

# Potterville Elementary Parent Involvement Plan

*In accordance with The No Child Left Behind Act of 2001*

Potterville Elementary is dedicated to involving parents in all aspects of their child's education. Parents, staff, and the building administrator have developed this Parent Involvement Plan in accordance with NCLB Section 1118 activities which are accomplished at Potterville Elementary in the ways listed in each section.

NCLB Section	Ways in Which Potterville Elementary Staff Accomplish these Activities
<p><b>1118 (c) (1)</b> Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved</p>	<p>An annual meeting is held which includes information for parents on:</p> <ul style="list-style-type: none"> <li>• <i>Hold an annual school wide Title 1 meeting at the beginning of the school year that all parents are invited to attend.</i></li> <li>• <i>The meeting will intend to share the school wide plan, review the Parent Involvement Policy and to explain the Title 1 program.</i></li> <li>• <i>Parents will be invited through newsletters, through weekly folders and through the website</i></li> </ul>
<p><b>1118 (c) (2)</b> Offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parent involvement</p>	<p>Meetings are offered at times convenient for parents and if needed, transportation, child care, and home visits can be arranged:</p> <ul style="list-style-type: none"> <li>• <i>Parent Conferences (November and April)</i></li> <li>• <i>Classroom Open House (During classroom parties for Halloween, Christmas, Valentine's Day)</i></li> <li>• <i>Contact with the school social worker</i></li> <li>• <i>Math and Reading nights (Held twice a year)</i></li> <li>• <i>Curriculum Night</i></li> <li>• <i>Halloween Carnival</i></li> <li>• <i>Talent Show/Ice Cream Social</i></li> <li>• <i>Bingo for Books</i></li> </ul>
<p><b>1118 (c) (3)</b> Involve parents in an ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the development of the Parent Involvement Plan and School Wide Plan</p>	<p>Parents are involved in the development of the school improvement plan and Title I Program development in the following ways:</p> <ul style="list-style-type: none"> <li>• <i>Reviewing the plan at the fall meeting</i></li> <li>• <i>Posting the policy on the website</i></li> <li>• <i>Review the compact at fall conferences</i></li> <li>• <i>Parent members attend School Improvement Meetings</i></li> </ul>
<p><b>1118 (c) (4) (A)</b> Provide parents of Title I children timely information</p>	<p>Parents are provided information regarding the school programs in the following ways:</p> <ul style="list-style-type: none"> <li>• <i>Fall meeting</i></li> <li>• <i>Classroom open houses</i></li> <li>• <i>Parent Conferences (November and April)</i></li> <li>• <i>Student folders that are sent home daily</i></li> <li>• <i>In and Out parent letters</i></li> <li>• <i>Progress monitoring letters</i></li> <li>• <i>Reading folders</i></li> <li>• <i>Curriculum Night</i></li> </ul>
<p><b>1118 (c) (4) (B)</b> Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet</p>	<p>Parents are provided information about the school's curriculum, assessments, and proficiency level expectations in the following ways:</p> <ul style="list-style-type: none"> <li>• <i>Parent letters home on reading strategies</i></li> <li>• <i>Reading Street information</i></li> <li>• <i>DIBELS Parent Letters</i></li> <li>• <i>MEAP Parent Reports</i></li> <li>• <i>Princinal newsletters</i></li> </ul>

<p><b>1118 (c) (4) (C)</b> Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child’s education, and to respond to any suggestions as soon as possible</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> <li>• <i>Fall meeting</i></li> <li>• <i>Classroom open houses</i></li> <li>• <i>Parent survey</i></li> <li>• <i>Parent Conferences (November and April)</i></li> <li>• <i>School Improvement Team membership</i></li> </ul>
<p><b>1118 (c) (5)</b> Ensure that if the school wide program plan is not satisfactory to parents of participating students, submit any parent comments on the plan when the school makes the plan available to the Local Education Agency</p>	<p>If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by:</p> <ul style="list-style-type: none"> <li>• <i>Attending the fall meeting</i></li> <li>• <i>Attending classroom open houses</i></li> <li>• <i>Completed parent surveys</i></li> <li>• <i>Attending Parent Conferences</i></li> <li>• <i>Attending Math or Reading nights</i></li> <li>• <i>Contacting teachers or staff</i></li> </ul>
<p><b>1118 (d) (1)</b> Jointly, with parents, develop a compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement</p>	<p>The Parent/School Compact was developed...</p> <ul style="list-style-type: none"> <li>• <i>Potterville principal, teachers, staff and parents will develop and review the compact at the fall meeting.</i></li> <li>• <i>The compact is reviewed in the spring with parents and presented at fall conferences.</i></li> </ul>
<p><b>1118 (d) (2) (A)</b> Include a schedule for Elementary Parent/Teacher Conferences, at least annually, during which the Compact will be discussed with parents as it relates to the individual child’s achievement</p>	<ul style="list-style-type: none"> <li>• <i>The Parent/School Compact will be sent home at the beginning of the school year, then revisited and discussed with parents annually at fall parent-teacher conferences. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child’s learning at home and school.</i></li> </ul>
<p><b>1118 (d) (2) (B)</b> Provide frequent reports to parents on their child’s progress</p>	<p>Student progress is reported to parents in several different ways at a variety of time throughout the school year including:</p> <ul style="list-style-type: none"> <li>• <i>Quarterly Report Cards</i></li> <li>• <i>Progress Monitoring Reports</i></li> <li>• <i>DIBELS Parent Reports</i></li> <li>• <i>Parent Teacher Conferences</i></li> </ul>
<p><b>1118 (d) (2) (C)</b> Afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child’s class, and observation of classroom activities</p>	<p>School staff ensure parents have access to communicate with them about their child’s education in a variety of ways including:</p> <ul style="list-style-type: none"> <li>• <i>Chaperoning on field trips</i></li> <li>• <i>Visit the classrooms</i></li> <li>• <i>Room helpers</i></li> <li>• <i>Help with fundraisers</i></li> </ul>
<p><b>1118 (e) (1)</b> Shall provide assistance to parents served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress</p>	<p>School staff annually shares the State’s content expectations with parents, the state’s annual assessment (MEAP) with parents, and how to monitor their child’s progress.</p> <ul style="list-style-type: none"> <li>• <i>Parent Conferences</i></li> <li>• <i>Additional conferences upon request</i></li> <li>• <i>Progress Monitoring for students receiving Title 1</i></li> <li>• <i>Local Assessments shared at conferences – DIBELS, Common Assessments, Fountas &amp; Pinnell</i></li> <li>• <i>Kindergarten Round Up – Kindergarten expectations are shared with all parents</i></li> </ul>

<p><b>1118 (e) (2)</b> Shall provide materials and training to help parents work with their children at home to improve their children's achievement</p>	<p>Staff will provide parents with appropriate materials and other training in our school to enable them to support their child's academic progress. These include:</p> <ul style="list-style-type: none"> <li>• <i>Kindergarten expectations through materials given out at Kindergarten Round Up</i></li> <li>• <i>Math and Reading Nights</i></li> <li>• <i>Curriculum Night</i></li> <li>• <i>Fall Open House</i></li> <li>• <i>Principal newsletters, Classroom newsletters, District website</i></li> </ul>
<p><b>1118 (e) (3)</b> Shall educate staff in the value and utility of parents' contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school</p>	<p><i>Potterville Elementary School values parent involvement in the school community. Parent involvement will be a part of our professional development plan. The school will continue to implement new ideas for effective parent communication.</i></p>
<p><b>1118 (e) (4)</b> Shall coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children</p>	<p>Coordination with other programs for parent involvement includes:</p> <ul style="list-style-type: none"> <li>• Fun to be Four</li> <li>• GSRP – Great Start Readiness Program located in our school</li> </ul>
<p><b>1118 (e) (5)</b> Shall ensure information is shared with parents in a language and format they can understand</p>	<p>Information is shared with parents in a language and format they can understand. Examples include:</p> <ul style="list-style-type: none"> <li>• <i>Reading folders</i></li> <li>• <i>Principal, Classroom and District newsletters written in a language parents can understand</i></li> </ul>
<p><b>1118 (e) (14)</b> Shall provide other reasonable support for parental involvement activities as parents may request</p>	<p>Parents are provided with other reasonable support such as:</p> <ul style="list-style-type: none"> <li>• <i>Potterville Elementary will make every effort to support our parents and make sure their needs are met as requested.</i></li> </ul>
<p><b>1118 (f)</b> Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children</p>	<p>Staff provide opportunities for full parent participation:</p> <ul style="list-style-type: none"> <li>• <i>Flexible meeting times</i></li> <li>• <i>Handicapped Accessible Facility</i></li> <li>• <i>Phone or email conferences</i></li> <li>• <i>Website</i></li> </ul>

\*Updated 2014