

**Liberty Elementary School  
School Parent Involvement Policy  
2013 - 2014**

The Liberty School annual Title I meetings will be convened on:

Monday, Aug. 19, 2013 at 6:30 in the office (Open House)

Thursday, Nov. 15, 2013 at 6:00 p.m. in the school library (PTA Meeting)

Thursday, March 13, 2013 at 6:00 p.m. in the school library (PTA Meeting)

All parents were notified by several means:

- ✓ Liberty Family Bulletin (parent newsletter)
- ✓ Letter sent home with students
- ✓ Announced at P.T.A. meetings
- ✓ Posted on School web site

These meetings were held to inform parents of Liberty's participation in Title I programming:

- ✓ School-wide program-funds are distributed among **all** students
- ✓ Liberty School – 74% poverty rate
- ✓ Five positions covered through Title I
  - Two Intervention Teachers
  - One social worker (full time)
  - Two Title I instructional assistants

and to explain the requirements of the school:

- ✓ Highly qualified staff members
- ✓ Aligned curriculum and instructional materials
- ✓ High quality academic assessments
- ✓ Participate in federal and state accountability systems

and the right of the parents to be involved:

- ✓ Student/Parent/Staff Compact
- ✓ School Governance Committee
- ✓ Parent Advisory Group
- ✓ P.T.A.
- ✓ Parent Resource Center
- ✓ Affording parents substantial and meaningful opportunities to participate in the education of their children
  - Study trip participants
  - Library helpers
  - Classroom volunteers
  - Family Literacy Night
  - Family Math Night
  - Parent-Teacher Conferences
  - Quarterly Honor Celebrations
  - School Wide Planning Team
  - PTA
  - Head Start and Kindergarten Parent Orientations
  - Community Governance Committee

Our parent meetings are held making provision for a flexible schedule and will provide information in a language the parents can understand. Our parents will be provided opportunities to provide suggestions, interact and share experiences with other parents, and participate appropriately in the decisions-making process about the programs and the improvement and Title I Plans of our school.

At our meetings, we will review our curriculum, our means of assessment, and the proficiency levels students our students are expected to achieve and maintain.

Please see specific information to be provided from staff members written below.

### Curriculum

Curriculum maps are provided to all teachers for the subject areas in which they teach. They can be accessed on-line, they can also be found in the Office of the Principal at Liberty and at the School City of Mishawaka Administration Building.

School City of Mishawaka implements a comprehensive literacy model in combination with a newly adopted basal reading series called Journeys. Journeys include reading, writing and spelling curriculum. The newly adopted series incorporates technology and differentiation to meet the needs of various levels of student need. Grades K-5 follows the Saxon math curriculum and Grade 6 uses Holt McDougal Mathematics. The FOSS science kits are used as our science curriculum for Grades K-5. Grade 6 uses Sepup (Lab-Aids). It is an inquiry based learning program. Social Studies is taught based on our Indiana Academic Standards, using the text book as a resource. The grade level focuses are: K-1 Neighborhood, 2-Our Community, 3-Communities, 4-Indiana, 5-US History, and 6-World History.

### Assessment

Students are assessed regularly throughout the year in multiple ways. We use standardized assessments, traditional assessments, and authentic assessments to show student progress. (All of the following examples are explained in greater detail below.) Examples of standardized tests are Scantron and ISTEP+. Traditional assessments are Saxon Math tests, spelling tests, DIBELS and Acuity. Teachers make observation notes during reading and writing blocks, take notes during student reading conferences and use rubrics as authentic assessment tools.

Scantron is a computerized testing instrument used in the fall and winter of each school year in grades 2-6. A range of scores is provided for each grade level to show student achievement. Scantron measures reading and math skills.

In addition to the ISTEP+ test, prompt writing is assessed three times a year. These are locally written writing prompts for each grade level, kindergarten through sixth grade. The goal is to achieve a score of four out of six in writing quality (applications) and a three out of four in grammar/capitalization/punctuation/spelling (conventions) on a the ISTEP+ rubric.

Students will participate in ISTEP+ testing in March and April. Student reports are mailed home in June. Students in third grade are tested with the IREAD3. This is a high stakes test with two opportunities to take the test.

As the school year progresses, teachers will use tests from the Saxon/Holt McDougal Math series and Journeys Reading series. A mastery score of 80% or greater is considered the proficiency level.

Kindergarteners are assessed with a locally developed kindergarten assessment. The same skills are assessed throughout the school year to note progress and areas that need more focus. Kindergarten, first grade and second grade students are also assessed using DIBELS. Some students in grades 3-6 are also tested with DIBELS Next.

This year we are testing students with the CogAt, a cognitive abilities test. Students in grades 1 and 3 will be tested. Beginning the 14-15 school year, students in K and 3 will be tested. The tests measure the development of verbal, mathematical, and spatial reasoning abilities that are essential for success in school.

Parents will be provided information concerning both our school's performance and their own students' performances on standardized testing. This will be accomplished through communication on our school's website, letters sent via mail to parents, and during parent meetings at the school. The staff at Liberty will assist parents in assuring regular attendance, monitoring television watching, providing adequate time and proper environment for homework, and guiding in nutritional and health practices. This assistance will be provided through the principal's office, the office of the social worker, the health office, and from teachers.

### Community Resources

Various community resources are available to Liberty parents including information on parenting and discipline; medical, dental, and health information; and brochures on area recreation opportunities for students. These materials are located in The Parent Resource Center currently located in atrium directly inside the main entrance. Parents should sign in at the main office before utilizing the resource center.

Periodically throughout the school year, social agencies are highlighted in the school newsletter to keep parents informed of available assistance within the community. In addition, printouts of social agencies are available to parents by contacting the school social worker, Mrs. Michele Hadary, MSW.

#### Community Agencies:

- The CASIE Center
- The Christ Child Society
- Real Services
- The Advocacy Center
- Family and Children's Center
- Penn Township Trustee
- Super Shot Free Immunizations
- St. Joseph County WIC Office
- Healthy Family Center
- Memorial Neighborhood Health Center
- Salvation Army
- First Steps
- Logan Community Resources
- YMCA of St. Joseph County
- Boys & Girls Club of St. Joseph County
- Oaklawn

Liberty School assists in the transition of pre-school/ Head Start children by attending IEP case conference meetings for placement and programming of students. In addition, parents and staff are provided communication and procedure documents for Liberty School. Head Start students and teachers have access to equipment, materials, and other building space. Kindergarten Registration is held annually in the spring to provide parents with information and enroll students in our kindergarten programs.

### Quality Assurance Statements

All school personnel will provide timely responses to parents' questions, concerns, and recommendations.

Additionally, the staff at Liberty Elementary School will build the schools' and parents' capacity for strong parental involvement by committing to the following:

- ✓ Provide parents and community members written information about the community resources that are provided in our area.
- ✓ Provide parents information about how to register for Head Start classes, which meet daily in our building.
- ✓ Inform parents about where they can find additional information about parent involvement from such places as the Parent Information Resource Center.
- ✓ Relay to parents ideas about how they can set the stage for learning in everyday activities at home such as
  - Setting a good example by reading in front of their children
  - Setting aside a family reading time.
  - Taking their children to the library.
  - Learning ways to build math and reasoning skills together.
  - Providing ways parents can help their children with homework.
  - Providing to each of our parents a Family Involvement Survey. This will provide our staff information on how we can best serve our families and break down barriers to parent involvement.

Questions, comments and concerns regarding this Parent Involvement Policy or Liberty's Schoolwide Plan may be submitted verbally or in writing to:

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