

# **Oscar Adams Elementary Parental Involvement Plan**

**2009-2010**

**Part VI –School Parental Involvement Plan as required by Section 1118 of NCLB [Note: This section of the CIP (Part VI) must be distributed to Parents]:**

**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.**

An Annual Title I Parent Meeting will be held in September for parents to learn about the school’s participation in Title I, the requirements of Title I and the parents’ right to be involved. The meeting will be held in the morning and in the afternoon after school to offer flexible times. Parents will be notified of the meeting through the school marquee, school website, newspaper and TV advertisement, announcements at school, and a flyer and newsletter sent in the weekly communication folder and posted in the Parent Information Area and on the parent information boards inside and outside for at least four weeks prior to the meeting. All publicity and communication at the meeting will be given in a language parents can understand. Topics of the annual meeting will be:

- What it means to be a Title I school
- What the 1% Set-Aside is for parental involvement
- The LEA Title I Plan
- The LEA Parental Involvement Plan
- The School’s Parental Involvement Plan
- The LEA’s and School’s Continuing Improvement Plans
- Technology Plan, and Character Education Plan
- The School-Parent Compact
- How to request the qualifications of their child’s teacher(s)
- How parents will be notified if their child is taught by a teacher who is not Highly Qualified
- How the Annual Evaluation of the Parental Involvement Plan is conducted
- State and Local Assessment scores, the meaning of AYP and how to read test scores
- An explanation of the school’s curriculum and the state’s content standards
- An explanation of the grading system
- Parent /Teacher conferences
- Tuesday Communication Folders
- Attendance and tardy policy
- Uniform Policy
- Parent Resource Center and Supplemental Services
- How parents can be involved in all of these things

**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 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.**

1. There will be Parent Involvement meetings and trainings held at least once every nine weeks. Meetings will be held at various times different nine weeks periods, such as 10:00 AM, 4:30 PM, 5:00 PM and 6:00 PM. General parent meetings and family events will usually be held at 6:00 PM. Some meetings will be English and Spanish meetings will be held separately to offer a less intimidating environment for Hispanic parents. A translator will be available at all meetings as much as possible. We also will have a Family Reading Night each nine weeks.

2. A parent survey, written in a language parents can understand, will be sent home with every student in April and will also be given out at the April Parent Involvement meeting. Flyers and newsletters will be sent home with every student in their Communication Folder on Tuesdays inviting parents to attend the Parent Involvement Meetings in April and May at which the Title I program plans will be discussed. A message will be placed on the marquee, a newspaper and TV advertisement will be posted and an invitation will be on the school website inviting parents to attend. Flyers will be posted on the parent bulletin board at the front door and on the outside parent board, phone calls will be made, and flyers will be placed in the Parent Information Area of the school. All publicity will be in a language parents can understand.

All parents who come to the meetings will participate in reviewing, planning and improving the existing Title I Continuing Improvement Plan, School-Parent Compact and the Title I Parent Involvement Plan. They will be given a summary of the results of the parent survey to help in reviewing, planning and improving the Plans. In September the same procedure will be followed to publicize the Annual Title I Parent Meeting where staff and parents may participate in discussing and implementing the new Plans and Compact for the new school year. An interpreter will be present at all meetings, and agendas and minutes will be written in a language parents can understand. The Plans and Compact will be reviewed, planned and improved by a group of people including groups representing racial and ethnic minorities, economically disadvantaged, disabled, limited English proficiency, and limited literacy.

3. Title I parent involvement funds will be used to buy colored copy paper for parent communication, books to give away at all family events to encourage reading at home, recognition of student achievement and parent involvement, and to pay honorariums for parent professional development speakers on topics of need and concern to parents.

**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.**

Adams will have the annual Title I Parents meeting, Open House and regularly scheduled Parent Involvement meetings at which information will be given about Title I programs, the curriculum, the assessment results, academic expectations and opportunities for future meetings. A translator and written translations will be available as much as possible. Parents will be given opportunity at these regular meetings to be a part of the decision making process about the programs of the school that affect the climate of the school, professional development of parents and teachers, and the education and achievement of the students.

Parent conferences will be encouraged throughout the year and teachers will use the Title I School- Parent Compact as part of the conferences.

The Gadsden City Schools Elementary Handbook, NCLB Parent's Rights and Code of Conduct will be sent home at the beginning of the year and given to all new enrollees.

Weekly communication folders will be a school wide procedure to provide timely information about the calendar, lunch menu, important information from the principal, school events and recognitions in a uniform format.

Information will be posted in the outside bulletin board of the breezeway so parents can come after school hours and see the same information that is inside the building on the parent bulletin board. We also will use the school marquee, TV advertisements, school website, teacher websites, parent information area of the office and intercom announcements to provide information to parents and students.

A copy of the Continuing Improvement Plan and the Parent Involvement Plan and NCLB Parent's Rights will be kept in the Parent Information Area of the office. All communication will be presented in a language parents can understand, as much as practicable.

**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).**

The Title I School-Parent Compact will be reviewed in the spring Parent Advisory Board meeting, school Parent Involvement meetings and faculty meetings, and a new School-Parent Compact will be written for the next year by staff and parents who attend. The Compact has a part for the parent, student, teacher and principal to pledge their individual responsibility for student academic achievement. The Compact will be explained at the annual Title I parents' meeting. Every student will be required to have a signed Compact in their permanent file and teachers will keep a copy of signed Compacts in their rooms to use in parent/teacher conferences. All communication will be in a language parents can understand.

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

If a specific component of the CIP Plan is not satisfactory to a parent, the parent will submit their comments in writing to the LEA Parent Advisory Council. The council will review and submit in writing, their findings to the CIP committee in order to resolve any differences. If there are further resolutions, the Title I Coordinator will meet with the committee.

A parent survey, written in a language parents can understand, will be sent home with every student in April and will also be given out at the April Parent Involvement meeting. Flyers and newsletters will be sent home with every student in their Communication Folder on Tuesdays inviting parents to attend the Parent Involvement Meetings in April and May at which the Title I program plans will be discussed. A message will be placed on the marquee, a TV advertisement will be posted and an invitation will be on the school website inviting parents to attend. Flyers will be posted on the parent bulletin board at the front door and on the outside parent board, phone calls will be made, and flyers will be placed in the Parent Information Area of the school. All publicity will be in a language parents can understand. All parents who come to the meetings will participate in reviewing, planning and improving the existing Title I Continuing Improvement Plan. They will be given a summary of the results of the parent survey to help in reviewing, planning and improving the Plan. The final Continuing Improvement Plan will then be written and reviewed by the staff and two parent representatives. Throughout the year, as the CIP is reviewed, these two parents will be a part of the review process. In September the same procedure will be followed to publicize the Annual Title I Parent Meeting where staff and parents may participate in discussing and implementing the new Plan for the new school year. An interpreter will be present at all meetings, and agendas and minutes will be written in a language parents can understand. The Plan will be reviewed, planned and improved by a group of people including groups representing racial and ethnic minorities, economically disadvantaged, disabled, limited English proficiency, and limited literacy.

Parents will be encouraged at every Parent Involvement meeting to voice any concerns they have with the Continuous Improvement Plan and the academic program of the school in general.

**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) 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)**

Parents will be provided training and explanation of 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 at the Annual Title I Parent meeting. The annual Open House will also give parents an opportunity to meet with their child's teacher and understand more about standards, assessments requirements and future opportunities to meet and work with the teacher. Parents will receive additional training at regularly scheduled Parent Involvement meetings which will always be open to all interested parents. A translator and written translations will be provided as much as possible.

**(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)**

The system wide Parent Resource Center personnel will be at the Annual Title I Parent Meeting, Open House and at some of the Family Reading Nights providing free materials and helpful suggestions for parents. The Parent Resource Center will provide flash cards and packets on skills in areas of concern for parents and students to use at home. The Parent Information Area in the school will contain helpful booklets on child development and parenting.

Parents will be sent a congratulatory letter from the principal when their child achieves the A/B Honor roll each grading period. Parents whose child did not achieve the A/B honor roll will be sent information about the LEA's Parent teacher Resource Center so they can order materials they can use at home to help improve their child's achievement. All communication will be in a language parents can understand.

A survey will be sent to all parents at the beginning of the year seeking suggestions for training they desire the school to offer.

A Family Reading Night each grading period will provide parent training on how to read with their children and help them comprehend better what they read. It also will train parents in the Accelerated Reading program. Free books will be given to all children who come to parent involvement events to encourage reading at home. The school newsletter, sent home in the weekly Communication Folder and posted on the school website, will contain suggestions to parents from the principal, librarian, reading coach, nurse, or counselor on helping their child to be successful in school.

Teachers' websites will make class information available to parents.

Parent Visitation Month activities, as well as an open door policy every day, will give parents opportunities to visit in their children's room and see what they are learning and how they can help.

**(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)**

Adams Elementary will have a Title I Parent Liaison to coordinate the parent involvement program, communications, events, Parent Involvement meetings and be the liaison between the school, parents and community. We will have an ELL parent liaison/translator to work with parents and staff, translate communications and assist staff in communicating with parents.

Parents will be sent a congratulatory letter from the principal when their child achieves the A/B Honor roll each grading period. Parents whose child did not achieve the A/B honor roll will be sent information about the LEA's Parent teacher Resource Center so they can order materials they can use at home to help improve their child's achievement.

The Parent Involvement meetings will consist of school staff, any interested parents and the PTO Council officers, to foster a working relationship with parents as equal partners. Events such as Parent Visitation Month, Family Reading Nights, Field Day, parent luncheons, parent training events, and Dr. Suess's birthday party will be planned at these meetings. These events will give parents and school staff opportunities to communicate, work together and form ties.

As much as possible, all communication will be in a language parents can understand.

Parent volunteers will be vital to school routines such as weekly grade level popcorn sales, picture days and seasonal classroom events. Lead room volunteers will be enlisted to coordinate other room volunteers to meet the needs of the classrooms.

The school media specialist and technology team will conduct a training session for teachers on creating a website for parents to visit and view classroom information.

- (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)

The system wide Parent Resource Center personnel will be at the Annual Title I Parent Meeting, Open House and at some of the Family Reading Nights providing free materials and helpful suggestions for parents. The Parent Resource Center will provide flash cards and packets on skills in areas of concern for parents and students to use at home. The Parent Information Area in the school will contain helpful booklets on child development and parenting.

Parents will be sent a congratulatory letter from the principal when their child achieves the A/B Honor roll each grading period. Parents whose child did not achieve the A/B honor roll will be sent information about the LEA's Parent teacher Resource Center so they can order materials they can use at home to help improve their child's achievement. All communication will be in a language parents can understand.

A survey will be sent to all parents at the beginning of the year seeking suggestions for training they desire the school to offer.

- (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)

Adams will have an ELL parent liaison/translator to work with parents and staff, translate communications and assist staff in communicating with parents.

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

The 2008-2009 Title I Annual Parent Involvement Evaluation and Survey indicated the following needs should be addressed during the next school year: providing motivational speakers to address the parents' need to value education more; the language barrier at home preventing parents from helping their children with homework; teaching students how to study; training parents in helping their child with attention deficit disorder; the lack of computer and internet access in the homes; a more comprehensive after-school program; the lack of communication between parents from the school; the ineffective use of room parents; the need for parents to know at the beginning of each grading period what students will be studying; the desire for more frequent progress reports; the preference of e-mail communication for some parents; teachers contacting parents sooner at the first sign of problems; the need for more effective teacher/parent communication; continuing the school wide procedure for communication folders; occasionally having an Hispanic-only parent meeting; and continuing to provide child care for Parent Involvement meetings. The Parent Involvement Team and school staff will plan and implement ways to meet these requests, as much as practicable. Some avenues for this support will be the weekly Communication Folder; the school's and teachers' individual websites; parent/ teacher conferences and phone calls; staff training in faculty meetings and inservices; state training for the staff in communicating with ELL parents and teaching ELL students; family luncheon opportunities; Parent Involvement meetings held at different times of the day; child care at the Parent Involvement meetings; some Hispanic-only parent meetings; parent training on topics of need; enlisting lead room volunteers to contact and coordinate other room volunteers to develop a network of parents communicating with each other in a language they can understand.

**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.**

Adams Elementary will provide opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory students. An ELL parent liaison/translator will provide translations for meetings, conferences, visits, phone calls, notes, flyers and other communications.

The ELL parent liaison/translator, office personnel, school counselor and nurse will provide services and information to parents of migratory students. The school building is handicapped-accessible. Phone calls and home visits will be made when handicapped parents are not able to come to the school. The speech therapist will use sign language to communicate with hearing impaired parents, if needed.