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2015-2016 Adams Elementary Parental Involvement Plan

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 was held August 24, 2015 for parents to learn about the school's participation in Title I, the requirements of Title I and the parents' right to be involved. There were 17 parents in attendance, 10 parents at the 8:00 am English meeting and 7 at the 9:00 am Spanish meeting. Parents were notified of the Annual Title I Parent Meeting through the Schoolcast notification system, school marquee, newspaper, radio, announcements at the school, a flyer sent home in the weekly communication folder and posted in the Parent Information Area and on the parent information boards inside and outside. All publicity and communications were given in a language parents can understand.

Topics of the annual meeting were:

- * 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
- * The School-Parent Compact
- * The School's Title I Budget
- * 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 parents can be involved
- * Parent Resource Center and Supplemental Services
- * How the Annual Evaluation of the Parental Involvement Plan is conducted

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 held at least once every nine weeks to plan, review and improve the Title I Program and plan family events. Meetings will be held at different times of the day for each nine weeks period, such as 8:00 AM, 3:00 PM, 4:00 PM, and 6:00 PM. General parent meetings and family events will be usually be held at 6:00 PM. We also will have at least two Family Reading Nights during the year. A translator will be available at all meetings as much as possible.
2. A parent survey, written in a language parents can understand, will be sent home with every student in April and also will be given out at the April Parent Involvement meeting. All parents are invited to attend the Parent Involvement Meeting in May for the purpose of reviewing and evaluating the current Parental Involvement Plan by using the survey results. All parents and guardians are invited in August to the Annual Title I Parent meeting to review the Title I Program, Budget, Compact and Plan. Parents who attend will have an opportunity to volunteer to be on the Parent ACIP Committee. These parents will meet Sept. 4, 2015 and use the results of the Parent Involvement Survey and the Annual Parent Involvement Evaluation results from the May meeting to help develop the new Title I Parental Involvement Plan, Title I Budget, and School-Parent Compact. Parents will be given an opportunity to suggest improvements in the Continuous Improvement Plan and Parental Improvement

Plan at subsequent Parent Involvement meetings. A translator 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, developed 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 notified of these meetings through the school marquee, school website, Schoolcast notification system, radio announcements, newspaper, announcements at the school, and a flyer sent home in the weekly communication folder and posted in the Parent Information Area and on the parent information boards inside and outside. All publicity and communications will be given in a language parents can understand.

1. Title I parent involvement funds will be used to buy colored copy paper for parent communication, communication folders, 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 and, if necessary, to pay for childcare for parent trainings.

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 Parent 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 and parent involvement. 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 which 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. Teachers will be encouraged to use mobile apps to communicate assignments and important information with parents via text messages.

*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 school Title I program, calendar, lunch menu, and important information from the principal, school and family events and recognitions in a uniform format. Information will be posted in the outside bulletin board of the breeze way 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; Schoolcast notification system, TV, radio and newspaper 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. A "CIP at a Glance" flyer that includes the school's academic goals and a copy of the Parental Involvement Plan will be sent home with students in the communication folders and posted on the Parent Bulletin Boards. All communication will be presented in a language parents can understand, as much as practicable.

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 explained and reviewed in the August Annual Title I Parent Meeting. It will be discussed and updated by the Parent ACIP committee and in the September 14, 2015, School wide Staff ACIP Planning meeting. 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 given out and explained at Open House and then sent home in Communication Folders with every student who did not attend Open House. 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.

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.

The Continuing Improvement Plan will be written and reviewed by the staff and a committee of parent representatives. Throughout the year, as the CIP is reviewed, these parent representatives will be a part of the review process. 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.

A translator 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.

A description of 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.**

At the Annual Title I Parent meeting, Open House and Parent Involvement Meetings every nine weeks, parents will be provided training and explanation of the State academic content and 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. The annual Open House will also give parents an opportunity to meet with their child's teacher and understand more about standards, assessment requirements, the School-Parent Compact, and future opportunities to meet and work with the teacher. Teachers will give out a syllabus at Open House, send a syllabus home for each grading period and keep it on their websites for those who have internet access. Parents are encouraged to have teacher conferences during Parent Visitation Month and all through the year.

We will encourage room parents to get 2 parents to represent each grade level at the Parent Involvement Meetings and rotate the responsibility among the parents so they can become more familiar with each other and the program. We will include in the school newsletter information about the Title I program, the Parent Involvement Plan, the school's extra services and referral program, the School-Parent Compact, the school's academic goals, and ways parents can volunteer and be a part of planning/reviewing. 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.**

- * The system wide Parent Teacher Resource Center (PTRC) personnel will be at the Annual Title I Parent Meeting, Open House and at some of the Family Reading Nights to provide free materials and helpful suggestions for parents. The Parent Teacher Resource Center provides flash cards, games, manipulatives, and packets on skills in areas of concern for parents and students to use at home and offer tutoring and training sessions for students and parents on academic subjects and computer skills. There is information on the Parent Teacher Resource Center on the school website.
- * A weekly Communication Folder will contain a newsletter and flyers that have suggestions on helping their child to be successful and information about the Parent Teacher Resource Center.
- * The Parent Information Area in the school will contain books on child development, parenting, school and system news and information, the PTRC, and the School ACIP and Parental Involvement Plans.
- * Family Reading Nights will provide parent training on how to read with their children and help them improve their reading comprehension. 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.
- * A Kindergarten orientation will be held for parents and students either in May or in August before school begins.
- * A grade level orientation for the next school year will be offered in May.
- * Parent trainings will be more visual, using the projector or doing hands on training.
- * Have more small group meetings where parents feel more comfortable asking questions.
- * A separate Annual Title I Parent Meeting will be held for Spanish-speaking parents, so the translator can better explain what it means to be a Title I school.
- * An EDGE after school tutoring program will be offered.
- * The school's website and teachers' websites will make class information, school news and links to the reading, math, portaportal, and library websites available to parents. We will offer computer training on accessing the school website and other educational websites for their children, such as Stride Academy.
- * Teachers will be encouraged to use mobile apps to communicate with parents the assignments, important information and examples for math homework.
- * A school Facebook page in English and Spanish will give parents access to school information.
- * Parent Visitation Month activities and five family luncheons throughout the year, as well as an open door policy, will give parents opportunities to visit in their children's room, see what they are learning, and conference with the teacher.
- * A poster on the front Parent bulletin board will list ways parents can volunteer.
- * The Parenting Partners Program will be offered to train small groups of parents on improving their relationship with their child and encouraging academic achievement, positive values and character in their child.
- * If possible, English classes for English-learning parents and Spanish classes for Spanish-learning parents will be offered.
- * A translator and written translations will be provided as much as possible. All communication will be in a language parents can understand.

(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.

- * Adams Elementary will have a Title I Resource Teacher and Parent Involvement Coordinator to coordinate the parent involvement program, create and distribute communications, lead in family events, and conduct Parent Involvement meetings.
- * Distribute to the staff a copy of the Parental Involvement Plan, Parent Survey results and the Adams Annual Evaluation of the Content and Effectiveness of the LEA Parental Involvement Plan at the beginning of the year and discuss it at an in-service or faculty meeting, so they can see areas needing improvement and celebrate areas of strength.
- * Address one specific area of need discovered from the Survey and Evaluation at each Faculty Meeting throughout the year to keep the awareness level up concerning working with parents as partners.

*Encourage teachers to ask parents to come to activities. Offer a classroom incentive for the most parents in attendance.

* Teachers will be encouraged to use mobile apps to communicate with parents the assignments, important information and examples for math homework.

*Teachers will be encouraged to give students homework passes, rewards or privileges if they return signed papers, or if parents attend conferences, events or meetings.

* Our Principal will stress at Parent meetings an open door policy toward parents coming at any time, by appointment, to observe their child. At Faculty meetings she will stress the open door policy and encourage teachers to call parents to celebrate student accomplishments and at the first sign of needs or problems.

*Offer training during planning periods and/or after school on websites, syllabi, and working with parents and ELL families.

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

* We will include parents in committees with staff to plan school wide celebrations, such as Hispanic Heritage month and Black History Month.

* Room volunteers will be secured and teachers will be encouraged to call with specific needs and ways they can help.

*Some staff members will participate with parents in the Parenting Partners program.

- (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.**

* The system wide Parent Teacher Resource Center (PTRC) personnel will be at the Annual Title I Parent Meeting, Open House and at some of the Family Reading Nights to provide free materials and helpful suggestions for parents. The Parent Teacher Resource Center provides flash cards, games, manipulatives, and packets on skills in areas of concern for parents and students to use at home and offer tutoring and training sessions for students and parents on academic subjects and computer skills.

* Parents will be encouraged at every family event to go to the center so they can learn about the games and activities available to be checked out and training classes for students and 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 Parent Teacher Resource Center so they can order materials to use at home with their child to help improve achievement.

* 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 and information about the Parent Teacher Resource Center.

* There will be information on the Parent Teacher Resource Center on the school website.

*The Parenting Partners Program will be offered to train small groups of parents on improving their relationship with their child and encouraging academic achievement, positive values and character in their child.

* A translator and written translations will be provided as much as possible. All communication will be in a language parents can understand.

- (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.**

Communication is sent to parents through one-on-one contact, communication folder flyers, school marquee, bulletin boards, newspaper, internet website, announcements, radio and Schoolcast notification system, and mobile apps. Adams has an EL parent liaison/translator to work with parents and staff, translate communications, and assist staff in parent-teacher conferences and notes.

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

The 2014-2015 Title I Annual Parent Involvement Evaluation and Survey indicated the following weaknesses in parental involvement with Spanish-speaking parents. We need to make an effort to improve parent-teacher communication and parent and teacher training in these areas:

- the school's referral program to community services outside of the school,
- how they can be involved in school planning/review committees and volunteering,
- what the school's academic goals are,
- what it means to be a Title I School and what their rights are,
- and how additional help with reading and/or mathematics is given to students through the Title I program.

During the evaluation of the parent involvement plan, parents mentioned the following barriers to parent involvement and suggestions:

- * Work schedules and time can be a barrier, so we need to continue to vary the times of the meetings and activities, so parents can come to some, if not all, of the events.
- * Written communications are not always received or read.
- * Language continues to be a barrier due to some parents not knowing Spanish or English and not being able to read
- * Some parents feel we are doing all we can to remove barriers, so it is up to the parents to make an effort.
- * Transportation is a barrier, so parents need to carpool and help each other to get to school.

The following changes were made to the Parental Involvement Plan as a result of the evaluation:

- * We will use the Schoolcast system in voice and text more often to remind parents to check their child's homework folder each week/month and to remind parents of important events.
- * Teachers will be encouraged to use mobile apps to communicate with parents the assignments, important information and examples for math homework.
- * Teachers will be encouraged to give students homework passes, rewards or privileges if they return signed papers, or if parents attend conferences, events or meetings.
- * Give recognition to parents who volunteer and come to events.
- * Continue to vary the times of parent involvement meetings and events.
- * We will encourage parents to carpool to school activities.
- * Have more small group meetings where parents feel more comfortable asking questions.
- * The Parenting Partners Program will continue to be offered to train small groups of parents on improving their relationship with their child and encouraging academic achievement, positive values and character in their child.
- * Continue to encourage use of the Parent Teacher Resource Center.
- * Offer a parent training in computer and internet skills so parents can access STRIDE and the school website and FB.
- * A grade level orientation for the next school year will be offered in May.
- * Offer to teachers training on communicating with parents, working with EL families and creating their own website.

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 EL parent liaison/translator will provide, as much as is possible, translations for meetings, conferences, visits, phone calls, notes, flyers and other communications.
- * The EL 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, texts, emails 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.