

Warren Co. Schools Parent Involvement Plan

Developed jointly by parents, staff, students, and community members

<u>Title I Requirement</u>	<u>Activities and Strategies</u>	<u>Timeline</u>	<u>Person(s) Responsible</u>	<u>Evaluation Strategy</u>
Parents will be included in developing a written parent involvement plan. The plan will establish expectations for parent involvement.	<ul style="list-style-type: none"> Parents will be members of the parent involvement advisory committee which will meet to discuss FFS results, school goals, and NCLB law. A parent involvement plan will be written to establish expectations for parent involvement. 	<ul style="list-style-type: none"> Beginning of school year 05-06 SY 05-06 	Administration; School Advisory Committee; Parent Advisory Committee	<ul style="list-style-type: none"> Sign in sheets, minutes, agendas
The school will hold an annual meeting to which all parents have been invited.	<ul style="list-style-type: none"> An annual meeting will be held at the beginning of the school year. Barriers to attendance (i.e. child care, transportation, translations, physical handicaps, etc.) will be addressed. Attendance at this meeting will be encouraged by all classroom teachers, school, and county-wide staff. 	<ul style="list-style-type: none"> Beginning of school year 05-06 	Administration; school staff, district personnel	<ul style="list-style-type: none"> Invitations, newsletters, etc.
The school will hold a flexible number of meetings for the parents' convenience.	<ul style="list-style-type: none"> Convenient meeting times for parents will be scheduled before school, during school, after school, and evenings. 	<ul style="list-style-type: none"> SY 05-06 	Administration; school staff	<ul style="list-style-type: none"> Invitations, minutes, phone communication logs, letters, sign in sheets, parent-teacher conference notes/schedules
The school will involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs for parent involvement.	<ul style="list-style-type: none"> Give parents as much notice as possible in regard to meeting times (invitations and reminders). Regular meetings (i.e. quarterly, monthly, grading periods, semester) will be scheduled throughout the school year. 	<ul style="list-style-type: none"> SY 05-06 (or list dates for planned meetings) 	Administration; School Advisory Committee; Parent Advisory Committee	<ul style="list-style-type: none"> Minutes, sign in sheets, phone logs, newsletters, website, email, etc.
The school will provide parents timely information about parent involvement programs.	<ul style="list-style-type: none"> The school will send an introductory letter home to parents describing the programs planned for parent involvement. Regular newsletters will be sent highlighting various parent involvement programs and activities. The school website will post current information describing parent involvement activities. 	<ul style="list-style-type: none"> SY 05-06 	Administration; newsletter committee; school website master	<ul style="list-style-type: none"> Minutes/sign in sheets from meetings Letters, newsletters Website
The school will provide parents a description and explanation of the curriculum in use at the school, forms of academic assessment used to measure student progress, and the proficiency levels at which students are expected to meet.	<ul style="list-style-type: none"> Teachers will send parents information about what their students will be studying at the beginning of each grading period. Materials will be displayed at school functions for parents to read, observe, and ask questions about. An brochure explaining what assessments are given at various grade levels, as well as expected levels of proficiency for students, will be sent to parents annually. 	<ul style="list-style-type: none"> Each grading period Dates for school functions Spring 06 (or when test results "Home Reports" are sent home) 	Classroom teachers; Administration; District Staff (will provide brochures)	<ul style="list-style-type: none"> Newsletters, notes home Students handbook Minutes/agendas/sign in sheets Photos
The school will provide parents with opportunities for regular meetings, if requested , to formulate suggestions, to participate in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.	<ul style="list-style-type: none"> Workshops, meetings, and programs will be planned based on parent requests and/or suggestions. Parents will be encouraged to communicate with their child's teachers. Parents will be encouraged to call or send notes to staff if they have questions or concerns. Parents will have access to email addresses for their child's teachers. 	<ul style="list-style-type: none"> SY 05-06 	Administration; School staff	<ul style="list-style-type: none"> Parent meetings/training sessions Minutes/agendas/sign in sheets Website Email Newsletters Notes home

The school will jointly develop with parents a school-parent compact.	<ul style="list-style-type: none"> A school-parent compact will be examined by the parent advisory committee. The school-parent compact will be presented to parents at the annual meeting for approval. Compacts will be signed by the school staff and sent home for parent and student signatures. When returned, one copy will be kept at the school and a copy will be made to send and keep at the child's home. 	<ul style="list-style-type: none"> SY 05-06 	Administration; parent advisory committee; school staff	<ul style="list-style-type: none"> Minutes/agendas/sign in sheets Handbook Letters Newsletter School-Parent Compact
The school will distribute the written parent involvement plan.	<ul style="list-style-type: none"> The parent involvement plan will be published in the student handbook. The parent involvement plan will be published in a school newsletter. The parent involvement plan will be posted on the school website. 	<ul style="list-style-type: none"> SY 05-06 	Administration; school staff	<ul style="list-style-type: none"> Student handbook Website Brochures Newsletters
The school will notify parents of the written parent involvement plan in an understandable and uniform format, and to the extent practicable, provided in a language parents can understand.	<ul style="list-style-type: none"> The parent involvement plan will be provided in a uniform format (to include activities, strategies, responsible persons, and evaluation strategies). The parent involvement plan will be available in Spanish. 	<ul style="list-style-type: none"> SY 05-06 	Administration; school staff; ESL staff	<ul style="list-style-type: none"> Student handbook Website Brochures Newsletters Letters
The parent involvement plan will be made available to the local community.	<ul style="list-style-type: none"> The parent involvement plan will be posted on the school website. The district website will include a link to the school's website. 	<ul style="list-style-type: none"> SY 05-06 	Administration; school staff	<ul style="list-style-type: none"> Student handbook Newsletters Websites Minutes/agendas/sign in sheets
The parent involvement plan will be periodically updated to meet the changing needs of parents and the school.	<ul style="list-style-type: none"> The parent involvement plan will be reviewed and revised as needed twice yearly by the parent advisory committee. The parent involvement plan will be reviewed annually at the Title I annual meeting. 	<ul style="list-style-type: none"> SY 05-06 	Administration; school staff; parent advisory committee	<ul style="list-style-type: none"> Minutes/agendas/sign in sheets Newsletters
If the parent involvement plan is not satisfactory to parents, the school will submit any comments to the district. The district will submit parent comments to the State Department of Education.	<ul style="list-style-type: none"> Minutes of discussions will be taken from each of the above meetings. 	<ul style="list-style-type: none"> SY 05-06 	Administration; school staff; parent advisory council	<ul style="list-style-type: none"> Minutes/agendas/sign in sheets Copy of submission to district
The school will provide assistance to parents in understanding topics such as: academic achievement, content standards, monitoring a child's progress, requirements of parent involvement, NCLB, etc.	<ul style="list-style-type: none"> Make parents aware of various resources explaining NCLB and parent involvement (brochures, website addresses). Teachers will explain test scores and required standards during parent-teacher conferences. Materials/brochures will be made available to parents at open house and PTO meetings. 	<ul style="list-style-type: none"> SY 05-06 	Administration; school staff; classroom teachers	<ul style="list-style-type: none"> Parent training sessions Minutes/agendas/sign in sheets Parent-teacher conference notes Phone logs Letters/notes School Library Website
The school will provide materials and training to help parents work with their children to improve their achievement.	<ul style="list-style-type: none"> Materials/brochures will be made available to parents at open house and PTO meetings. Information on parenting and literacy training will be provided to parents. 	<ul style="list-style-type: none"> SY 05-06 	Administration; school staff	<ul style="list-style-type: none"> Parent training sessions Minutes/agendas/sign in sheets School library Newsletters Website
The school, with the assistance of parents, will provide training for staff and administration in how to reach out to and communicate with parents. The staff will be trained in implementing and coordinating parent programs.	<ul style="list-style-type: none"> Teachers will participate in staff training on parent involvement. Teachers will be provided with research on parent involvement in schools. 	<ul style="list-style-type: none"> SY 05-06 	Administration; parents; district office personnel	<ul style="list-style-type: none"> Staff training Teacher inservice Minutes/agendas/sign in sheets Newsletters Email

The school will coordinate and integrate parent involvement programs with various other “child services” programs.	<ul style="list-style-type: none"> Local Head Start parents will be invited to parent involvement programs. Information from the Family Resource Center will be made available to parents, as needed. 	<ul style="list-style-type: none"> SY 05-06 	<ul style="list-style-type: none"> Administration; school staff; Family Resource Center Director 	<ul style="list-style-type: none"> Invitations Minutes/agendas/sign in sheets Newsletters Website
The school will send information related to school and parent programs, meetings, and other activities to the extent practicable, in a language parents can understand.	<ul style="list-style-type: none"> All newsletters and notes home will be available in Spanish, as needed. 	<ul style="list-style-type: none"> SY 05-06 	<ul style="list-style-type: none"> Administration; ESL staff 	<ul style="list-style-type: none"> Newsletters Invitations Notes
The school will provide reasonable support for parent involvement activities as parents may request.	<ul style="list-style-type: none"> Parents will have the opportunity to request information and make suggestions regarding school programs. 	<ul style="list-style-type: none"> SY 05-06 	<ul style="list-style-type: none"> Administration; school staff; parent advisory council 	<ul style="list-style-type: none"> Minutes/agendas/sign in sheets Surveys Phone log Newsletters
The school will provide full opportunities for participation of all parents.	<ul style="list-style-type: none"> The District Parent Involvement Plan, the school parent involvement plan, and all school reports, to the extent practicable, are written in an understandable format. 	<ul style="list-style-type: none"> SY 05-06 	<ul style="list-style-type: none"> Administration; district personnel; ESL staff; Sp.Ed. staff 	<ul style="list-style-type: none"> Minutes/agendas/sign in sheets Newsletters Handbook Website Broshures

(** It should be noted that this plan does not include specific details for approval of the School-Parent Compact.)