

# **Richfield Early Learning Center**

## **Parent Involvement Policy**

In accordance with the Section 1118 (b) – (h) requirements of the No Child Left Behind Act of 2001, Richfield Early Learning Center, a Title I School-wide school, is required to develop a school level parent involvement policy designed and implemented in consultation with parents of the students being served.

*Parent involvement means the participation of parents in regular, two-way, and meaningful communication regarding student academic learning and other school activities, and ensuring that:*

- *parents play an integral role in assisting their child's learning;*
- *parents are encouraged to be actively involved in their child's education at school;*
- *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;*
- *the school carries out other activities, such as those described in Section 1118 of the NCLB.*

### **The Richfield Early Learning Center will implement required school parent involvement policy components as follows:**

1. Take the following actions to write/amend and distribute the Richfield Early Learning Center Parent Involvement Policy to parents of participating children and the local community [Section 1118 (b)]:

- Parents will review the current policy annually during parent-teacher organization meetings and the annual board of education review of the policy
- The parent involvement policy will be distributed to all parents in the student handbook.
- The policy will be posted on the school web site.

2. Convene an annual Title I informational meeting at a convenient time to which parents of participating (Title I) children shall be invited and encouraged to attend, to inform parents about the school's Title I program and to explain the requirements of this part, and the right of the parent to be involved. [Section 1118 (c) (1)]

During this presentation the school shall provide:

- Notification that the school participates in Title I,
- The requirements of Title I including:
  - Parent rights to be involved as outlined in Table B of Title I, Part A Parental Involvement Non-Regulatory Guidance (page 45), Section 1118; the school-parent compact, Appendix C, page 51 of the Title I, Part A Parental Involvement Non-Regulatory Guidance and the school's parental involvement policy

- How meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, the web page, Facebook, Powerschool notification system and remind 101.
- How children are selected to receive services from the Title I program
- How parents may request information regarding the Title I services offered to their children

3. Hold parent meetings at flexible times, providing transportation, child care, and/or home visits as necessary, paid for with Title I funding as long as these services relate to parent involvement. [Section 1118 (c) (2)]

- In situations that prevent parents from coming to the school for meetings, school personnel may make home visits, arrange to meet the parents at a mutually convenient time-off campus, provide transportation, provide child care, or provide recordings of the meetings via the Internet
- Some meetings will be offered during and after the regular school day to accommodate parent schedules

4. Take the following actions to involve parents in an organized, ongoing, and timely way, in the joint planning, review, and improvement of programs under Title I including its parent involvement policy and the school wide plan. [Section 1118 (c) (3) Parents will be invited to participate on the school improvement team

- PTO meetings will be used to present information and solicit feedback on the policy and schoolwide plan
- Parents will be invited to attend Board of Education meetings where the parent involvement policy and school-wide plan are being discussed
- Parents will be surveyed during parent-teacher conferences and after participation in parent involvement activities
- The parent-teacher organization will receive presentations on school improvement activities being implemented during the school year.
- Monthly school newsletters will contain information about parent involvement opportunities and school improvement activities.
- School activities will be posted on Facebook, the school's website, and a message will be sent out using the Powerschool notification system

5. Provide parents of participating (Title I) students with timely information [Section 1118 (c) (4) (A)

- Parent- teacher conferences will be held three times per year
- Progress reports will be sent for students who are struggling
- Newsletters will be sent home monthly by the school and teachers
- Events will be posted on Facebook, and a message will be sent out using the Powerschool notification system
- Teachers will make phone calls as needed

- Kindergarten orientation in the fall
- Kindergarten round-up in May for the upcoming school year

6. Provide parents of participating children, a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet. [Section 1118 (c) (4) (B)]

- Handouts provided at orientation meeting
- Information shared during the three parent/teacher conferences held in the fall, winter, and spring
- Information included on the Student Success Plan updated three times a year at conferences
- Information shared at topical family nights held throughout the year

7. If requested by parents, we will provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1118 (c) (4) (C)]

- Prearranged meetings with school administrators
- Prearranged meetings with the student's teacher which may include the school Principal and other staff as appropriate
- Parents are allowed to message school officials with suggestions and concerns using the schools Facebook page

8. Ensure that if the school-wide plan is not satisfactory to parents of participating children, they may submit comments to the Richfield Public School Academy Board of Education when the plan is made available to the board for approval. [Section 1118 (c) (5)]

- Parents will be informed that they may submit written comments regarding the school-wide plan to the district's superintendent and she will ensure that the Board of Education reviews the comments. The Board of Education will review these comments as part of the school-wide program plan approval process.
- Email/written correspondence between parents, teachers and administrators

9. The school will jointly develop a school-parent compact with parents to include as a component of its school parent involvement policy. [Section 1118 (d) (1)]

- Prior to the first parent teacher conference, the school-parent compact will be reviewed/revised annually by the parent teacher organization.
- During regular parent/teacher/student conferences, the school-parent compact will be reviewed as it relates to the child's achievement, and signed by the teacher, the parent(s), and the student.
- The school-parent compact will be included as part of the school parent involvement link on the school's web page

- Parts of the school-parent compact will be included in school newsletters along with the parts of the school parent involvement policy.
- Provide translated copies as needed

10. Include a schedule for elementary and middle school parent-teacher conferences, at least annually, during which the compact shall be discussed as it relates to the child's achievement [Section 1118 (d) (2) (A)]

- Parents will be informed of the three parent teacher conference schedule via;
  - A school calendar distributed at the beginning of the year
  - Monthly school newsletters
  - Scheduling and reminder notes sent out prior to conferences
  - Facebook announcements
  - Powerschool notification system
  - School website
  - The compact will be discussed

11. Provide frequent reports to parents on their child's progress [Section 1118 (d) (2) (B)]

- Report cards will be distributed four times per year
- Progress reports will be distributed for students experiencing difficulties
- Teachers and administrators will make phone calls or send notes regarding students as needed
- Parents will be provided Powerschool Parent Portal access

12. Afford parents of participating children, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. [Section 1118 (d) (2) (C)]

- The parent liaison will work with teachers and other staff to identify volunteer activities in the school
- A parent-teacher organization will meet monthly to plan parent involvement activities, receive presentations on the schools programs, and plan fundraising activities
- Teachers will solicit parent volunteers for various classroom activities
- Teachers all have telephones in their classrooms
- Observations of classrooms can be prearranged directly with the teacher

13. The school will provide assistance to parents of children served by the school in understanding topics such as 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 Title I, how to monitor their child's progress, and how to work with educators [Section 1118 (e) (1)]

- The school will develop and distribute parent friendly documents regarding the state academic content standards

- The school will provide information and notices regarding all major academic assessments and will share results at parent-teacher conferences
- Title I requirements will be shared at the annual Title I informational meeting
- Parents will receive direction on how to monitor their student's progress at open house meetings and during parent teacher conferences.

14. The school will provide materials and training to help parents work with their children to improve their children's academic achievement and to foster parental involvement. [1118 (e) (2)]

- The school will offer topical family nights (math, literacy, and cultural events) encouraging parental participation in parent projects.
- Provide parent access to the Teacher/Parent Resource Library and other resources such as web sites, parent organizations, etc.
- Provide parent access to the school library to check out books for their children
- Offer special training programs by school social worker and outside agencies in the areas of child rearing, nutrition, health, and other topics of interest.
- Share community events via school newsletter, school website and school Facebook page

15. The school will, with the assistance of parents, educate teachers, pupil services personnel, school Principal and other staff, on effective ways to reach out to, communicate with, and work with parents as equal partners. Staff will also receive training in regards to the value and utility of contributions of parents, how to implement and coordinate parent programs, and how to build ties between parents and schools, including: [Section 1118 (e) (3)]

- The school will encourage staff to attend parental involvement workshops and conferences, web-based learning, parent-teacher organization meetings, and site-based staff development.
- The parent liaison and educational trainer from "Leader in Me" will annually present a professional development session on the importance of parental participation of the 7 Habits of Success
- Teachers will maintain parent volunteer logs in their classrooms
- Prior to parent-teacher conferences during a staff meeting, staff will review effective conferencing techniques and the importance of creating and completing a Student Success Plan for each individual student.

16. The school shall, to the extent feasible, coordinate and integrate parental involvement programs and activities with other community programs including, Great Start Readiness Program, Genesee Intermediate School District, Boys and Girls Club of Flint, the school PTO, ELGA Credit Union, Eastern Michigan Food Bank and local shelters. [Section 1118 (e) (4)]

- The parent liaison will work with the above organizations to coordinate parent involvement activities during the school year.
- Preschool to kindergarten transition activities will be coordinated between the various preschool and child care programs in the area.

17. The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a language and format they can understand. [Section 1118 (e) (5)]

- Memos, school and classroom newsletters will be written in a manner that is understandable to parents
- Home visits, phone calls, the school's web page, the Powerschool notification system, Remind 101, and school's Facebook page will be used to communicate with parents
- Translations of documents will be provided as necessary

18. The school shall provide other such reasonable support for parental involvement activities under this section as parents may request. [Section 1118 (e) (14)]

- The parent liaison will maintain close contact with parent groups to ascertain additional support that might be needed by parents
- Surveys held during parent-teacher conferences and other parent activities will ask parents for additional ideas for parent involvement activities they would like to see at the school.
- Provide a translator at parent meetings and conferences, upon request
- Handicap accommodations as appropriate (early arrival/preferential seating) as requested via email or phone to child's teacher or building administrator.

19. 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 in a format and to the extent practicable, in a language such that parents understand, in carrying out parental involvement policy in the school. [Section 1118 (f)]

Some of the school's actions will include:

- maintaining handicap accessible building and grounds
- providing web-based access to school information and activities
- providing video recordings of school activities related to their children's performances
- providing school publications in alternative languages
- providing interpreters for the hearing impaired and limited English speaking, when needed
- making home visits if the parent is homebound
- providing available services for LEP families and students from the Genesee Intermediate School District
- Richfield Early Learning Center will assist migrant parents in obtaining school information by obtaining the migrant parent's temporary address and or email address, to assist them in staying connected with the school