A. 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:

MES will provide two separate presentations of the Annual Title 1 Parent Meeting on August 30 at 10:00am and 4:30pm. Parents will be informed of the meetings through flyers, List Serv, School Website, marquee outside of the school 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?

B. Parental Involvement: 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 <u>all</u> 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.

1. The leadership team at Montevallo Elementary has a strong belief in the importance of parental involvement and has put measures in place to offer parent meetings on a flexible schedule. Our annual title 1 meeting will be at two separate times- one during the day and evening. We will also offer Parent Nights on different dates according to grade levels for all parents during the fall semester as well as parent nights related to academic areas. State-wide Parenting Day will be held each year in October. Parents may attend scheduled activities in their child's classroom and other various informational sessions. Parent are invited to eat breakfast and lunch. In addition, our parenting section in the media center will be open every school day upon parent request for parents to check out and get information.
2. Montevallo Elementary school believes in involving parents in all aspects of its Title I programs. Parents have the following opportunities for involvement in the decision-making process:
   We will have a Parent Advisory Committee. This group will become the liaisons between the administration and parents. They will keep the parents informed of various committee

works and receive input from parents and committee decisions. They will serve as representatives on decision-making committees and as a contact person for the Title I parents to answer various questions about parent involvement and parent rights. They assist in the parental involvement plan.

3. Montevallo Elementary uses its parental involvement funds in the amount of $5398 as follows: printed material, parenting room resources, materials and supplies, and/or postage.

C. Parental Involvement: 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.

- MES provides a translator during all parent informational meetings; workshops and conferences for parents who do not speak English. The district ELL department translates information to Spanish when needed. This allows all families access to the same information in a language they can understand. Documents are provided in a language for parents to understand.
- At least two parent conferences are set up between the teacher and the parents during the school year to discuss the curriculum; goals and expectations for the school year; the child's academic progress; and the assessments and data results of the child. Student led conferences are held as a new opportunity for students to share learning and behavior goals with parents. Translators are provided, if needed, for parents of other languages at these meetings. In this way, parents have full access to information about their child and have the opportunity to participate in their education.
- Parents are encouraged to call teachers or administrators when a question, suggestion, or concern arises. MES has an "open door policy" and staff members are committed to listen and respond to parents when they ask for a conference.
- An Annual Title I Parent meeting for parents is held annually to discuss Title I programs and parent rights.
- Administrators/teachers hold Parenting Night(s) for parents to discuss current curriculum, assessments, and expectations for the current school year.

D. Parental Involvement: 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).

- Parents and staff review, assess, and revise the MES school-parent compacts at the end of each school year in preparation for the next school year through the local parent advisory committee.
- A school-parent compact is approved for each grade level and is discussed by the classroom teacher at Parenting Night. Parents will be asked to sign the compacts on Parenting Night.

- Teachers discuss the 'student responsibility' portion with the students and they are asked to sign that section.
- The compacts are stored in each classroom for easy access during conferences.
- Teachers utilize the compacts during parent-teacher conferences as needed. Compacts may also be used during PST and/or REM meetings.

E. Parental Involvement: Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.

Montevallo Elementary follows the district Parent Involvement Policy (Policy 7.11). Parents may provide comments of dissatisfaction for any section of the CIP through the methods in which they provide any other type of dissatisfaction - emails, conferences, phone calls, etc. If the complaint cannot be resolved at the school level, they will be submitted to the Federal Programs Supervisor at the Central Office.

F. Parental Involvement: 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) <u>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</u>. (Describe)

- Parent workshops are offered at various times throughout the school year. These are planned and presented by MES parents and/or staff members.
- Reading Literacy Workshops are offered several times a year for kindergarten parents. First and second grade parents will receive instruction in math. These workshops provide specific training for parents in ways to support their child at home and are given materials to use at home.
- Statewide Parenting Week is held in October to promote parental involvement. Workshops are scheduled throughout the week for parents to attend on topics of interest based on the parent survey conducted in the spring of the previous year. Parents are encouraged visit their child's classroom and eat lunch with their child on that day.
- General Session/Meet the Teacher Night is held early each school year so that parents can meet their child's teacher and see the classroom.
- Annual Title I Parent Meeting held in August to address state academic achievement standards and state and local academic standards.
-Summer Camp is provided for students for 8 days during the summer to support and enhance learning in order to provide a bridge from the previous school year to the upcoming school year.
- Kindergarten Camp invites new kindergarteners to spend time in school learning routines and becoming oriented to the school. A parenting session is included in the program during which kindergarten teachers orient parents about what to expect in kindergarten.
- MES Web Page is kept current and is available to parents 24 hours per day for full information about upcoming school activities.
- Parent Conferences are held throughout the school year. A minimum of two per student is expected. Each teacher documents the conferences.
- Weekly/Daily Communication Folders and/or agendas are sent home with a summary student progress in academics and behavior, as well as notice of upcoming school activities. The MES

communication folder helps ensure that information related to the school and parent activities is communicated.
-Parenting Nights (per grade level) will be held to share information regarding school/classroom expectations, routines/procedures, as well as parenting tips to help support their children.

(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)

- Training for parents in the areas of Reading Literacy and Math are held on parenting day as well as other days scheduled throughout the year in which parents receive a backpack of materials and are trained to use them at home to support their child in these subjects.
- We hold several workshops for parents during the school year in the areas of reading, math, and technology to help parents understand strategies and procedures to help their child at home. These include: Computer workshops in the Computer lab; Reading workshops with the Reading Coach; and Math workshops with the Math Coach.
- Montevallo Elementary will design a parenting room for parents to utilize computers and materials.

(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)

- Parent involvement is a continuous area of focus for MES.
- Administration will share with the faculty and staff the Culture Survey and importance of Title I.
- Through focus groups, we are able to analyze data from parent surveys and develop plans to increase parental involvement.
- Teachers, office personnel and other school staff are trained at the beginning of the school year meeting.
- We have a Parent Advisory Committee made up of volunteer parents who help administrators plan purposeful activities for parents to meet their needs.
- There is a LEA District Parent Advisory Committee in which at least two MES parents are a part of that gives input to the District Parent Involvement Plan and assist in planning parenting activities for the district and local school.

(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)

Montevallo Elementary School coordinates its parental involvement program for all Title I parents. We encourage participation in all programs by including parents covered by ELL, migrant, and homeless education programs. Translators are secured for all meetings and documents are translated as needed. Local Head Start parents invited to participate in various parenting activities. Additionally, MES has implemented a Room Parent Volunteer Program to help support the students and teachers.

(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)

- Registration information and school information throughout the school year is translated to Spanish for our Hispanic parents.
- We have 2 ELL teachers and a bilingual aide on staff who helps translate between students, parent and school during the school year when needed.
- During registration, Parenting Night, Meet the Teacher Night, and Title I parent meetings/conferences, a translator is provided for our non-English speaking parents to help in communication.
- Our system has staff that can translate any information given to parents into a language the parents can understand when needed. We often utilize this for important parent information that goes home to parents.
- Translators are secured for parent meetings dealing with their child's academics, progress, attendance, health issues and/or behavior whenever needed for effective communication.

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

- Throughout the year, parents may request support or make recommendations regarding parental involvement.
- These requests and recommendations are considered by our Parent Advisory Committee and School Faculty.
- At the end of the school year, a parent survey is given to every parent to give suggestions and input into the next school year regarding parental involvement activities: specific activities, specific topics for workshops; convenient times; communication effectiveness. These surveys are analyzed and evaluated ideas from these surveys are implemented in the next school years Continuous Improvement Plan.
- The committee and faculty make decisions regarding requests and recommendations. Every effort is made to work with parents in meeting their requests as related to their involvement in their child's education.

G. Parental Involvement: 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.

- All notices and information will be, to the extent practicable, provided in a language that parents can understand.

- Our county has staff that can translate information into different languages and/or provide a translator in various languages when needed.

- We also have two full time ELL teachers and a bilingual aide at the school who can help orally communicate information to Hispanic parents when needed.

- Our school building is handicapped accessible for parents with disabilities. There is handicapped parking in the front and back of our building for easy access.

- At this time, MES does not have any identified migratory students.