

# EVERGREEN ELEMENTARY

Plainfield Board of Education  
2415.04 PARENTAL INVOLVEMENT

Section: Program

Date Created: Aug. 2012

Process of Revision: Sept. 2015

NCLB Sec. 1118. Parent Involvement

## EVERGREEN ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY

### **Policy Involvement:**

(1) **Evergreen Elementary School** will take the following actions to involve parents in the distribution of and notification of its schoolwide parent involvement plan/policy using an understandable and uniform format, to the extent practicable, provided in a language the parents can understand and updated periodically to meet the changing needs of the parents and the school, under sections 1112, 1118 (1) respectively:

- PTO Meetings will be a venue for discussions
- Convene an *annual meeting* to explain the Title I program to parents and inform them of their right to be involved in the program
- Offer a flexible number of meetings, to meet parent's needs. Title I funds, may be used to pay *related expenses*
- Involve parents, "in an organized, ongoing and timely way," in *planning, review and improvement* of Evergreen Elementary School Title I Program
- Provide *timely information* about Title I programs to parents, describe the curricula, the student assessments and proficiency levels students are expected to meet, provide opportunities for regular meetings, respond promptly to parent suggestions, and offer child care at the school during such meetings and
- Provide parents with an opportunity to submit *dissenting views* regarding Evergreen Elementary School-wide program plan if the plan is not acceptable to them
- Posting of school Parent Involvement Policy (PIP) in showcase and/or on Main Hallway Bulletin Board
- A copies of the PIP will be made available to parents requesting it in writing
- Attempt to secure as many email addresses for families so that mass emails can be sent

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(2) **Evergreen Elementary School** will invite all parents and encourage them to attend an annual meeting and other meetings, at convenient times, to inform parents of participation under Title I, if applicable, and the right of the parents to be involved:

- Back to School Night / Open House
- Monthly PTO Meetings – one annual PTO Meeting with the Title I PIP as an agenda item
- Chat & Chew Meetings with the Principal
- Parent / Teacher Conferences (Fall & Spring)
- Hispanic Heritage Month Celebration – October 2015
- American Education Parent Involvement Week – November 2015
- African American Parent Involvement Week – February 2016
- Provide materials and trainings to help parents work with their children to improve achievement; Materials will be distributed throughout the year by way of written notices, pamphlets, calendars and flyers.
- Educate all staff members regarding the value of parent involvement and the positive impact it has on student achievement and in understanding how to utilize parents as equal partners.

(3) **Evergreen Elementary School** will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review and improvement of programs including the school Parental Involvement Policy and the joint development of the Schoolwide Plan under section 1114(b)(2):

- PTO Meetings
- Dissemination of flyers, notices, reminders and/or meeting schedule
- District Website – Evergreen School Based Site
- School Messenger Notification System
- Provide opportunities for parents to provide feedback via email to the PTO for dissemination to school administration
- Provide reasonable support for parental involvement activities as parents may request (suggestions from parents by e-mail, verbally, or in written form)

(4) **Evergreen Elementary School** will take the following actions to provide parents with timely information about parent involvement programs:

- Provide parents with a newsletter

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- Post on school website
- Principal's Monthly Parent Letter
- PTO Monthly Meeting
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: *Staff is available to parents by many forms of communication. They can be reached by email, voice-mail, or phone. Conferences between individual parents and teachers will be scheduled when deemed necessary. Parents can contact the school office or their child's teacher to set up a conference.*
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities

(5) **Evergreen Elementary School** will take the following actions to provide parents with a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet:

- Materials will be displayed at school functions for parents to read
- An explanation of what assessments will be given at specific grade levels
- Grade level achievement expectations of proficiency will be provided
- Student folders for Parent / Teacher Communications
- Parent Informational Sessions on school based programs / Model Curriculum
- Parent Informational Sessions on the Common Core State Standards (CCSS) and content area subjects
- Materials will be made available for parents viewing, if requested in writing and upon making an appointment to do so

(6) **Evergreen Elementary School** will take the following actions to provide parents, **if requested**, with opportunities for meetings to formulate suggestions and to participate, as appropriate, in the decisions relating to the education of their children, and to respond to any such suggestions as soon as practicably possible:

- Parents will be encouraged to communicate with their child's teacher
- Meetings and programs will be planned based on parental requests and/or suggestions
- Parent Suggestion Box
- Parents will be encouraged to participate in monthly PTO Meetings to discuss issues related to the educational program

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## **Shared Responsibilities for High Student Academic Standards:**

- (7) **Evergreen Elementary School** will distribute a School-Parent Compact that outlines how parents, the entire school staff and students share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards:
- The Compact will be reviewed by parents for feedback on an annual basis at the district level
  - Parents, staff and students will sign the compact
  - Copies of the compact will be available for parents
- (8) **The Evergreen Elementary School Compact** will address the importance of communication between teachers and parents on an ongoing basis through at a minimum:
- Parent-Teacher conferences
  - Reports to parents on their children's progress
  - Mandatory Conferences as needed
  - Classroom Parents
  - Genesis Parent Portal
  - Encouragement of parents to communicate directly with the child's teacher to set up an in person or telephone conference if necessary

## **Building Capacity for Involvement:**

- (9) **Evergreen Elementary School** will provide assistance to parents as appropriate, in understanding such topics as the state standards and local academic assessments, the requirements of Every Child can Achieve Act (ECAA) / Title I, how to monitor a child's progress and work with educators to improve the achievement of their children:
- Inform parents of resources on ECAA and parent involvement
  - Share informational materials/brochures with parents
  - School Monthly Calendar

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- Informational Sessions on the Common Core State Standards / PARCC
- Use email to disseminate information as appropriate

(10) **Evergreen Elementary School** will provide as appropriate, materials/training to help parents to work with their children to improve achievement, e.g. literacy/math using technology, etc.,

- Parental Input during the I&RS Process
- Informational Sessions on the educational websites used in school (ie. Discovery Education; Common Core, ALEKS)
- Parent informational sessions on the Genesis Parent Portal
- Parent informational sessions on how to view the District / School based website

(11) **Evergreen Elementary School** will ensure that all information related to school and parent programs, meetings and other activities is sent to the parents in a format and to the extent practicable, in a language the parents can understand:

- Newsletters, notes and notices will be available in Spanish
- Parental Input during the I&RS Process
- Parents will be provided with a person to contact if they have questions both by telephone and/or email

## Accessibility:

(12) **The Evergreen Elementary School Parent Involvement Plan**, to the extent practicable, will provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including information and school reports required under section 1111 in a format and to the extent practicable, in a language parents understand:

- Use translators if needed
- Use sign language if needed
- Use strategies to enhance communication, i.e. visual signs and symbols
- Full access to the facilities during school based activities: Career Day, Carnival Day, Honor Roll Assemblies and the various celebrations and assemblies offered during the school year of 2015-16.

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