

**Title I**

**Parent Involvement Policy**

**School: Allenbrook Elementary**

**I. Parental Involvement Policy**

 **A.** List names and roles (teachers, administrators, parents, etc) of persons involved in

 developing Parental Involvement Policy.

 Katharine Bonasera – Principal

 Xzaviar Bailey – Assistant Principal

 Jason Gwinn – Dean of Students

 Carla Gaymon – Communities in Schools Representative

 Elizabeth Bertke – SLT Leader, 4/5 MCL

 Imogen Thomas-Williams – Parent & Community Engagement Lead, 2nd grade MCL

 Ashley Robinson – 1st grade MCL

 Michael Roper – 3rd grade MCL

 Chris Moses – 4/5MCL

 Bridgett Walls – K MCL

 **B.** Briefly describe the process your school used to:

 **1.** select participants to develop the policy (school improvement team, parent

 involvement committee)

 Utilized School Leadership Team Members

 **2.** develop policy (1-2 pages max) (policy should reflect Components II through XII

 taken from Parental Involvement Section 1118 of No Child Left Behind Act (NCLB)

 Ongoing – See NC Star/Indistar Plan and School Improvement Plan

 **3.** implement policy

 Ongoing – See NC Star/Indistar Plan and School Improvement Plan

 **C**. Copy of Policy

 See NC Star/Indistar Plan and School Improvement Plan

**II. Annual Information Meeting**

 **A.** Describe your plan to conduct an annual meeting to inform parents of their school’s

 participation in Title I Part A. Include strategies to inform LEP parents.

Our annual meeting was held on October 25, 2017. Parents received notice of this meeting through fliers and a Connect Ed message. Principal Bonasera spoke to parents about the school’s participation in Title 1 in an assembly in the gym. Parents were then invited to Report Card Pick Up day the following week October 30, 2017 where they would visit their child’s classroom to speak with the teacher and learn about the curriculum.

**III. Flexible meeting times**

 **A.** Describe your strategies to offer flexible times for parental involvement

 opportunities and meetings.

School Leadership Team meetings are held at 3:15 once a month based on feedback from parents and staff. Quarterly Awards Day programs are held during the morning school hours. Parents are invited and encouraged to register as volunteers for our school by using the CMS volunteer clearance system. A booth was set up at open house for parents to do this.

**IV. Title I Part A Planning**

 **A.** What timeline and strategies will you use to involve parents in an organized,

 ongoing, and timely way, in the planning, review, and improvement of the Title I Part

 A Program.

 PTA/Title 1 Parent Meeting – October 25, 2017

 Report Card Pick Up Day/Curriculum/Conferences – October 30, 2017

 School Leadership Team Meetings – Ongoing, monthly at 3:15

**V. Parent Information and Opportunities**

 **A.** Describe how you will provide parents with the following:

 1. Timely information about Title I Part A Programs

 Connect Ed Messages

 Fliers sent home with students in Thursday folders

 2. School performance profiles

 3. Assessment results of their child’s performance

 Parent Teacher Conferences

 Information sent home in Thursday folders

 Parent/Teacher phone calls

 4. A description and explanation of the curriculum, assessment forms, and

 proficiency levels and state standards. Include strategies to inform parents

 with language barriers and/or disabilities

 Quarterly Report Card Pick up Days

 Parent/Teacher Conferences

 Working with ELL teacher and the use of interpreters at school

 5. Opportunities for regular meetings to participate in decision making

 School Leadership Team Meetings

 PTA Meetings

 Parent/Teacher Conferences

 6. Timely responses to suggestions and questions raised by parents

 E-mail communication expectations

 Phone calls

 Student agendas

 7. Reasonable access to staff, opportunities to volunteer and participate in

 child’s class

 Opportunity to contact child’s teacher

 Opportunity to attend field trips

 Opportunity to register as a volunteer

 Opportunity to volunteer with PTA

 Student agendas

**VI. School-Parent compact**

 **A.** Discuss timeframe and strategies to present and explain compact to parents as it

 relates to the child’s achievement. Include strategies to inform parents with

 language barriers and/or disabilities

Parents are presented with the Parent-School Compact on the first day of school. We include this important document in student agendas. The document is also shared at our Annual Title 1 Meeting. There are incentives given for 100% classroom completion.

 **B.** Include a copy of the compact

 See compact in folder.

**VII. Building Parent Involvement Capacity**

 **A.** Briefly discuss how you will address the following:

 1. Provide assistance to parents in understanding performance standards,

 assessment, Title I, monitoring their child’s progress, and participating in

 decisions relating to the education of their child

Annual Title 1 Meeting – Help families understand how school is performing relative to state standards; Help families understand Title 1 status

 2. Provide materials and training to help parents work with their children

 (literacy training, computer skills, homework assistance/workshops, family

 literacy nights, adult ESL, GED etc.)

Quarterly Report Card Pick Up Day – Parents have opportunity to learn about the curriculum in child’s classroom

Parent/Teacher Conferences

 3. Educate teachers and other staff to work with parents

 Ongoing Professional Development

Opportunity to collaborate with CIS worker, A Child’s Place, BMT, Social Worker, Guidance Counselor

 4. Coordinate and integrate parental involvement programs/activities

 School Leadership Team Meetings

 5. Develop appropriate roles for community-based organizations and businesses

 Student Support Services Team Meetings

 6. Conduct other activities as appropriate and feasible that is designed to help

 parents become full partners in the education of their child

 Quarterly Report Card Pick Up Day

 Communities in Schools

 A Child’s Place

 7. Ensure that information related to parent involvement is sent home in the

 language used in the home

 Work with ELL teacher; Bring in translators when needed

**VIII. LEP and Disable Parents**

 **A.** Provide full opportunities for the participation of parents with limited English

 proficiency or with disabilities

 Utilize CMS interpreters at school events and Parent/Teacher Conferences

 Collaborate with ELL teacher

**IX. Reservation of Funds: Not less than 1% of the LEA’s allocations SHALL be reserved to carry out parent involvement activities, including family literacy**

 **and parenting skills. (95% of this allotted to individuals Title I schools)**

 **A.** How will your school ensure a portion of your allotment will be spent on parent

 involvement?

 Set aside funds from our initial allotment each year for parent involvement.

 B. How will your school determine how funds will be allotted

 for parental involvement activities?

We will utilize our School Leadership Team to make these decisions in order to ensure that our parents are involved in how our funds are allotted.

**X. Parent Request**

 **A.** Describe how you will provide reasonable support for parental involvement activities

 requested by parents.

 Staff available to serve at most parent events

Volunteer coordinator and PTA send out Connect Ed messages to approved volunteers when support is needed

Parents have opportunity to volunteer for parental involvement activities – fliers are sent home with request forms.

**XI. Annual Evaluation**

 **A.** Discuss timeline and plan for involving parents in an annual evaluation of the content

 and effectiveness of the parental involvement policy in improving the academic

 quality of the schools.

Parents are invited to monthly SLT meetings. During these meetings, we engage in ongoing reflection and modification to the plan. At the May meeting, we seek input on our progress to data as well as suggestions for improvement.

**XII. Other Parent Involvement Practices** (School may include the following).

 Only describe the ones you choose to implement

 **A.** Describe how your school addresses the following, **only** if practices are part of your

 schoolwide plan.

 1. Involve parents in the development of training for teachers, principals and

 other educators

 2. Provide necessary literacy training

 3. Pay reasonable and necessary expenses associated with local parental

 involvement activities, including transportation and child care cost

 4. Train parents to enhance the involvement of other parents

 5. Arrange school meetings at a variety of times or conduct in-home

 conferences for those unable to attend in school activities

 6. Adopt and implement model approaches to improving parental involvement