

Elva Lynch Elementary School 2016-2017 Parent Involvement Title I School Policy



Vision Statement

Elva Lynch Elementary will maintain a secure and motivating learning environment. Together we will provide a quality education that will create independent, confident citizens. Staff, students, parents and community will have an important role in this process.

Mission Statement

Elva Lynch inspires, supports, and cultivates life-long learning

Part 1: Policy Involvement

Elva Lynch Elementary parents and staff collaboratively created our Title I School-Wide Parent Involvement Policy. Parents played a key role in the development of this policy and we will continue to utilize their feedback and suggestions in order to update and improve our School-Wide Title I Program: 1118 (b)

Convene an annual meeting: 1118 (c) (1)

Elva Lynch Elementary School will:

- Hold an annual school-wide Title I Meeting during the Open House/Meet the Teacher Night that all parents attend prior to October.
- The purpose of the meeting will be to share the School-Wide Plan, review the School Parent Involvement Policy, and to explain our Title I program and how parents can be involved to help their child be successful.
- Parents will be notified of the meetings before school starts, through U.S. mail, informing them of their child's teacher and the time to come for the Kindergarten Orientation, Open House/Meet the Teacher/Ice Cream Social Night and Title I Meeting.

Offer flexible meeting times & varied activities designed to support and encourage the involvement of all parents: 1118 (c) (2)

Elva Lynch Elementary School will host:

- Curriculum Nights/Parent Workshops (children invited or childcare provided)
- Monthly PAC and PTC meetings
- Parent Conferences in the Fall
- Monthly PTC Activities
- Flexible IEP times
- Classroom and building volunteers

Involve parents in planning, reviewing, and improving the School-Wide Title I program, including the School and District Parent Involvement Policy: 1118 (c) (3)

Elva Lynch Elementary School will ensure the involvement of parents in planning and reviewing the School-wide Title I program by:

- Reviewing the School Parent Involvement Policy at the Annual Open House/Meet the Teacher/Ice Cream Social Night.
- Posting the Parent Involvement Policy for parents to review during Fall Parent Teacher conferences in a visible location
- Placing a suggestion box located under the visible plan for parents to make suggestions during Fall Parent Teacher conferences and share suggestions with ESC and LEA
- Reviewing and distributing Parent Compacts at fall conferences
- Conducting Perception and Programming Surveys during fall and spring for all parents
- Reviewing and revising the Parent Involvement Policy with PTC and PAC members to incorporate suggestions based on the Parent Survey results
- Placing a suggestion box in a visible location for continued communication between parents and school all year. Reviewing suggestions and comments at monthly PTC and PAC meetings. Actions on these suggestions made by stakeholders as appropriate.
- Holding a Title I meeting at the start of the school year (morning and evening) to review the Title I program and parent involvement policy and ask for suggestions for improvement.
- Holding an ED YES Indicator meeting with PAC and PTC to gain parent input for reporting
- Expanding all avenues of communication with parents (monthly school newsletter, weekly classroom newsletters, District publications and website) to increase parent involvement in the School-Wide Title I program

Provide timely information about the School-Wide Title I Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (a) (B)

Elva Lynch Elementary School will provide timely information through:

- Annual Title I Information Night scheduled in coordination with Open House/Meet the Teacher Night/PTC Ice Cream Social
- Parent Workshops/Curriculum Nights (children invited or childcare provided)
- Parent conferences (Fall/additional conferences upon parent request)
- PowerSchool access for parents

- Trimester Progress Reports and Report Cards
- District Web Site – Policy and Compact available on website
- Rev Up for Kindergarten Event – parent awareness evening to educate parents about kindergarten expectations (content area stations for parents and children to attend)
- Coordination with daycares and preschools to educate staff about kindergarten expectations
- Home Visits as needed
- Daily Take Home Planners
- Telephone Calls/Email correspondence
- Parent-Student Handbook

Provide parents the opportunity to interact with teachers regarding the education of their children. Include parents in the decision making process and utilize their suggestions for improvement. Revise the School-Wide plan to meet student and parent need and share revisions with LEA: 1118 (c) (4) (C) & 1118 (c) (5)

Elva Lynch Elementary School will provide parents an opportunity to interact with their children's school by:

- Parent Suggestion Box located in a visible location where parents can provide suggestions for improvement and comments regarding the School-Wide Title I program.
- Include School-Wide Title I as a monthly agenda item at PTC and PAC meetings.
- Go through Parent Suggestion Box at monthly PTC meetings and discuss both suggestions/positive notes. Utilize parent feedback to revise and update our School-Wide Title I program to meet the needs of all parents and students. Share suggestions and comments with the ESC and LEA and act on suggestions as appropriate.
- Conduct a Parent Survey during fall and spring and share any unsatisfactory parent comments and plan revisions accordingly.
- Hold a Title I meeting mid-year at flexible times (morning and evening) to review the Title I program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent involvement policy when appropriate.
- Provide parents with a Program Survey during the third trimester and use suggestions to make revisions on our School-Wide Improvement Plan.
- Parent Conferences (Fall/additional conferences upon parent request)
- Telephone Calls/Email correspondence between parents, teachers and school

Part II: Share Responsibilities for High Student Academic Achievement

Develop jointly with parents and teachers a School/Parent/Student Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high student academic achievement. The compact will be reviewed and discussed during fall parent-teacher conferences: 1118 (d) (1) & 1118 (d) (2) (A)

Elva Lynch Elementary School will develop a School/Parent/Student compact:

- The Parent/Teacher/Student compact is developed by the PTC and reviewed annually. Revisions are made based on the second trimester Parent Perception Survey results and additional suggestions provided by parents.
- The compact is reviewed with staff during the first staff meeting in August and again in the spring.
- The compact is reviewed and given to all parents at the Fall Parent Teacher Conference. Teachers discuss how the compact relates to the success of each individual child. This ensures a strong home/school connection and allows all stakeholders to have a voice.

Provide frequent reports to parents on their children’s progress: 1118 (d) (2) (B)

Elva Lynch Elementary School will provide various academic reports to parents:

- Report Cards (once per trimester)
- Assessment letters to explain assessments and scores (once per trimester)
- Progress reports (mid-trimester)
- PowerSchool (ongoing)
- Parent Teacher Conferences (Fall/additional conferences available upon request)
- 3rd – 5th grade M-Step reports (as available)
- MAPS (Fall, Winter, Spring)

Afford parents reasonable access to staff. Provide opportunities for parents to volunteer, participate and observe in their child’s classroom: 1118 (d) (2) (c)

Elva Lynch Elementary School has an open door policy for parents with both administration and staff. In addition, parents are encouraged to participate in the following activities:

- PTC (Parent Teacher Committee)
- PAC (Parent Advisory Committee)
- Classroom and building volunteers
- Chaperones for field trips
- Room observations as requested by parents

Part III: Building Capacity for Involvement

Provide information and assistance to parents regarding the state and local academic standards and assessments: 1118 (e) (1)

To ensure that parents are informed about academic standards and assessments, Elva Lynch Elementary School will provide the following:

- Parent Conferences (Fall/additional conferences available upon request)
- Local assessment information (MLPP, DRA2, district writing assessment, district common assessments) shared with parents at conferences

- Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need. Information will be shared with parents when appropriate.
- Title I Interventionist/Learning Coach available at conferences to provide information and answer questions about assessments and interventions
- Spring Rev Up for Kindergarten Curriculum Night: Staff share Kindergarten expectations and provide all parents with examples of at home activities to help their child reach their highest potential.
- Fall Grade Level Curriculum Day: Teacher teams share grade level expectations and provide all parents with examples of instructional strategies to help their child reach their highest potential.
- Annual Assessment Meeting to review state and local assessment results and explain standards/assessments.

Provide materials and training to parents: 1118 (e) (2)

Elva Lynch Elementary School offers training and materials to parents through the following events and activities:

- Fall Kindergarten Orientation
- Fall 1st-5th grade Open House/Meet the Teacher Night and PTC Ice Cream Social
- Parent Workshops/Curriculum Events (children invited or childcare provided)
- Take Home Reading Program throughout the school year
- Summer Take Home Reading Program
- Spring Rev Up for Kindergarten
- Fall Title I Information Night
- Early Literacy Summer School
- Monthly School Newsletter/Classroom Newsletters/District publications
- District Website – provides parents with materials and resources to help their child achieve success

Educate teachers, Title I staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs: 1118 (e) (3)

- Elva Lynch Elementary School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will attend workshops and implement new ideas for effective parent communication. When situations occur that involve students or welfare of the entire school community, parents are always the first point of contact.

Coordinate parent involvement activities with other programs: 1118 (e) (4)

Elva Lynch Elementary School will work to coordinate programs to ensure success for all:

- Transition to Kindergarten: Spring Rev Up for Kindergarten Night to educate preschool parents and activities to educate daycares and community stakeholders on Kindergarten expectations

- Head Start and GSRP(Great Start Readiness Program): Preschool program located in our school district that prepares students for Kindergarten expectations
- Parent Volunteers
- Monthly PTC school activities for families

Inform parents of school and parent programs in a timely and practical format in a user-friendly manner: 1118 (e) (5)

To ensure that all parents are informed in a timely and user –friendly manner, Elva Lynch Elementary School will provide:

- Student Take Home Planners
- Home-School Communication Folders
- School newsletters, classroom newsletters, district publications, social media, website
- Accommodations for parents with disabilities
- Interpreters or other supports as needed to ensure information is in a language parents can understand.

Provide support for parental involvement at their request: 1118 (e) (14)

Elva Lynch Elementary School will make every effort to support our parents and make sure their needs are met:

- Make every effort to accommodate parent requests to ensure that students and parents individual needs are met in order to foster more positive parent involvement

Part IV: Accessibility

Parent involvement activities accessible to all parents, including those with disabilities and parents who use English as their 2nd language: 1118 (f)

Elva Lynch Elementary School will provide:

- Flexible meeting times
- Handicapped Accessible Facilities
- Home Visits as needed
- Phone Conferences
- School newsletters, classroom newsletters, district publications, social media, website
- Accommodations for parents with disabilities
- Collaboration with community agencies, i.e., Community Mental Health, KIND, Truancy and Incurrigibility Program
- Transportation Assistance
- Interpreters or other supports as needed.