge promotes sustained student reading (with parent or independently), which correlates with improved oral reading fluency.
- **Power-Up Weekend Food Backpack Program** provides food items for Amberly families, in a partnership with Lake Center Bible Church. Students are given food backpacks every Friday during the school year, in order to provide support to families and promote stronger home-school relationships.
- **Parent-Teacher Association** provides scholarships for fifth grade students to attend Sherman Lake YMCA camp, and provides financial support for students of all grade levels to attend field trips, to enhance students' learning experiences outside of the traditional classroom. PTA also provides an Amberly t-shirt for each student, to promote school cohesiveness and belonging, during the annual Tiger Trek event.
- **Extended School Day Learning and Enrichment Opportunities** are provided through the After-School Enrichment (ASE) program, Math League, and Battle of the Books. Fall and spring activities include Golf Disc Club, Ski Club, and Girls on the Run. Families and community members teach/coach these activities, and reflect a strong family-school partnership that exists at Amberly Elementary School.

- **Before-School Program** is coordinated through Title I services. Portage Public Schools provides complimentary transportation (within certain geographic areas) to Title I students to attend, in order ease transportation restrictions for Amberly families.
- **MTSS Team** meets to review overall student performance (as well as the MTSS PLC), and to develop plans with specific student needs. This is communicated to families. Check-in/Check-Out (which is a partnership between the school and students' families) and academic support have been implemented through the collaboration of all staff.