

**Elvin Hill Elementary School
2015-2016
Parental Involvement Policy**

Parental Involvement:

Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents to be involved.

Elvin Hill Elementary School will provide two separate presentations of the Annual Meeting in September. Parents will be informed of the meetings through email/ListServ, the marquee outside of the school, PowerPoint Announcements on the television in the front lobby, and newsletters. A PowerPoint presentation provided by the State Department of Education will be used to educate parents on aspects of the Title I program with an emphasis on parental rights.

The purpose of the annual meeting of parents of Title I students is:

- Informing parents of the school's participation in Title I
- Explaining the requirements of Title I
- Explaining the rights of parents to be involved

The topics covered in the PowerPoint are as follows:

- What does it mean to be a Title I school?
- What is the 1% Set-Aside for parental involvement?
- What is the LEA Title I Plan?
- What is the LEA Parental Involvement Plan?
- What is a CIP?
- What is the School-Parent Compact?
- How do I request the qualifications of my child's teacher(s)?
- How will I be notified if my child is taught by a teacher who is not Highly Qualified?
- How is the Annual Evaluation of Parental Involvement Plan conducted?
- How can I be involved in all of the things I'm learning about?

Describe: 1) How there will be a flexible number and format of parent meetings offered; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school.

Elvin Hill Elementary will provide a flexible number of parent meetings offered at multiple times in order to accommodate a variety of parent schedules. The annual meeting will be offered in the morning and in the late afternoon. In addition, a variety of parenting workshops will be offered throughout the day on our parenting day in October. Additional opportunities for parents to be involved at night will take place throughout the year in the form of Open House and other parent meetings/events. A parent is included on the Title I committee that represents parents of Elvin Hill students and on the leadership team. All Title I parents are surveyed annually as well. Our parent advisory committee meets in May to evaluate the parent involvement plan and discuss improvements to the Title I Program, as well as allocation of parent involvement funds. Use of these funds includes, parenting pamphlets and copies for parenting communication. These funds also cover the cost of postage for parent letters and the printing of communicative materials to help keep parents informed and educated about our school as well as parenting resources. Communication is emphasized through parent/teacher conferences, progress reports, report cards, and the school handbook. Weekly communication is maintained through weekly folders including weekly class newsletters as well as daily folders and student planners. Translators are provided as necessary for parents of ELL students. A Title I handbook is provided to parents that gives detailed information about the Title I program. The handbook also includes the district-wide parental involvement policy and Parenting Survey results for the school.

Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate, in decisions related to the education of their children.

Elvin Hill Elementary School provides parents information in a timely manner in multiple formats. All students receive daily/weekly folders or SOS binders in which information is sent to parents on a consistent basis. Parent compacts, lunch menus, newsletters, and the Code of Conduct are sent in the native language to Spanish speaking students. Weekly newsletters are provided by each teacher to clearly communicate all aspects of the school program in order to keep parents informed on a weekly basis. Progress reports are sent as well in order to communicate academic progress to parents.

Our Continuous Improvement Plan is linked to our website so parents can easily access our yearly goals and better understand the improvement process. Through the Title I parenting handbook, parents are given an extensive view of parenting within our school and our district. Details of the curriculum are shared through weekly newsletters, the Annual Meeting of Title I for Parents, Parent/Teacher Conferences, Parenting Day workshops and classroom communications. Each classroom teacher holds at least one parent conference with each student's parents/guardians per year.

Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated).

Elvin Hill Elementary School provides grade specific parent compacts. Each compact has a component for teacher, student and parent. The compact was developed by teachers and our school's Parent Advisory Committee and is updated annually. All parents will be given a copy of the new compact for parents, teachers and students to sign. The compacts will be housed in the teachers' classroom to be used during parent/teacher or student/ teacher conferences. In addition, the compact may be discussed during yearly conferences. Parents are further kept informed of academic progress through progress reports.

Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.

- Parents that are in disagreement with the Continuous Improvement Plan will state their position to the local Title I Committee, Continuous School Improvement Leadership Team, and/or Parent Involvement Committee for review.
- If no amicable solution is reached, the parent may state their dissatisfaction, in writing, to the school principal.
- The principal will attach the statement to the Continuous Improvement Plan and present it to the Federal Programs Supervisor.
- The LEA parent liaison will contact the parent for further information if necessary.
- The Federal Programs Supervisor will review all steps in the process and make a determination based on NCLB and the best interest of students.
- The parent will be contacted by the Federal Programs Program Area Specialist and notified of the decisions reached. This will be provided in writing, as well as by telephone or conference.

Describe how the school will build capacity for parental involvement, including how parents will be encouraged to become equal partners in the education of

their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

(1) Shall provide training for parents of participating children in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I, and how to monitor their child's progress and work with teachers to improve the achievement of their children. (Describe)

Elvin Hill Elementary will hold two general meetings for our Annual Meeting of Title 1 Parents. During these meetings, information will be presented about its Title I programs, the curriculum, and the different types of academic assessments. Parents will also learn about the school-wide program. They will learn how to schedule parent-teacher conferences. Upon request, parents will be given a copy of the student handbook, which includes detailed information on a variety of school topics. Parents will have various opportunities to visit classrooms and meet with teachers to learn more specific information about how individual classrooms are conducted. They will be invited to attend Parenting workshops throughout the year as well. Weekly folders will be sent home which will contain information on each child's academic achievement and progress.

(2) Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (Describe)

Over the past few years, math has been a focus for parents due to changes in standards. We will continue to offer parents workshops and instructions in the area of math through the efforts of our teachers as well as consultation with AMSTI specialists. Math workshops and materials will be provided to support parents in understanding the math strategies that are being presented in the classroom. However, we will also provide trainings in the area of reading throughout the year as well. Trainings for parents will occur in both content areas, as needed.

(3) Shall educate teachers, office personnel, and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (Describe)

Elvin Hill participates in the mentor program. First year teachers are enrolled in this program which is designed to discuss strategies which aid them in

working with parents and actively involves parents in their child's educational journey. All teachers are expected to welcome parents to the school, as appropriate, and to work with parents to meet the needs of students. Our school welcomes parents on a daily basis and on special events such as Open House, Parenting Day, book fairs, and parent conferences.

(4) Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (Describe)

Elvin Hill coordinates its parent involvement program for all parents. Kindergarten teachers hold a special reception for incoming students and parents so they will be comfortable in the school setting. A kindergarten representative speaks to parents of Head Start children at the end of the year about preparing their preschooler for kindergarten. Elvin Hill currently has resources for parents to check-out through our Parenting Center.

(5) Shall 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. (Describe)

Information is translated into Spanish and an ELL teacher is available to aid in conversation as needed. Shelby County also provides interpreters as needed for meetings. Parent surveys are conducted yearly. The committee reviews survey results to better meet the needs of the parents.

(6) Shall provide such other reasonable support for parental involvement activities as parents may request. (Describe)

Parent surveys are conducted yearly. The committee reviews survey results and creates plans and activities to meet the needs of parents. Parents may also request a conference with the teacher at any time throughout the year.

Describe how the school will ensure the provision for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students; including providing information and school reports in a format and, to the extent practicable, in a language that parents can understand.

Elvin Hill currently has Spanish-speaking students, therefore all notices of parent meetings are sent to parents of these children in Spanish. In addition, we have an ELL teacher at our school. Several teachers have some Spanish background and work closely with ELL students. At this time, Elvin Hill has no migrant students. Every effort is made to accommodate parents with disabilities. Elvin Hill is a handicapped-accessible building.

The institution has a Parent Involvement policy and plan as required in NCLB Section 1118, and ensures that all requirements in Section 1118 and 1111(h)(6), Parents' Right-to-Know, are implemented systematically.

Principal Signature