

## ***Long Beach Elementary School & Ocean Park Elementary School Parent and Family Engagement Policy and Procedures***

2017/2018

Long Beach Elementary School and Ocean Park Elementary School are committed to the goal of providing quality education for every child. To this end, we want to establish partnerships with parents and with the community. Everyone gains if the elementary schools and those at home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

Long Beach Elementary School and Ocean Park Elementary School recognize that some students may need the extra assistance available through the Title 1 program to reach the state's high academic standards. Schools receive Title 1 funds based on the school's Free and Reduced Lunch percentage. The elementary schools intend to include parents in all aspects of the school's Title 1 program. The goal is a school-home partnership that will help all students to succeed.

### **SCHOOL PARENT AND FAMILY ENGAGEMENT REQUIRED COMPONENTS**

Long Beach Elementary School and Ocean Park Elementary School will:

1. Jointly develop and revise with parents the Parent and Family Engagement Policy and Procedures and distribute it to parents and make available to the local community through the school's web page and through electronic transfer, and hard copy, if need be.
2. Convene annual meetings to which parents shall be invited and encouraged to attend, to inform parents of the school's Parent and Family Engagement Policy and to evaluate the content and effectiveness of the schools policy.
  - a. Two meetings will be scheduled in December.
3. Offer flexible meetings:
  - a. One to be held during the afternoon hours at Long Beach Elementary School and the other during the morning of conference week at Ocean Park Elementary so that parents may attend whichever meeting suits their schedule. Parents may bring children to the afternoon meeting, and childcare will be provided. The schools are both located near the Pacific County Transit Line, so public transportation may be utilized.
4. Provide parents timely information about Title 1 Part A programs including interventions and paraprofessional support. This will be achieved through:
  - a. Sending home a letter of explanation of the intervention product being used to increase academic achievement.
  - b. Scheduled parent/teacher conferences in the fall and spring.
  - c. Providing a description and explanation of 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.

- d. Sending home student benchmarking data for Fall, Winter and Spring English Language Arts, Math and Oral Reading Fluency.
  - e. Sending home progress monitoring data and student certificates of completion.
- 5. Provide parents with opportunities to meet with the classroom and Title I, Part A teachers to discuss their children's progress.
  - a. Teachers are available by phone, email, apps and scheduled appointments.
- 6. Provide opportunities for parents to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

If the school wide policy and procedures are not satisfactory to any of the parents, parent comments will be attached to the policy when submitted to the district.

#### SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a part of the school-level Parent and Family Engagement Policy, Long Beach Elementary School and Ocean Park Elementary School have developed with parents, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. Parent-teacher conferences are held twice annually, during which the compact shall be discussed as it relates to the individual child's achievement.

Long Beach Elementary School and Ocean Park Elementary School will:

- 7. Provide frequent reports to parents on their child's progress.
- 8. Invite parents to participate in the Response to Intervention Team (RtI) when student difficulties are noted.
- 9. Invite parents to volunteer and participate in their child's class and observation of classroom activities.
  - a. A volunteer form must be completed and returned to the school or district office.
  - b. The form is available on the district webpage <https://www.ocean.k12.wa.us/> and in the school office.
  - c. Parent's Inclusive and Friends of Ocean Park School are active school based organizations and in need of parent involvement. At LBE contact parent Brandy Hayes [parentsinclusive@gmail.com](mailto:parentsinclusive@gmail.com). at OPE contact Janice Thiry [janice.thiry@oceanbeachschools.org](mailto:janice.thiry@oceanbeachschools.org)
- 10. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand:
  - a. Through the use of email, School Facebook site, District website, text, and apps such as Bloomz and Classroom Dojo.
  - b. Documents will be translated into Spanish and our bilingual educators are available during the school day for communication and meetings.

#### BUILDING CAPACITY FOR PARENTS AND STAFF

To ensure effective involvement of parents and to support a partnership among the school, parents and the community to improve student academic achievement, Long Beach Elementary School and Ocean Park Elementary School will:

11. Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
  - a. Smarter Balanced scores are sent home to parents of grade 3 and 4 students with a letter offering an opportunity to contact administrators with questions.
12. Provide materials and training to help parents to work with their children:
  - a. Log-in information for Math Whizz and Ren Place will be placed in weekly Monday/Tuesday folders. Training is available during conference time or other scheduled times.
  - b. Kindergarten teachers and the Early Childhood Center provide Ready! Seminars for parents of children ages 0-5. Parents are informed how children learn and given materials and activities for home use.
  - c. Peninsula Active Learners after school program, PALs, provides family literacy activities. PALs operates 31 weeks during the school year, 4 days a week and five five day weeks during the summer months.
13. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and community relations to increase academic achievement.
  - a. School Parent Compact discussion at Parent Teacher conferences.
  - b. Teachers are evaluated based on a rubric on how well they communicate and collaborate with parents and guardians and the school community.
14. Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public and private preschool programs, and conduct other activities that encourage and support parent engagement.
  - a. NeuroPlasticity and Mindset Parent Education- October 26, 2017 and March 20, 2018 in conjunction with adaptED Consultants, OSPI and local community support.
  - b. Emotions and Exploration Parent Education – March 22, 2018 in conjunction with adaptED Consultants, OSPI and local community support.
  - c. Collaborative activities with WellSpring Community Network <http://www.wellspringpacific.org>  
In August 2016, WellSpring offered trainings for Naselle and Ocean Beach School Districts on the impacts of Adverse Childhood Experiences (ACEs) and trauma-informed practices and continues to build awareness on ACEs and provide technical assistance on trauma-informed practices.
  - d. Elly Rosaire is our district Family Resource Coordinator. She helps families with a variety of things like housing, clothes, food and other services. She works with the schools and the community to provide these resources. [elly.rosaire@oceanbeachschools.org](mailto:elly.rosaire@oceanbeachschools.org)
  - e. Preschool/Head Start/ECEAP (Early Childhood Education and Assistance Program) tours for prospective parents.
  - f. Amy Curry, kindergarten teacher, is on the WAKids steering community. WaKIDS provides a snapshot of where Washington's kindergartners are in their development early in the school year. These data help inform state and district-level decisions about education policy and investments, and classroom decisions about individualized learning. WaKIDS is legislatively mandated to be part of state-funded, full-day kindergarten. Kindergarten teachers meet with parents and families during the first three days of the school year.

15. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
- a. Documents will be translated into Spanish and our English Language Learner paraeducator is available during every school day for communication and meetings.

ACCESSIBILITY

In carrying out the parent and family engagement requirements, Ocean Beach School District, to the extent practicable, shall provide opportunities for the informed participation of all parents and family members (including parents and family members who have limited English proficiency, disabilities, and/or parents and family members of migratory children).

THE OCEAN BEACH SCHOOL DISTRICT WILL PROVIDE EQUAL EDUCATIONAL OPPORTUNITY AND TREATMENT FOR ALL STUDENTS IN ALL ASPECTS OF THE ACADEMIC AND ACTIVITIES PROGRAM WITHOUT DISCRIMINATION BASED ON RACE, RELIGION, CREED, COLOR, NATIONAL ORIGIN, AGE, HONORABLY-DISCHARGED VETERAN OR MILITARY STATUS, SEX, SEXUAL ORIENTATION, GENDER EXPRESSION OR IDENTITY, MARITAL STATUS, THE PRESENCE OF ANY SENSORY, MENTAL OR PHYSICAL DISABILITY, OR THE USE OF A TRAINED DOG GUIDE OR SERVICE ANIMAL BY A PERSON WITH A DISABILITY. THE DISTRICT WILL PROVIDE EQUAL ACCESS TO SCHOOL FACILITIES TO THE BOY SCOUTS OF AMERICA AND ALL OTHER DESIGNATED YOUTH GROUPS LISTED IN TITLE 36 OF THE UNITED STATES CODE AS A PATRIOTIC SOCIETY. DISTRICT PROGRAMS WILL BE FREE FROM SEXUAL HARASSMENT. AUXILIARY AIDS AND SERVICES WILL BE PROVIDED UPON REQUEST TO INDIVIDUALS WITH DISABILITIES

ADOPTION

Long Beach Elementary School and Ocean Park Elementary School have developed and jointly revised and agreed upon the Parent and Family Engagement Policy and Procedures as evidenced by meeting minutes.

The Parent and Family Engagement Policy and Procedures were developed and revised by Long Beach Elementary School and Ocean Park Elementary School on 12/01/2017 and 12/13/2017. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents and make it available to the community on or before January 5, 2018.

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Signature of Title 1 Authorized Representative

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Date