

# **Marlette Elementary School**

## **Title I School-Wide Parent Involvement Policy**

### **Part I: Policy Involvement**

The Marlette Elementary School Title I School-Wide Parent Involvement Policy was created as a collaborative effort between parents and staff. Parents played a key role in the development of this policy and we will continue to listen and acknowledge their feedback and suggestions in order to update and continuously improve our School-Wide Title 1 program. 1118(b)

#### **Convene an annual meeting. 1118(c)(1)**

Marlette Elementary School will:

- *Hold an annual School-Wide Title I meeting.*
- *Share and explain the School-Wide Plan, the School Parent Involvement Policy, and our Title I program. We will explain how parents can be involved to help their child become successful.*
- *Notify parents of the meeting via the district website, newspapers, newsletters, and local advertisement informing them of the Kindergarten Parent Information Night dates and times.*

#### **Offer flexible meeting times and other services/activities to support and encourage the involvement of all parents.**

1118(c)(2)

Marlette Elementary will ensure the involvement of all parents by offering the following activities:

- *Parent-Teacher Conferences*
- *Grade Level Open House*
- *Parent Workshops/Curriculum Nights*
- *Parent Teacher Organization (PTO)*
- *Flexible Individualized Education Plan (IEP) times*
- *Classroom observation and volunteer opportunities*

#### **Involve parents in planning, reviewing, and improving the School-Wide Title I program, including the Parent Involvement Policy and the School-Parent Compact. 1118(c)(3)**

Marlette Elementary will ensure the involvement of parents in planning and reviewing the School-Wide Title I program by:

- *Reviewing the School Parent Involvement Policy with parents.*
- *Posting the Parent Involvement Policy on the Marlette district website for parents to review.*
- *Posting and distributing the School-Parent Compacts at Open House and reviewing at fall conferences.*
- *Conducting a parent survey at fall conferences.*
- *Reviewing and revising the Parent Involvement Policy to incorporate suggestions based on the Parent Survey results.*
- *Expanding all avenues of communication with parents (parent bulletin, school letters, district publication, and website) to increase parent involvement in the School-Wide Title I program.*
- *Placing a suggestion box in a convenient location along with a visible plan for parent suggestions and comments.*

**Provide timely information about the School-Wide Title I program, the academic curriculum, assessments used to measure student progress, and grade level proficiency expectations. 1118(c)(4)(A) & 1118(c)(4)(B)**

Marlette Elementary will provide timely information through:

- *Open House (annual Title I meeting)*
- *Parent Workshops/Curriculum Nights*
- *Fall conferences*
- *School/Classroom/District Newsletter*
- *Report Cards*
- *School website- policy and compact available on website*
- *Telephone calls/E-mail correspondence*
- *Student Handbook*
- *Transition to Kindergarten program- program awareness evening to educate all involved about Kindergarten expectations*

**Provide parents the opportunity to communicate and meet with the members of their child's educational team to discuss suggestions and decisions relating to the education of their child. Revise the School-Wide plan in an effort to meet student and parent needs and share revisions with the LEA. 1118(c)(4)(C) & 1119(c)(5)**

Marlette Elementary will provide parents an opportunity to interact with their children's school by:

- *Reviewing the School Parent Involvement Policy.*
- *Conducting a Parent Survey at fall conferences.*
- *Reviewing and revising the Parent Involvement Policy to incorporate suggestions based on the Parent Survey results.*
- *Holding fall conferences.*
- *Responding and initiating telephone calls/E-mail correspondence between parents, teachers and school.*
- *Offering classroom observations and volunteer opportunities.*

## **Part II: Share Responsibilities for High Student Academic Achievement**

**Jointly develop a compact, collaboratively with staff and parents, a Title I School-Parent Compact. The compact will describe ways in which the parents, school staff, and students will work together to ensure high student academic achievement. The compact will be reviewed and discussed during fall parent-teacher conferences. 1118(d)(1) & 1118(d)(2)(A)**

Marlette Elementary will develop a School-Parent Compact through the following:

- *The School-Parent Compact is developed by the K-6 Parent/Teacher focus group annually.*
- *Revisions will be made based on the fall conference parent survey results and additional suggestions provided by parents.*
- *The compact is reviewed and given to all parents at the fall conferences. Teachers discuss how the compact relates to the success of each individual child. This ensures a strong home/school connection and allows all stakeholders to have a voice.*

**Provide frequent reports to parents on their children's progress. 1118(d)(2)(B)**

Marlette Elementary will provide parents with the following:

- *Fall conferences*
- *Report cards at the end of each marking period including IEP progress reports*
- *Teacher/parent initiated student progress information available on an as-needed basis*

**Afford parents reasonable access to staff and provide opportunities for parents to volunteer, participate, and observed in their child's classroom. 1118(d)(2)(C)**

Marlette Elementary has an open door policy for parents with both administration and staff. In addition, parents are encouraged to participate in the following activities:

- *Parent Teacher Organization (PTO)*
- *Chaperones for field trips*
- *PTO family events*
- *Classroom helpers and volunteers*
- *Room observations as requested by parents*
- *Lunch visits*
- *Guest reader*

**Part III: Building Capacity for Involvement**

**Provide information and assistance to parents regarding state and local academic standards and assessments.**

1118(e)(1)

To ensure that parents are informed about academic standards and assessments, Marlette Elementary School will provide the following:

- *Student conferences in the fall (additional conferences available upon request)*
- *Copy of state curriculum posted on district website*
- *School assessment information shared with parents at conferences*
- *Parent workshops/Curriculum Nights*
- *Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and Developmental Reading Assessment (DRA2) assessment results provided to parents*

**Provide materials and training to parents. 1118(e)(2)**

Marlette Elementary School offers training and materials to parents through the following events and activities:

- *Kindergarten Parent Information Night and grade level open houses*
- *Parent workshops/curriculum nights*
- *PTO Family Events*
- *Classroom/school/district/newsletters and publications*
- *Marlette Elementary School website*

**Educate teachers, Title I staff, and principals regarding the value of parent involvement and parent contributions, ways to communicate effectively with parents, and the implementation of parents programs. 1118(e)(3)**

Marlette School Elementary school values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will attend workshops and implement new ideas for effective parent communication. When situations occur that involve students or the welfare of the entire school community, parents are always the

first point of contact. The school district will provide teachers professional development on how to utilize electronic media to inform parents on resources and curriculum.

**Coordinate and integrate parental involvement programs with other programs. 1118(e)(4)**

Marlette Elementary School will work to coordinate programs to ensure success for all by:

- *Providing information to educate preschool parents, daycares, and community stakeholders on kindergarten expectations for incoming Kindergarten students through an annual Parent Information Night and also by individualized meetings with specific interested parties.*
- *Supporting the Great Start Readiness Program (GSRP) and Marlette Community Schools Preschool Program located in Marlette Elementary School that prepares students for kindergarten.*
- *Providing Head Start Tours.*
- *Participating in and supporting the Parent Teacher Organization (PTO).*

**Inform parents of school and parent programs in a timely and practical format and in a language they can understand.**

1118(e)(5)

To ensure that all parents are informed in a timely and user-friendly manner, Marlette Elementary School will provide:

- *Classroom/school/district newsletters and publications*
- *School website*

**Provide support for parental involvement as their request. 1118(e)(14)**

Marlette Elementary School will make every effort to support our parents and make sure their needs are met by:

- *Making every effort to accommodate parent requests to ensure that students and parents individual needs are met in order to foster positive parent involvement.*

**Part IV: Accessibility**

**Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. 1118(f)**

Marlette Elementary School will provide:

- *Flexible meeting times*
- *Handicapped Accessible Facilities*
- *Phone conferences (Bilingual interpreter as needed)*
- *School/classroom/district communications written in a language parents can understand, as needed*
- *Accommodations for deaf parents*
- *Collaboration with community agencies*
- *Bilingual translator for IEPs and conferences, as needed*