

School Parental Involvement Policy/Plan

NOTE: In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy/plan that contains information required by section 1118 of the Elementary and Secondary Education Act (ESEA) (parental involvement policy/plan). Reviewed by parents of participating children periodically and need not be school board approved.

PART I. GENERAL EXPECTATIONS

Highland Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies/plans meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy/plan in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy/plan will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:
 - *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*
 - (A) that parents play an integral role in assisting their child's learning;*
 - (B) that parents are encouraged to be actively involved in their child's education at school;*
 - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
 - (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY / PLAN COMPONENTS

NOTE: The School Parental Involvement Policy/Plan must include a description of how the district will implement or accomplish each of the following components. *[Section 1118, ESEA.]*

1. Highland Elementary will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

- *Parents will have input via parent meetings*
- *Parents will be invited to an annual meeting explaining Title I and will provide input on the parental involvement plan, including the School-Parent Compact*
- *Parents will be encouraged to provide feedback through additional avenues such as: verbal, email, conferences, web site*

2. Highland Elementary will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- *Parents are invited to serve on the School Improvement Team as part of a parent group*
- *Highland conducts Annual Title I meetings at a convenient time. Parents are encouraged to share input/suggestions.*
- *Parents will be encouraged to provide feedback through additional avenues such as: verbal, email, conferences, web site, monthly Board of Education meetings*

3. Highland Elementary will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

- *Highland conducts Annual Title I meetings at a convenient time. Parents are encouraged to share input/suggestions.*
- *Title I documents such as the parental involvement policy and the School-Parent Compact are available for review and feedback at any time on the web site*
- *Portions of this plan and specific events are also communicated to parents via parent letters, school newsletters, automated phone system, and parent meetings.*

4. Highland Elementary will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

- *Learning Targets communicated quarterly by each grade level via newsletter*
- *Standards-Based report card resources on web site*
- *Parents have 24 hour access to online grade book*
- *Results of district-wide assessment, such as NWEA shared with students and parents via parent-teacher conferences*
- *Newsletters by building principal provide information about school, local, and state assessments as well as Ohio's New Learning Standards*
- *Classroom teachers communicate progress and curriculum via regular newsletters, email, phone, face-to-face conferences, and/or notes in student agenda*

5. Highland Elementary will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- *Teachers conference with parents to discuss how to motivate the child, offer suggestions for remediation/enrichment, and solicit help and support from home.*
- *Similarly, when a parent requests a meeting with teachers, collaborate as needed with the administrators to listen to the views and challenges faced by the parent and offer suggestions and/or accommodations to best meet the needs of the student.*
- *The teachers and support staff work together to carry through with recommendations, suggestions, and requests for help made by parents.*
- *Parents may submit comments in writing regarding the school wide plan to their child's teacher, the Title I Coordinator, the principal, or the Superintendent*

6. Highland Elementary will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

- *Family reports will be provided to parents as available by the Ohio Department of Education*
- *Information is also shared as available during conferences between teachers and parents*

7. Highland Elementary will take the following actions to provide each parent timely notice: when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- *A letter of notification will be sent home upon occurrence*
- *Parents have the right to request qualifications of teachers by contacting the school*

8. Highland Elementary will provide assistance to parents of children served by the school, as appropriate, in understanding the following topics by undertaking the actions described in these paragraphs --

- the state's student academic achievement standards,*
- the state and local academic assessments including alternate assessments,*
- the requirements of Part A,*
- how to monitor their child's progress, and*
- how to work with educators*

Highland Elementary will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- *Progress reports/Report cards*
- *Conferences/emails/newsletters*
- *School-Parent Intervention Compact*
- *Student-Friendly Learning Targets shared with parents by classroom teachers*
- *Our administrators inform families of celebrations, curricular changes/needs, and upcoming assessments through newsletters and the school's website.*
- *Our administrator discusses current changes/results in regard to data and the school's areas of success and areas of greatest need at monthly meetings or other times, as needed.*
- *Parent training sessions are held by our teachers, administrators, and guidance counselors at different times on topics requested by parents or as needed*

9. Highland Elementary will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- *Faculty and staff research and brainstorm on-going ideas on how to increase and promote family participation, collaboration, and contribution.*
 - *Students use grade-appropriate student planners to communicate daily with families.*
 - *Newsletters are sent home weekly and/or monthly from classroom teachers. Newsletters are sent home by the administrator. Email communication is used between parents, administrator, and teachers.*
 - *Conferences between parents/teachers/administrator occur as needed.*
 - *The school website address is communicated to parents in the beginning-of-the-year information packet. The website includes information on the following:*
 - *Student handbook*
 - *Celebrations of students, faculty, and staff*
 - *Upcoming Events and Volunteer opportunities*
 - *School calendar and important dates*
 - *Roster of faculty and staff with communication links via email*

10. Highland Elementary will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

In an effort to smooth the transition from home to school for young children, the following measures are in place:

- *Kindergarten registration is an opportunity to welcome future parents to our building, gather paperwork, communicate needs, and positively begin a relationship with Highland Elementary School's future parents. Many staff members and parent volunteers are involved in this process.*
- *Students entering Kindergarten in the Fall begin on a transition schedule. The use of this schedule serves to ease the transition from Pre-K or home to Kindergarten classes.*
- *Pre-K students visit the Kindergarten classroom for a portion of one day to see "the life of a kindergartener" during the spring semester of the year prior to kindergarten enrollment*
- *Kindergarten teachers meet with parents to discuss the transition into Kindergarten.*

11. Highland Elementary will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- *Our administrators and teachers inform families of celebrations, curricular changes/needs, and upcoming assessments through newsletters and the school's website.*
- *Automated phone/text alert system*
- *Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled.*