

## Oakview South Elementary Title I School-Wide Parent Involvement Policy

### Part I: Plan Involvement

Oakview South Elementary School believes that strong partnerships between parents and school staff are imperative for high student achievement. Representatives of parents and staff of Oakview South Elementary worked together to develop this Title I School-Wide Parent Involvement Policy. The Parent Team and Oakview Staff will continue to have input in order to update and revise our School-Wide Title I program.

#### 1118(b): Parent Involvement Policy:

Oakview South Elementary will:

- Create a team of parents and teachers to write a Student/Teacher/Parent compact and gather ideas for a Parent Involvement Policy.
- Present the plan to parents and other staff to gather feedback.
- Share the final policy and compact with parents, students and staff annually.
- Evaluate and improve our School-Wide Title I parent involvement plan annually.

#### 1118 (c)(1): Annual Title I Meeting:

Oakview South Elementary will:

- Hold an annual school-wide Title 1 meeting in the fall of each year at our Open House.
- Present the School-Wide Title I plan, hand out Title I brochure and/or make electronic slideshow available, review our Parent Involvement Policy and introduce the Student/Teacher/Parent Compact, which will be revisited and reviewed with parents during a parent-teacher conference.
- Meet annually with our Parent Team and staff representatives to review our School-Wide Parent Involvement policy and compact.

#### 1118 (c) (2): Flexible Meetings:

Oakview South Elementary will involve all parents by offering the following activities at various times of the school year. Activities will be offered during the evening hours, as well as various day time hours.

- Open House
- Family Title Events
- Academic Math and Reading Classroom Celebrations
- Parent Teacher Conferences
- PTO activities
- Flexible IEP times
- Classroom Volunteers

- Preschool Families and Teachers will participate in “home visits” activities at the beginning and end of the year.

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

Oakview South Elementary will involve parents in the planning and reviewing the School-Wide Title I program by:

- Reviewing Parent Involvement Policy and compact at Open House
- Posting Parent Involvement Policy at Fall Parent Teacher Conferences and on the school website.
- Providing a link to the suggestion form on the school newsletter and website.
- Conduct a parent survey in January to gather overall parent perceptions of Oakview South Elementary, Title I services and parent involvement.
- Maintaining the school website to include updated Title I information.
- Revising Parent Involvement Policy after reviewing parental suggestions.
- Including parent representatives at planning meetings.

1118 (c)(4)(A) Provide Timely Information:

Oakview South Elementary will provide timely information through:

- Open House for all students before school starts in the Fall
- Monthly school and classroom newsletters
- Daily/weekly folders
- E-mail/phone calls/text messages as needed

1118(c)(4)(B) Provide a Description and Explanation of Curriculum in use at the school, Academic Assessment, and Proficiency levels of students.

Oakview South Elementary will provide information through:

- Parent-Teacher Conferences two times per year, with additional times available upon parent request. Student achievement data is shared with parents in family friendly language.
- Phone calls/email/text messages—as needed to update parents on student progress/behavior
- Open House held in the Fall of each school year to share behavior expectations and academic standards with parents.
- Communication from the school and classroom that details information about curriculum and classroom, and school activities.
- Report Cards, Progress Monitoring, and Individualized Reading Intervention Plan (IRIP) progress reports will be sent home at the end of each trimester.
- District/School website will make the compact, parent involvement policy, parent suggestion box, available for parents to read and/or contribute.

1118(c)(4)(c) Provide parents opportunities for regular meetings to formulate suggestions regarding decisions related to the education of their children and formulate responses to these decisions:

Oakview South Elementary will provide parents the opportunity to interact with their child's school by:

- Suggestion box in office/on website
- Title 1 Family Events and meetings mid-year at flexible times
- Parent-Teacher Conferences two times per year, with additional times available upon parent request.
- Telephone calls, emails, written correspondence between parents and staff
- Annual Perception Survey
- Parent Advisory Team meetings as needed
- Classroom Celebrations and Activities
- Attending field trips as chaperones

1118(c)(5) Revise the School-Wide plan to meet student and parent needs and share revisions if parents find the plan unsatisfactory.

Oakview South Elementary will provide parents the opportunity to submit comments by:

- Suggestion box on the website and in the school newsletter that will be reviewed monthly with administrators responding via email, phone call or conference.
- E-mail/Written correspondence between parents, teachers and administrator.

1118(d)(1) Develop jointly with parents and teachers a School/Parent/Student Compact.

Oakview South Elementary will develop a School/Parent/Student compact:

- The Parent/Teacher/Student compact is developed by a Parent/Teacher team and reviewed annually. Revisions are made based on surveys and suggestions.
- The Compact is reviewed with parents at Fall conferences where teachers and parents discuss how it relates to the child's success in school. This sharing allows for all stakeholders to have their voice heard.

1118(d)(2)(A) Review compact at Parent Teacher Conferences.

Oakview South Elementary will provide the opportunity to review the compact:

- Introduce the compact at the Fall open house to all stakeholders.
- Give compact to all parents at Fall Parent Teacher Conferences. Teachers and parents discuss contents to foster a strong home-school connection.
- Meet annually with staff representatives and Parent Advisory Group to revise the compact to ensure improved achievement for all students.

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

Oakview South Elementary will provide progress reports through:

- Report cards (November, March, June)
- Parent Teacher conferences (October, January, April)
- Phone calls/emails/text messages as needed

- Individualized Education Program (IEPs) yearly meetings, where the plans for students receiving Special Education services are reviewed and new goals based on current data are written with parents/staff.
- Instructional Support Team meetings which review current student data and strategizes how to further support academic and behavioral growth of struggling students. Meetings are held as needed and at a time when parents are available.

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

Oakview South Elementary will encourage parent participation by encouraging parents to be involved with/as:

- Members of the PTO (Parent Teacher Organization) meetings which are held monthly.
- Room parents/helpers volunteer to work with students or help the teacher using their strengths
- Chaperones on field trips
- Field Day activities where parent volunteers are needed to run various outdoor activities.
- Title 1 family events with families coming to school to participate in reading and math activities together.
- Classroom parties and academic celebrations are held several times per year and parents volunteer to attend and help in the classroom.
- Parent Teacher Conferences are held once for all students and parents attend one other time per year or as requested by the teacher or parent.
- Daily/weekly folders
- Email/phone calls/text messages, as needed

1118(e)(1) Provide information and assistance to parents regarding the state and local academic standards, assessments and monitoring their child's progress

To inform parents about academic standards and assessments, Oakview South Elementary will provide:

- Fall open house to share Common Core State Standards, M-STEP proficiency levels, i-Ready assessment (Benchmark and Progress Monitoring) district level assessments, and information on how to use these data points.
- Title I meeting to share how Title I plan was developed, how students qualify and the goals for exiting the program.
- Title I brochures providing information on Title I programming, parent involvement opportunities and school contact information.
- Access to Title 1 staff at parent/teacher conferences.

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

Oakview South Elementary provides training and materials to parents in the following ways:

- At open house and/or academic celebrations, parents will be provided a parent friendly curriculum guide.
- At Title I Family Nights, parents will be provided with materials and training specific to their child's needs.

- Parents will be provided with the opportunity to give feedback on Title 1 events.

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

In order to ensure that quality parent involvement is part of Oakview South Elementary's professional development plan, staff will participate in the following:

- Family Engagement Resources from the Michigan Department of Education will be shared at monthly staff meetings.
- Capturing Kids' Hearts family newsletter will be a discussion item at monthly staff meetings.

1118(e)(4) Coordinate parent involvement activities with other programs

To ensure success for our students, Oakview South Elementary will coordinate the following programs:

- Great Start Readiness Program preschool on campus.
- Preschool students visit Gateway each spring to begin the transition to Kindergarten.
- Special Education Teachers coordinate across buildings to plan transition from Gateway to Oakview (second to third grade).

1118(e)(5) Inform parents of school and parent programs in a timely and practical format in a language they can understand.

To inform parents in a timely and user-friendly manner, Oakview South Elementary will provide:

- Daily/weekly take-home folders
- Class/school newsletters in parent-friendly language
- Translators for Parent Teacher meetings/newsletters will be provided by Clinton County RESA.
- Conferences available upon request by the parent.

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

Oakview South Elementary will provide:

- Handicap accommodations as appropriate (early arrival/preferential seating) as requested via email or phone to the child's teacher or building administrator.
- Flexible meeting times during the school day and evening and requested by parents via phone calls, emails or notes to the child's teacher.

1118(f) Parent involvement activities accessible to all parents, including those with disabilities, migratory and parents who use English as their second language in a language they understand.

Oakview South Elementary will provide:

- Flexible meeting times as requested by the parent.
- Handicapped accessible facilities
- Phone/Virtual conferences

- Classroom/school/district newsletters written in parent-friendly language
- Collaboration with community agencies ( ie, Community Mental Health) as requested by parents or as agreed upon with parents at an Individualized Educational Program or Instructional Support Team.
- Translators will be provided as needed by Clinton County RESA.
- Services for Migrant Families from the Mid-Michigan Migrant & ELL programs. Interpreters are available through this program, as well as ELL testing and support for those students that qualify.