

## School Parental Involvement Policy/Plan Hannan Trace Elementary

*NOTE: In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy/plan that contains information required by section 1118 of the Elementary and Secondary Education Act (ESEA) (parental involvement policy/plan). Reviewed by parents of participating children periodically and need not be school board approved.*

*Schools, in consultation with parents, may use the sample template below as a framework for the information to be included in their parental involvement policy/plan. Schools are not required to follow this sample template or framework. If they establish the school's expectations for parental involvement and include all of the components listed under "Description of How a School Will Implement Required School Parental Involvement Policy/Plan Components" they will have incorporated the information that section 1118 requires be in the school parental involvement policy/plan. Schools, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions that will support effective parental involvement and strengthen student academic achievement.*

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### **PART I. GENERAL EXPECTATIONS**

NOTE: There is no required format for written expectations; this is a sample of what might be included.

Hannan Trace Elementary agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies/plans meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. (See **Enclosure**)
- Schools will notify parents of the policy/plan in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy/plan will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited

English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

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*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

## **PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY / PLAN COMPONENTS**

NOTE: The School Parental Involvement Policy/Plan must include a description of how the district will implement or accomplish each of the following components. [Section 1118, ESEA.] There is no required format for these descriptions. However, regardless of the format the district chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.

1. Hannan Trace Elementary will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - a. Send home a parent survey to generate ideas to include in the parent involvement plan
  - b. Offer the parent survey during parent teacher conferences while the parents are waiting for conferences.
  
2. Hannan Trace Elementary will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - a. During the Title I Parent Meetings we will review school performance, identifying strengths and needs, and elicit parent feedback and suggestion for improving school performance
  - b. partner with the PTO and other school organizations to provide support for activities throughout the year
  
3. Hannan Trace Elementary will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
  - a. Offering refreshments during meeting time
  - b. Offering the meeting at times in the morning and the evening
  - c. Offering information and receiving feedback specific to Title I from parents during each parent teacher conference
  
4. The Hannan Trace Elementary will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
  - a. offering information meetings the first day of school
  - b. offering information meetings during parent teacher conferences
  - c. sharing reading improvement plans with parents during parent teacher conferences and independent parent meetings
  
5. Hannan Trace Elementary will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- a. seek input from parents for suggestions for working with students and including those suggestion in the Reading Improvement Plans
  - b. survey parents to seek their input into program and meeting ideas and consider those suggestions when planning parent meetings or student activities
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6. Hannan Trace Elementary will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

- a. sending home the state report concerning student test results
- b. ensuring that they understand the school's reading guarantee by letters sent home quarterly reporting child's reading progress

7. Hannan Trace Elementary will take the following actions to provide each parent timely notice: when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by: sending home a letter stating that the teacher is not highly qualified.

8. Hannan Trace Elementary will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph -- the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternate assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators:

- a. having administrator, teacher, parent, and student sign the parent-school compact
- b. sending home and signing the IRLA home contract with students explaining the importance of reading at least 30 minutes each evening
- c. Reading Improvement Plan is shared and explained with parents with specific activities explained to help improve students' reading levels
- d. send home IRLA skills cards with explanations of how to work with the child at that child's particular reading level and send activities

9. Hannan Trace Elementary will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- a. sending home and signing the IRLA home contract with students explaining the importance of reading at least 30 minutes each evening
- b. Reading Improvement Plan is shared and explained with parents with specific activities explained to help improve students' reading levels
- c. send home IRLA skills cards with explanations of how to work with the child at that child's particular reading level and send activities

10. Hannan Trace Elementary will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- a. Reading Improvement Plan
- b. Attending Parental Involvement Sessions at the OAASFEP Conference
- c. Back to School Bash - joining with parents to offer needed school supplies, clothing, books etc., to parents and students in need

11. Hannan Trace Elementary will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- a. partnership with Head Start in our preschool program
- b. provide Kindergarten activity packets for Gallia County Local/Head Start preschool students and student that register in the spring
- c. Pre-Kindergarten Camp and Kindergarten Camp to provide parents and students the opportunity to become familiar with the teachers and curriculum that will be offered in pre-school and Kindergarten.

12. Hannan Trace Elementary will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- a. We will send home information with each student by our usual delivery system (distributing to the homeroom teacher who will distribute to students to take home)
- b. If information is considered extremely important, we will mail the information to parents considering that the format may need to be changed if we are aware of ESL situation.

**PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY/PLAN COMPONENTS (Sample Template)**

NOTE: The School Parental Involvement Policy/Plan may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

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**PART IV. ADOPTION**

This School Parental Involvement Policy/Plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by parent surveys and discussions held during parent meetings.

This policy/plan was adopted by the Gallia County Local School District on and will be in effect for the period of 2015-16 school year to the 2017-18 school year. The school will distribute this policy/plan to all parents of participating Title I, Part A children on or before March 15, 2016.

Eddie Bostic  
(Signature of Authorized Official)

March 10, 2016  
(Date)

(This school policy/plan need NOT be board approved-same as the district policy under the New Regulations 10-08)

