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2016-2017 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 will be held at the beginning of the school year for parents to learn about the school's participation in Title I, the requirements of Title I and the parents' right to be involved. Parents will be notified of the Annual Title I Parent Meeting through the Schoolcast notification system, school marquee, newspaper and radio announcements, announcements at the school, a flyer sent home in the weekly communication folder, and a flyer in the Parent Information Area and outside bulletin board. All publicity and communications 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
- 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. General parent meetings and family events will be usually be held at 6:00 PM. 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 the spring. All parents are invited to attend the 4th Nine weeks Parent Involvement Meeting to review the survey results and to review and evaluate the current Parental Involvement Plan, budget and School-Parent Compact. The ACIP parent committee will be formed from parent volunteers from this meeting. The evaluation and survey results will be presented to the school staff for their input on the evaluation and the development of a new Plan, Compact and budget. Using the results of these evaluations and the survey, the Parent ACIP committee and the Title I Resource Teacher will develop the Parent Involvement Plan, Compact and budget for the next year. All parents and guardians are invited at the beginning of the next school year to the Annual Title I Parent meeting to review the Title I Program, Budget, Compact and Plan. Parents will be given an opportunity to suggest improvements in the Continuous Improvement Plan and Parental Improvement Plan at this and

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 and Facebook page, Schoolcast notification system, radio and newspaper announcements, 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 board 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, 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, such as Remind, to communicate assignments and important information with parents via text messages.
- The Gadsden City Schools Elementary Handbook and Code of Conduct will be made available online to all parents and new enrollees. A copy of the Code of Student Conduct, and Elementary Handbook will be kept in the Parent Information Area and the office.
- Weekly communication folders will be a school-wide procedure to provide timely information about the school Title I program, calendar, lunch menu, 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 to check it. We also will use the school marquee; Schoolcast notification system; TV, radio and newspaper announcements; school website and Facebook page; 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, the Parent Involvement Plan, NCLB Parent's Right to Know letter, Code of Student Conduct, and Elementary Handbook 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. The CIP at a Glance will be posted on the Parent Bulletin Board. 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):

In the spring, the School-Parent Compact will be reviewed and developed by the participants at the Parent Involvement meeting, the Parent ACIP committee and the school staff. The Title I School-Parent Compact will be explained and reviewed in the August Annual Title I Parent 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 sent home in Communication Folders with every student. 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 developed 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 and teachers are encouraged to have teacher conferences all through the year.

The Title I Resource Teacher/Parent Involvement Coordinator will send home a Room Volunteer form for parents to sign up to be room parents, and teachers will be encouraged to call with specific needs and ways they can help. The coordinator will contact lead room parents and ask for a representative to attend Parent Involvement meetings. 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 school programs. We will include in the school website, Facebook page, and 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 and Open House 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 and Facebook page.
 - 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.
 - 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.
 - Parent trainings will be more visual, using the projector or doing hands on training.
 - As much as possible, we will offer opportunities for parents to share and work with each other in an effort to overcome the cultural barriers, such as parent conversational language classes while children have a movie night.
 - We will 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 Classworks and Stride Academy.
 - Teachers will be encouraged to use mobile apps, such as Remind, 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 involvement activities and family luncheons throughout the year, as well as an open door policy, will give parents opportunities to visit in their children's room, to see what they are learning, and to conference with the teacher.
 - A flyer will be sent home and posted on the Parent bulletin board that lists ways parents can volunteer.
 - The coordinator will send home a Room Volunteer form for parents to sign up to be room parents and teachers will be encouraged to call with specific needs and ways they can help. She will contact lead room parent and ask for a representative to attend Parent Involvement meetings.
 - 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/Parent Involvement Coordinator to work with staff Committees to include parents, to coordinate the parent involvement program and events, to create and distribute communications, and to conduct Parent Involvement meetings.

- The coordinator will distribute to the staff a copy of the Parental Involvement Plan, Parent Survey results, School-Parent Compact, and the Adams Annual Evaluation of the Content and Effectiveness of the LEA Parental Involvement Plan. She will lead in a discussion of these items at an in-service or faculty meeting, so staff members can see areas needing improvement; celebrate areas of strength; help in evaluating the previous Plan, Compact, and budget; and give suggestions for developing the new ones.
- The coordinator will address a specific area of need discovered from the Survey and Evaluation at Faculty Meetings throughout the year to keep the awareness level up concerning working with parents as partners.
- The coordinator will encourage teachers to ask parents to come to activities. PTO or the principal may offer a classroom incentive for the most parents in attendance.
- Teachers will be encouraged to use mobile apps, such as Remind, 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.
- The coordinator or principal will offer training during planning periods and/or after school for 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 and events, such as Open House, Hispanic Heritage month, Christmas, and Black History Month.
- The coordinator will send home a Room Volunteer form for parents to sign up to be room parents and teachers will be encouraged to call with specific needs and ways they can help. She will contact lead room parent and ask for a representative to attend Parent Involvement meetings.

(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 invited to the Annual Title I Parent Meeting and Open House 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 offers 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 and Facebook page, 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 and Facebook page.

- 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 will be sent to parents through one-on-one contact, communication folder flyers, school marquee, bulletin boards, newspaper, internet website, Facebook, announcements, radio, 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 results of the 2016 Parent Survey and the Spring Parent Involvement Plan Evaluation meeting, as well as input from the Parent CIP committee, give us guidance as to what support parents need for parental involvement. There were 12 parents in attendance at the Spring Evaluation meeting. The number of parents who completed the 2015-2016 Parent Involvement Survey was 135 with 24 of those being Hispanic. There were 6 parents from various ethnic and socio-economic groups in the Parent CIP committee.

The survey results show the following:

- More parents (76% of English-speaking and 13% of Spanish-speaking) have internet access than before, so some parents would like emails. Thirty percent said e-mail was best and several said texts. The percentage of Spanish speaking parents who know how they can be involved, the school's academic goals, and what their students should be able to do in reading and math decreased to 50% while the number of English speaking parents increased to 94%.
- The percentage of English speaking parents was in the 77%-85% range for knowing about volunteer work, how they can be in committees, and what it means to be a TI school, and how additional help is given with reading and math. The Spanish speaking parents' percentages for these items remained in the 25%-42% range.

These survey results and the results of the Annual Parent Involvement Evaluation meeting and the Parent CIP committee meeting lead us to conclude that we need to provide the following support for parental involvement:

- Give a brief job description for parent jobs, so Spanish-speaking parents can know which jobs would not require talking and be encouraged to volunteer more.
- Encourage teachers to be more active in using the Remind app and asking parents to help and to attend events.
- Increase communication through text and phone and using the Schoolcast and Remind app, since flyers and letters are not always received or read.
- Give more recognition of parents who volunteer and participate.
- Offer students a reward or incentive for their parents coming to an activity.
- Offer conference times at times when parents are not working.
- Encourage teachers to communicate with parents a schedule of when they will introduce new skills, especially in math, so they can come and observe.
- As much as possible, offer opportunities for parents to share and work with each other in an effort to overcome the cultural barriers, such as parent conversational language classes while children have a movie night.
- Continue to encourage use of the Parent Teacher Resource Center.
- Continue to vary the times of parent involvement meetings and events.
- Have more, small group meetings where parents feel more comfortable asking questions.
- 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.