

# **Churchill Elementary School**

## **Parental Involvement Plan**

**2015-2016**

**Churchill Elementary School agrees to implement the following statutory requirements:**

- **Consistent with section 1118, Churchill Elementary School will work to ensure that the required school level parental involvement policies 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.**
- **Churchill Elementary School will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy 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, Churchill Elementary 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, Churchill Elementary School will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).**
- **Churchill Elementary 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.**
- **Churchill Elementary 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.**
- **Churchill Elementary School will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.**
- **Churchill Elementary 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:**

*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.*

**Churchill Elementary School** will take the following actions to involve parents in the joint development of its school Parental Involvement Plan (PIP):

- A draft plan will be presented to the parent representatives on Churchill's Building Leadership Team for review and feedback at the first meeting of the year.
- Copies of the PIP will be presented to the Bilingual Parents Advisory Council for review and feedback at the first meeting of the year.
- Copies of the PIP will be presented to the Churchill PTA for review and feedback at the first meeting of the year.
- A copy of the PIP will be posted on the Churchill Elementary School Webpage at the beginning of the year for parental review and feedback.

**Churchill Elementary School** will take the following actions to involve parents in the process of school review and improvement:

- The school will provide an opportunity for parents to engage in decision-making processes through membership on the school's Building Leadership Team. Parents are a part of the team that reviews the Wise Ways Indicators on the Rising Star School Improvement plan. Alongside teachers and administrators, parents review the school's current reality and determine areas for improvement. Additionally, parents have a role in reviewing data and in developing action plans for increased student achievement.

**Churchill Elementary School** 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 and will encourage them to attend.

- Parents will be notified of meeting dates through district email, website postings and through "backpack mail."
- Title I, Part A information will be shared at predetermined parents meetings, such as Bilingual Parent Advisory Committee meetings, Curriculum and Open House Nights, and Parent Teacher Association meetings.
- Information about Title I, Part A programs will also be posted on the Churchill School website as well as the Churchill PTA website so that parents have access to this information in the event they are unable to attend a school meeting. Translation services will be provided.

**Churchill Elementary School** 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.

- Curriculum nights will be held for each grade level at the beginning of the school year to provide explanations to parents regarding the Common Core State Standards students are expected to reach.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents reports/report cards each trimester with information regarding their child's academic progress and upcoming classroom and school events. Those students with an Individualized Education Plan (IEP) will also receive goal updates from special education teachers and related services providers.
- The school will offer parents information (translated) on the school's approach to school improvement.
- The school will hold parent meetings, conferences and activities regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts.
  - These meetings will include parent-training sessions to help parents understand how to enhance their child's education.
  - These meetings will be held at various times during the day or evening to better accommodate parents.

- Individual parent-teacher conferences will be held at least once per year. Parents will be provided a summary of the student's assessment scores and explanations about the interventions/strategies teachers are using to ensure students reach their individual reading and math goals.
- The school will host a Summer Send Off at the end of the school year to provide parents with year-end benchmark assessment data (MAP and Fountas and Pinnell Reading Levels) as well as information and academic strategies and activities to help prevent summer setback.
- The school will host a parent meeting in early/mid August for those students selected to participate in the Learning Together program. Staff will describe the program, answer any questions and elicit parent support and permission for students to participate.
- Churchill School is prepared to pay 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.

**Churchill Elementary School** 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 through:

- Email responses
- Telephone contact
- Face to face meetings with parents

**Churchill Elementary School** 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.

- Partnership for Assessment of Readiness for College and Careers (PARCC) reports for students in grades 3-5 should be available in the fall of each school year. Individual scores will be provided for parents, along with explanations of how to read and interpret information. School administrators and teachers will be readily available to provide additional support and explanations to ensure that all information is clearly understood. Translation services will be available for those parents who speak languages other than English.

**Churchill Elementary School** 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:

- Hosting literacy and math nights where coaches can explain the curriculum to parents as well as explain strategies parents can use to help children at home.

- Summer Send Off
- Information provided during parent teacher conferences
- Information provided during ESL parent nights
- Information provided during curriculum/open house events

**Churchill Elementary School** 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:

- Enlisting the support of the Bilingual Parent Liaison to work closely with Spanish speaking parents to bridge the communication/cultural gap between parents and teachers. She translates, provides outreach, makes home visits (with and without school staff) to help parents and school staff come together on behalf of students.
- Providing interpreters to support parents speaking languages other than English and Spanish and to reach out to parents on a regular basis. Interpreters will work with parents during conference, open house, curriculum nights and are available by phone.

**Churchill Elementary School** 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:

- Written information send home will be translated when possible.
- Phone calls are made to parents by interpreters who speak the parent's native language (ex. Spanish, Vietnamese, Burmese)
- Information is made available through the school and district website.