

**Elvin Hill Elementary School
2018-2019
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 evening. 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 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. Our parent advisory committee meets in May to evaluate the parent involvement plan and discuss needed improvements to the Title I Program. This committee also determines the allocation of parent involvement funds. These funds purchase parenting materials which includes: parenting pamphlets, parenting communication supplies, copies, etc. These funds also cover the cost of postage for parent letters and the printing of communicative materials necessary to inform and educate parents about school events and the parenting resources that are available. Communication is emphasized through parent/teacher conferences, progress reports, report cards, and the school handbook. Weekly communication is maintained through weekly folders/binders which includes classroom newsletters and school information. Daily communication with parents is also used through daily folders that contain homework, study information and/or student planners. Translators are provided as needed for parents of ELL students. A Title I handbook is provided to parents which provides 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 Leadership Binders in which information is sent to parents on a consistent basis. Parent compacts, lunch menus, newsletters, and the Code of Conduct are sent to all families in their native language. 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 in order to communicate academic progress to parents on a regular basis. 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. It is evaluated and updated annually. All parents receive a copy of the updated compacts for parents, teachers and students. Parents, teachers, and students (when applicable) read and sign the compacts as an agreement of shared responsibility. The compacts are housed in teachers' classrooms and are used during parent/teacher or student/ teacher conferences. In addition, the compacts are discussed at anytime throughout the year if there is a need to revisit the agreement based on each shared responsibility. Parents are further kept informed of academic progress through progress reports, report cards, etc.

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 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, 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 Area Specialist and receive notification of the decision(s) reached. The communication will be provided verbally through a personal and/or telephone conference and also be provided in written form.

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 I 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 any school-wide programs being used for student achievement and success. They will learn how to schedule parent-teacher conferences and communicate to their child's teacher, as needed. 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. Daily/weekly folders will be sent home which will contain information on each child's behavior, disposition, 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 instruction 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' understanding of the math strategies that are being presented in the classroom. However, reading workshops/trainings will also be provided for parents throughout the year as well. Parents will have the option to be trained 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, Leadership Day, parent conferences, and more.

(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. There is an ELL teacher at our school who provides ELL services and accommodations along with several teachers who have Spanish backgrounds that also work closely with ELL students. In addition, a translator may be provided whenever necessary to assist with any language barriers between home and school for all students and their families. 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