

Thomas L Reeves Elementary
Parent Involvement Plan



2011-2012

Thomas L. Reeves Elementary School
214 St. Augustine Drive
Long Beach, MS 39560

School Parental Involvement Plan

School Year 2011-2012

GENERAL EXPECTATIONS

Thomas L. Reeves Elementary School agrees to:

- 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 children's education at school

(C) that parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA

- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent.
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community
- Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parental involvement policy
- Use the findings of the parental involvement policy evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy
- If the plan for Title I, Part A, developed under section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency
- Provide to each parent an individual student report about the performance of their child on the State assessment in mathematics, language arts, and reading

- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)
- Provide each parent timely notice information regarding the professional qualifications of the student's classroom teachers and paraprofessionals, as described in section 1111(h)(6)(A)

POLICY INVOLVEMENT 1118 (c)

Thomas L. Reeves Elementary School will take the following actions to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved: (1118(c)(1))
 - All parents shall be invited and encouraged to attend
 - The school will provide information and explain the requirements of Title I and the rights of parents

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Annual Parent Meeting	Principal or designee will arrange meeting. Principal and designated staff members will conduct meeting.	By the end of week 4 of school	1. Set date/time 2. Notify parents through Principal's letter and BlackBoard/Connect. 3. Encourage parent participation by offering door prizes, student centered activities, or other "Welcome Back" activities. 4. Set agenda. 5. Provide snacks/ drinks as appropriate. 6. Assemble required documents and information for review and dissemination. 7. Provide interpreters where possible as needed 8. Conduct Evaluations	1. Assess evaluation results 2. Assess participation rate

2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement (1118(c)(2):

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Annual	Principal or	By the end of	See above	1. Assess

Parent Meeting	designee	week 4 of school (Evening)		evaluation results 2. Assess participation rate
Math, Literacy, and Science meetings	Teachers	Quarterly	Teachers will conduct meetings by grade-level to assist parents in helping their children succeed academically	1. Assess evaluation results 2. Assess participation rate
Breakfast, Lunch & Learns and afternoon meetings.	Counselor	At least once per Quarter at different times of the day	1. Set date/time 2. Notify parents through Counselor's letter, signs on campus and Blackboard Connect. 3. Encourage parent participation by offering door prizes 4. Set Agenda/Topic 5. Provide a light lunch or snacks for participants 6. Assemble required documents and information for review and/or dissemination 7. Have parent resource materials available for checkout 8. Provide interpreters where possible as needed 9. Conduct Evaluations	1. Assess evaluation results 2. Assess participation rate
Mid-Year Planning and Effectiveness Meeting	Principal, Instructional Coach, and/or designee	December/January	See Annual Parent Meeting Planning	1. Assess evaluation results 2. Assess participation rate

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2); and 1118(c)(3):

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Annual Parent Meeting	Same as above	Same as above	Same as above	Same as above
Mid-Year Planning and Effectiveness Meeting	Same as above	Same as above	Same as above	Same as above
School Planning Committee	Principal and Instructional Coach	A School Planning and Effectiveness Team to include certified staff,		

(Title I and II)		<p>non-certified staff, parents, school and district administrators, and community, will be created by the Principal in August/September.</p> <p>Data from Quarterly District Common-Term Assessments, Aimsweb and Weekly Professional Learning Communities is collected and assessed throughout the year.</p> <p>Completion of the formal Needs Assessment Tool begins in February by the Planning Committee followed in April by the development of the SWP and each of its component parts (Compact, PIP, Parent Inv. Budget, etc.).</p>		
Parent Advisory Committee (PAC)	Superintendent	Monthly	<p>The PAC is comprised of the PTO presidents or his/her designee from each school in the district, the superintendent, assistant superintendent, school board member, and one community representative.</p> <p>PAC Chairman sets dates, times and agendas with input from committee members</p>	Participation rate at monthly meetings and informal feedback from schools, parents, and community.
Newsletter	Teacher	"Tell It All Tuesday" student created monthly newsletter	Students submit articles/information for publication	Monthly publications

4. Provide parents of participating children:

- Timely information about the Title I programs
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Annual Parent Meeting	Same as above	Same as above	Same as above	Same as above
MLS Meetings	Same as above	Same as above	Same as above	Same as above
Lunch and Learns/Breakfast meetings	Same as above	Same as above	Same as above	Same as above
District/ School websites	Principal or designee	August-May	1. Coordinate w/ Parent Liaison at District Office 2. Update as needed	District/School Website
MDE website	MDE	August-May	MDE website linked to district website	MDE website
Parent/Teacher Conferences	Principal or designee	Once a semester	Teachers will conference with parents at least once during each semester. Teachers may conference in person or by phone. Conference must be documented including date, time, parent participant's name.	List of documented teacher/parent conferences
Newsletters	Same as above	Same as above	Same as above	Same as above

5. If the schoolwide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, the school will submit any parent comments on the plan when the school submits the plan to the district.

BUILDING CAPACITY FOR INVOLVEMENT 1118(e)

Thomas L. Reeves Elementary School will take the following actions to:

1. Provide assistance to parents in understanding such topics as:
 - The Mississippi Curriculum Frameworks
 - The Mississippi Curriculum Test Second Edition (MCT2) for Grade 3
 - Local academic assessments including District Common-Term Assessments
 - The requirements of Title I, Part A
 - How to monitor their children’s progress
 - How to work with educators to improve the achievement of their children

(List activities, such as workshops, conferences, classes, both in-state and out-of-state, include any equipment or other materials that may be necessary to ensure success.)

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
MLS Nights	Same as above	Same as above	Same as above	Same as above
Lunch and Learns	Same as above	Same as above	Same as above	Same as above
District Website “Family Connection” page	Federal Programs Coordinator and Parent Liaison	August-May	Provide information for parents on local assessments, how to monitor your child’s progress, how to work with your child’s teacher, Title I activities and links to MDE and USDE online resources regarding MDE Curriculum Frameworks, MCT2 assessments and Aimsweb screenings, Title I requirements, and other parent involvement activities.	District Website
Parent Resource Centers	Principal or designee, Federal Programs Coordinator	August-May	Maintain library of parent resources for parents to check-out. (Counselor’s office)	Parent resource library Circulation of resources
Newsletter	District Parent Liaison, Principal	Quarterly	The Bearcat Beat Newsletter is sent to all parents in the district containing informational articles for building parent capacity for helping their children achieve and spotlights on “What’s Happening” in the Title I classrooms throughout the year.	Publications
District Report Card	Federal Programs Coordinator and	September	Report Card information is posted on the district website in September	Distribution in September

	Parent Liaison		Copies are sent home to every parent in the district.	
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2. Foster parental involvement by providing materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Parent Resource Centers	Principal or designee, Federal Programs Coordinator	August-May	Maintain library of parent resources for parents to check-out.	Parent resource library Circulation of resources
Math, Literacy, and Science meetings	Teachers	Quarterly	Teachers will conduct meetings by grade-level to assist parents in helping their children succeed academically <ol style="list-style-type: none"> 1. Set date/time 2. Notify parents through Principal's letter and Blackboard Connect. 3. Encourage parent participation by offering student and/or parent incentives. 4. Notify local daycare/pre-school and other program providers to encourage their participation 5. Assemble required documents and information for review and/or dissemination 6. Provide interpreters where possible as needed 7. Conduct Evaluations 	
Breakfast meeting, Lunch & Learns, and afternoon meetings.	Principal, Instructional Coach, Counselor, and/or designee	At least once per quarter at different times of the day	<ol style="list-style-type: none"> 1. Set date/time 2. Notify parents through Counselor's letter, signs on campus and Blackboard Connect. 3. Encourage parent participation by offering student and/or parent incentives. 4. Notify local daycare/pre-school and other program providers to encourage their participation 5. Set Agenda/Topic 6. Provide a light lunch/snack for participants 7. Assemble required documents and information for review and/or dissemination 8. Have parent resource materials 	

			available for checkout 9. Provide interpreters where possible as needed 10. Conduct Evaluations	
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3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Professional Development "Parents as Partners"	Principal, instructional coach, counselor	August - December	Develop PD presentation for teachers and administrators. Schedule PD session between August and December	Workshop evaluation

4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The schools program must help teachers, principals, and other staff work well with parents. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Math, Literacy, and Science meetings	Teachers	Quarterly	Teachers will conduct meetings by grade-level to assist parents in helping their children succeed academically 1. Set date/time 2. Notify parents through Principal's letter and Blackboard Connect. 3. Encourage parent participation by offering student and/or parent incentives. 4. Notify local daycare/pre-school and other program providers to encourage their participation 5. Assemble required documents and information for review and/or dissemination 6. Provide interpreters where possible as needed	1. Assess evaluation results 2. Assess participation rate

			7. Conduct Evaluations	
Morning meetings, Lunch & Learns and afternoon meetings	Principal, Instructional Coach, Counselor, and/or designee	At least once per quarter at different times of the day	<ol style="list-style-type: none"> 1. Set date/time 2. Notify parents through Counselor's letter, signs on campus and Blackboard Connect. 3. Encourage parent participation by offering student and/or parent incentives. 4. Notify local daycare/pre-school and other program providers to encourage their participation 5. Set Agenda/Topic 6. Provide a light lunch/snacks for participants 7. Assemble required documents and information for review and/or dissemination 8. Have parent resource materials available for checkout 9. Provide interpreters where possible as needed 10. Conduct Evaluations 	<ol style="list-style-type: none"> 1. Assess evaluation results 2. Assess participation rate

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Translation of school communications	Principal	August-May	Principal will ensure that home-school communications are formatted in a manner easily understood by parents and translated as needed for parents with language barriers.	Communications documentation

6. Provide reasonable support for parental involvement activities as parents may request.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Meetings Support services	Principal or designee	As needed August-May	The school will provide child-care and interpreting services for parents during meetings if so requested.	Sign-in sheets
Incentives	Principal	August-May	The school will provide incentives to students and or parents to encourage parent participation	Sign-in sheets

(Required) ACCESSIBILITY 1118(f)

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including information and school reports in a format and to the extent practical, in a language such parents can understand.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Translation of school communications	Principal	August-May	Principal will ensure that home-school communications are formatted in a manner easily understood by parents and translated as needed for parents with language barriers.	Communications documentation
Meetings Support services	Principal or designee	As needed August-May	The school will provide child-care and interpreting services for parents during meetings if so requested.	Sign-in sheets