

**Title I**

**Parent Involvement Policy**

**School: Allenbrook Elementary**

**I. Parental Involvement Policy**

**A.** List names and roles (teachers, administrators, parents, etc) of persons involved in

developing Parental Involvement Policy.

Katharine Bonasera – Principal

Xzaviar Bailey – Assistant Principal

Jason Gwinn – Dean of Students

Carla Gaymon – Communities in Schools Representative

Elizabeth Bertke – SLT Leader, 4/5 MCL

Imogen Thomas-Williams – Parent & Community Engagement Lead, 2nd grade MCL

Ashley Robinson – 1st grade MCL

Michael Roper – 3rd grade MCL

Chris Moses – 4/5MCL

Bridgett Walls – K MCL

**B.** Briefly describe the process your school used to:

**1.** select participants to develop the policy (school improvement team, parent

involvement committee)

Utilized School Leadership Team Members

**2.** develop policy (1-2 pages max) (policy should reflect Components II through XII

taken from Parental Involvement Section 1118 of No Child Left Behind Act (NCLB)

Ongoing – See NC Star/Indistar Plan and School Improvement Plan

**3.** implement policy

Ongoing – See NC Star/Indistar Plan and School Improvement Plan

**C**. Copy of Policy

See NC Star/Indistar Plan and School Improvement Plan

**II. Annual Information Meeting**

**A.** Describe your plan to conduct an annual meeting to inform parents of their school’s

participation in Title I Part A. Include strategies to inform LEP parents.

Our annual meeting was held on October 25, 2017. Parents received notice of this meeting through fliers and a Connect Ed message. Principal Bonasera spoke to parents about the school’s participation in Title 1 in an assembly in the gym. Parents were then invited to Report Card Pick Up day the following week October 30, 2017 where they would visit their child’s classroom to speak with the teacher and learn about the curriculum.

**III. Flexible meeting times**

**A.** Describe your strategies to offer flexible times for parental involvement

opportunities and meetings.

School Leadership Team meetings are held at 3:15 once a month based on feedback from parents and staff. Quarterly Awards Day programs are held during the morning school hours. Parents are invited and encouraged to register as volunteers for our school by using the CMS volunteer clearance system. A booth was set up at open house for parents to do this.

**IV. Title I Part A Planning**

**A.** What timeline and strategies will you use to involve parents in an organized,

ongoing, and timely way, in the planning, review, and improvement of the Title I Part

A Program.

PTA/Title 1 Parent Meeting – October 25, 2017

Report Card Pick Up Day/Curriculum/Conferences – October 30, 2017

School Leadership Team Meetings – Ongoing, monthly at 3:15

**V. Parent Information and Opportunities**

**A.** Describe how you will provide parents with the following:

1. Timely information about Title I Part A Programs

Connect Ed Messages

Fliers sent home with students in Thursday folders

2. School performance profiles

3. Assessment results of their child’s performance

Parent Teacher Conferences

Information sent home in Thursday folders

Parent/Teacher phone calls

4. A description and explanation of the curriculum, assessment forms, and

proficiency levels and state standards. Include strategies to inform parents

with language barriers and/or disabilities

Quarterly Report Card Pick up Days

Parent/Teacher Conferences

Working with ELL teacher and the use of interpreters at school

5. Opportunities for regular meetings to participate in decision making

School Leadership Team Meetings

PTA Meetings

Parent/Teacher Conferences

6. Timely responses to suggestions and questions raised by parents

E-mail communication expectations

Phone calls

Student agendas

7. Reasonable access to staff, opportunities to volunteer and participate in

child’s class

Opportunity to contact child’s teacher

Opportunity to attend field trips

Opportunity to register as a volunteer

Opportunity to volunteer with PTA

Student agendas

**VI. School-Parent compact**

**A.** Discuss timeframe and strategies to present and explain compact to parents as it

relates to the child’s achievement. Include strategies to inform parents with

language barriers and/or disabilities

Parents are presented with the Parent-School Compact on the first day of school. We include this important document in student agendas. The document is also shared at our Annual Title 1 Meeting. There are incentives given for 100% classroom completion.

**B.** Include a copy of the compact

See compact in folder.

**VII. Building Parent Involvement Capacity**

**A.** Briefly discuss how you will address the following:

1. Provide assistance to parents in understanding performance standards,

assessment, Title I, monitoring their child’s progress, and participating in

decisions relating to the education of their child

Annual Title 1 Meeting – Help families understand how school is performing relative to state standards; Help families understand Title 1 status

2. Provide materials and training to help parents work with their children

(literacy training, computer skills, homework assistance/workshops, family

literacy nights, adult ESL, GED etc.)

Quarterly Report Card Pick Up Day – Parents have opportunity to learn about the curriculum in child’s classroom

Parent/Teacher Conferences

3. Educate teachers and other staff to work with parents

Ongoing Professional Development

Opportunity to collaborate with CIS worker, A Child’s Place, BMT, Social Worker, Guidance Counselor

4. Coordinate and integrate parental involvement programs/activities

School Leadership Team Meetings

5. Develop appropriate roles for community-based organizations and businesses

Student Support Services Team Meetings

6. Conduct other activities as appropriate and feasible that is designed to help

parents become full partners in the education of their child

Quarterly Report Card Pick Up Day

Communities in Schools

A Child’s Place

7. Ensure that information related to parent involvement is sent home in the

language used in the home

Work with ELL teacher; Bring in translators when needed

**VIII. LEP and Disable Parents**

**A.** Provide full opportunities for the participation of parents with limited English

proficiency or with disabilities

Utilize CMS interpreters at school events and Parent/Teacher Conferences

Collaborate with ELL teacher

**IX. Reservation of Funds: Not less than 1% of the LEA’s allocations SHALL be reserved to carry out parent involvement activities, including family literacy**

**and parenting skills. (95% of this allotted to individuals Title I schools)**

**A.** How will your school ensure a portion of your allotment will be spent on parent

involvement?

Set aside funds from our initial allotment each year for parent involvement.

B. How will your school determine how funds will be allotted

for parental involvement activities?

We will utilize our School Leadership Team to make these decisions in order to ensure that our parents are involved in how our funds are allotted.

**X. Parent Request**

**A.** Describe how you will provide reasonable support for parental involvement activities

requested by parents.

Staff available to serve at most parent events

Volunteer coordinator and PTA send out Connect Ed messages to approved volunteers when support is needed

Parents have opportunity to volunteer for parental involvement activities – fliers are sent home with request forms.

**XI. Annual Evaluation**

**A.** Discuss timeline and plan for involving parents in an annual evaluation of the content

and effectiveness of the parental involvement policy in improving the academic

quality of the schools.

Parents are invited to monthly SLT meetings. During these meetings, we engage in ongoing reflection and modification to the plan. At the May meeting, we seek input on our progress to data as well as suggestions for improvement.

**XII. Other Parent Involvement Practices** (School may include the following).

Only describe the ones you choose to implement

**A.** Describe how your school addresses the following, **only** if practices are part of your

schoolwide plan.

1. Involve parents in the development of training for teachers, principals and

other educators

2. Provide necessary literacy training

3. Pay reasonable and necessary expenses associated with local parental

involvement activities, including transportation and child care cost

4. Train parents to enhance the involvement of other parents

5. Arrange school meetings at a variety of times or conduct in-home

conferences for those unable to attend in school activities

6. Adopt and implement model approaches to improving parental involvement