



## Centerville Elementary School

### Parent Involvement Plan 2017-2018

*The mission of CES is to provide opportunities for knowledge to all students while nurturing the skills necessary for students to become life-long learners and better understand their role as a citizen.*

*We believe a strong foundation for students begins in elementary school with all stakeholders working together as a team to support the child. Here at CES we believe it is our job to inform and support parents as they support their child in their educational journey.*

We know that parent involvement in our schools can have a dramatic effect on the academic achievement of our students. This plan is developed with the goal of developing a strong partnership with all parents so that our children will be provided with the best possible education.

So that parents will better understand our programs and how they may become actively involved, we have addressed key areas of concern. Please feel free to discuss any questions, comments, or suggestions you may have about this plan with your child's principal, teacher, or district supervisor. We welcome your input and suggestions!

#### **Parents' Involvement with the Hickman County School System Plan Development**

Annually, a LEA Advisory committee made up of faculty representatives and parents selected by the respective schools meet to review and update the Hickman County School System's parent involvement plan. The plan is then made available to parents through distribution at each local school's annual fall meeting as an attachment with the local school parent involvement plan. It is also placed on the school's website (<http://hickmank12.org/centerville-elementary-school-2/>). Upon request a copy will be given to parents.

#### **School's Use of Parent Involvement Funds**

Hickman County School System will use its allocation of parent involvement funds to purchase supplies to promote communication between home and school, provide

materials and training to help parents to work with their children to improve their achievement.

### **Parents' Involvement in How Parent Involvement Funds Will Be Used**

As part of Hickman County School System's meeting held each spring with parents to review and update the School/Parent Compact and Parent Involvement Plan, the allocation of parent involvement funds are discussed. Funds are budgeted and expended based upon the goals and priorities set through that meeting.

Specific examples ways parent involvement funds will be spent include but are not limited to:

- S.T.E.A.M. Night materials purchased such as books and learning games to give away
- Parent Teacher Conferences books and literacy resources to give away.
- Ink, masters, and paper to make copies for materials to print classroom and principal newsletters, flyers, RTI data notification letters, and notes to keep parents informed.
- Academic resources purchased to send home to support parents in helping students at home with their education.
- School wide take home folder for every child to foster uniformed parent communication.

### **Annual Meeting**

By the end of September, each Title School will hold an annual meeting for all parents attending that school. Parents are notified of the meeting through, notices sent home by students, newsletters from the principal, postings on the marquee, through our school website, and through announcements in other languages when we have families where English is not their primary language. Topics to be discussed are:

- Title I participation, its services, and parent's rights
- An explanation of the school's curriculum
- The assessments used in our schools to measure students' progress
- Our school's parent involvement policy
- Our school's parent compacts
- Resources available for parents

### **Flexible Schedule of Meetings**

The leadership, teachers, and staff Hickman County Schools have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Conferences with teachers are encouraged and may be set up by prior appointment during teachers' planning times and before or after school. Parent Teacher Conferences are held twice during the year. Teachers are available during the day and in the evening to accommodate parents. Parents may obtain information about upcoming events, their child's academic or social progress through phone calls, notes to teacher, email, school website, and participation in other

family activities.

### **Involvement of Parents in Planning, Review, and Improvement of Title I Programs**

Centerville elementary believes in involving parents in all aspects of its Title I program. Leadership team meetings are held throughout the year made up of staff, community members and parents to help guide and lead the school in improvement. Each year, the school wide plan, including the parental involvement plan, is reviewed, and evaluated. The Leadership Team gathers input from all stakeholders to make decisions for the future of the school.

### **Timely Information About the Title I Program, the Curriculum, and Academic Assessments**

At the annual meeting of parents at the beginning of the school year; Hickman County Schools will hold a general meeting where information will be presented about its Title I programs, the curriculum, and forms of academic assessments used to measure student progress. Parent will learn about our school's program and the following subjects taught: math, reading, science, social studies, language arts, and PE. Information about how students will be assessed will be shared. They will learn about how to schedule parent-teacher conferences and how they can participate in decisions related to the education of their child. We will review our schools' information, which includes more detailed information on these topics and a copy of the parental involvement plan. Upon conclusion of the general meeting, parents will be invited to visit their child's classrooms and meet their teachers. At this time, teachers will provide additional information on the subjects they teach, classroom procedures and how the teacher will communicate with parents about upcoming events.

### **Submission of Parent Concerns About Our Title Plan**

In the spring of each year, we will review, evaluate, and revise our Parent Involvement plan at the school's Leadership Meeting. Parents who serve on the committee will represent all the parents of the school. During the review process, all parents are notified of the review through notices sent home with students and publicized on the school website. The notices make parents aware that the plan is under review, that a copy of the plan is available for review in the school office, or by visiting the school or district website, and that parents have the right to give input regarding the revision of the plan. The notice also states that after the plan is finalized and approved, if a parent finds the plan to be unsatisfactory, they have the right to submit their concerns in writing to the school, and the school will submit their concerns to the central office at the same time that the Title I plan is submitted.

### **School-Parent Compacts**

We revise school-parent compacts in the spring of each year in consultation with our Leadership Team and any parental comments received by teachers throughout the year. All parents will be given a copy of the new compact during the first two weeks of school. A copy will be maintained on the school website and new students will be given one at the time of enrollment. The compact will be explained to the parents, and they will be

asked to sign the compact signifying their commitment to working in partnership with the school and their child in ensuring that their child is successful in school. The compacts will be discussed with teachers at faculty meetings. Each teacher will be given the responsibility to explain the compact to the students and obtain the students' signatures. The teachers will sign the compacts and house them in the office binder available for access to teachers at any time as well as during parent-teacher and/or student-teacher conferences.

### **Building Teachers' and Parents' Capacity for Strong Parental Involvement**

To ensure effective involvement of parents and to support a partnership among Centerville Elementary School, parents, and the community to improve student academic achievement, Centerville Elementary School shall:

- Involve parents in jointly developing the Family/Community in creating the School Improvement Plan and Parent Involvement Plan.
- Provide materials and education to help parents work with their children to improve their achievement, in: local and state assessments, helping their children with homework, use of technology, and various curriculum approaches.
- Provide continuing professional development for teachers to be implemented toward the goal of furthering their understanding and valuing of the contributions of parents; conferencing techniques; establishing positive relationships with families; how communication between the home and school may be strengthened; and other family-related activities.
- Make concerted efforts to involve and inform parents of future kindergarten students of CES.
- The LEA and school, to the extent practicable, provide full opportunities for participation of parents with limited English, parents with disabilities, and parents of migratory children, including providing information and school reports in a format, to the extent practicable, in a language parents understand.
- Conduct an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served by Title I A:
  - Identify barriers to greater parental participation in parent involvement activities;
  - Use the findings of the evaluation to design strategies for more effective parent involvement;

### **Participation of LEP Parents, Parents with Disabilities, and Parents of Migratory Children**

Centerville Elementary School, to the extent practicable, provides opportunities for the participation of parents with limited English proficiency and parents with disabilities. We have a system wide bilingual teacher who is available to assist in verbal communications with students and parents with limited English proficiency. Individual academic assessments, and the interpretation of those results, will be interpreted for parents in a language they can understand. At this time, Hickman County School

District does not have any migrant students. Every effort is made to accommodate parents with disabilities. The Hickman County School System policy for home-bound is followed as needs exist for home-bound services. Parents requiring such assistance should contact the Office of Special Programs administration for referral forms and assistance with the application process. Home-bound services are provided through the central office of the Hickman County School System.

