

# School Parental Involvement Policy

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## **PART I. GENERAL EXPECTATIONS**

Adams School agrees to implement the following statutory requirements:

- Consistent with section 1118, the 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.
- Schools 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, 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 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, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The 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.
- The 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.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

- The 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.*

## **PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The School Parental Involvement Policy must include a description of how the district will implement or accomplish each of the following components. *[Section 1118, ESEA.]* There is no required format for these descriptions. However, regardless of the format the district chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.

1. Adams School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - a) *Parents are encouraged to become involved in our Parent Teacher Organization. As they become involved we include them with: the development of the School Improvement Plan, and the Disciplinary Committee. In addition we include the services of the Parent Liaison and the School Counselor as they are often more directly involved with the parents.*
  
2. Adams School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - a) *Parents are encouraged to complete parental surveys during the course of the school year at various activities. Data gathered is compiled and used in School Improvement Plan and is used by the Parent Teacher Organization for implementing new concepts for our school.*
  
3. Adams School will hold an annual meeting to inform parents of the school's participating in Title I, Part A program, and to explain the Title I, Part A requirement 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 of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
  - a) *Adams School uses flyers and the communication tool entitled School Messenger website as a way of communicating with our parents. Parents are notified about issues such as: School Disciplinary Committee meetings, Parent Orientations and Parent Teacher Conferences.*
  
4. Adams 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 by:

*Information is distributed through the:*

- a. *School Improvement Plan*
  - b. *District Improvement Plan*
  - c. *Response to Intervention meetings*
  - d. *Illinois Interactive Report Card*
  - e. *Marion Unit 2 website [www.marionunit2.org](http://www.marionunit2.org)*
  - f. *Adams Student/Parent Handbook*
  - g. *Marion Unit 2 Student/Parent Handbook*
5. Adams 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 by:
- a. *Providing information in the school newsletter*
  - b. *An opportunity is provided to parents in the Parent Teacher Organization meetings to speak*
  - c. *Parent Teacher conferences are scheduled during the year*
  - d. *Parents can contact us through electronic mail [www.marionunit2.org](http://www.marionunit2.org)*
  - e. *We have an open door policy for parents and they know they are always welcome*
6. Adams 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 by:
- a. *Parents are provided a mid-term progress report for student activity*
  - b. *Parents are provided a quarterly report identifying student activity*
  - c. *Parents are provided a report from the Illinois Standards Achievement Test*
7. Adams School will take the following actions to 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) by:
- a. *District Policy requires parents and/or guardians will be notified after four (4) weeks if their child has been taught by a teacher not classified as Highly Qualified status.*
  - b. *All teachers assigned to Adams School for the 2012-2013 school year are classified as Highly Qualified.*

*c. All teachers employed by the Marion Unit 2 School District after July 1, 2006 are classified as Highly Qualified.*

8. Adams School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph –

- 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 Part A,
- how to monitor their child's progress, and
- how to work with educators:

*We use the following to provide assistance to our parents and/or guardians:*

- a. Parent Teacher Conferences*
- b. Homework tips provided through flyers*
- c. How to prepare for the ISAT through flyers*
- d. How to prepare for the ITBS through flyers*
- e. Parent Workshops*
- f. Home School Connection newsletter*
- g. The school newsletter*

9. **Adams 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:

- a. Homework tips provided through flyers*
- b. How to prepare for the ISAT through flyers*
- c. How to prepare for the ITBS through flyers*
- d. Parent Workshops*
- e. Home School Connection newsletter*

10. **Adams 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:

- a. Utilizing the services of the Parent Liaison*
- b. Using the data provided by parents, students, and educators in surveys to make improvements around the school*
- c. Communicate more effectively with parents in Parent Teacher conferences*

11. **Adams School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with 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 school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
  - a. *Working in a partnership with the Williamson County Early Childhood Coop*
  - b. *Working in a partnership with the Southern Illinois University Head Start*
  
12. **Adams 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:
  - a. *Language barriers are addressed as needed and assistance is provided*
  - b. *It is our understanding that we have no ESL students enrolled at Creal Springs School for the 2011-2012 school year.*

### **PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The School Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying 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;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;

- adopting and implementing model approaches to improving parental involvement;
- establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.


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#### **PART IV. ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by documents are on file in the school office.

This policy was adopted by the Marion Community Unit 2 School District on October 16, 2012 and will be in effect for the period of the 2012-2013 school year. The school will distribute this policy to all parents of participating Title I, Part A children on October 31, 2012.

  
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*Signature of Authorized Official*

  
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*Date*

# Jefferson School Parental Involvement Policy

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## **PART I. GENERAL EXPECTATIONS**

The **Jefferson Elementary School** agrees to implement the following statutory requirements:

- Consistent with section 1118, the 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.
- Schools 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, 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 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, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The 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.
- The 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.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.



- The 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.*

**PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. **Jefferson Elementary** will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - ❖ Through presentation and discussion at Parent Teacher Organization meetings school administration and staff will involve the Parent Teacher Organization in the development of the plan.
  - ❖ The school will utilize the services of the parent liaison to disseminate and gather information regarding the plan.
  - ❖ Information regarding the plan will be available for discussion from several
  
2. **Jefferson Elementary** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - ❖ The school improvement plan will periodically be presented to the Parent Teacher Organization for review and comment.
  - ❖ The School Improvement Plan will be on file in the office for parent review and comment.
  
3. **Jefferson Elementary** 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 of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
  - ❖ School wide distribution of information regarding the meeting will be done.
  - ❖ Information regarding the meeting will be made available at Fall Parent Orientation.
  - ❖ Information regarding the meeting will be made available at Parent/Teacher conferences.
  
4. **Jefferson Elementary** 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 by:
  - ❖ Information regarding curriculum, assessment, and expected student proficiency levels will be made available on the District Website, the District Handbook and the Jefferson Elementary Parent Information Handbook.

5. **Jefferson Elementary** 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 by:
  - ❖ The school will arrange individual parent/teacher conferences and telephone conferences and email contact to accommodate parents.
  - ❖ School-wide distribution of newsletters and informational flyers will be used to inform parents about involvement opportunities.
  
6. **Jefferson Elementary** 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 by:
  - ❖ The school will distribute individual student profiles for all standardized state assessments. These profiles will include a narrative explaining the results.
  
7. **Jefferson Elementary** will take the following actions to 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) by:
  - ❖ All teachers at Jefferson Elementary are currently highly qualified. Should the situation change there is a district policy in place to notify parents by letter of the change.
  
8. **Jefferson Elementary** will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --
  - 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 Part A,
  - how to monitor their child's progress, and
  - how to work with educators:
  - ❖ Classroom and school-wide distribution of newsletters providing information on the above will be done on a regular basis.
  - ❖ Parent/School Connection bulletins will be distributed monthly.
  - ❖ Parent Workshops will be offered quarterly.
  - ❖ Presentations will be made at regularly scheduled Parent/Teacher Organization meetings.

9. **Jefferson Elementary** 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:
  - ❖ Jefferson Elementary maintains a Parent Resource Library for use by all parents. The library is housed in the school's media center.
  - ❖ Materials and training are provided through quarterly parent workshops.
  - ❖ School-wide publications providing suggestions and information are distributed on a regular basis.
  - ❖ Parents receive materials and suggestions from classroom teachers at Parent/Teacher conferences.
  
10. **Jefferson Elementary** 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:
  - ❖ Teachers will be provided professional development opportunities on the above topics.
  - ❖ Additional opportunities for teachers and other related staff personnel will be provided at regularly scheduled Parent/Teacher Organization meetings.
  - ❖ Information on the above topics will also be provided to teachers and related staff personnel through the results of the annual Parent/Teacher Conference survey.
  
11. **Jefferson Elementary** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with 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 school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
  - ❖ The school has a fully involved collaborative agreement with Williamson County Early Childhood Cooperative. Through this agreement Jefferson Elementary participates in on-going activities throughout the year.
  - ❖ The school offers the services of the school's parent liaison to parents involved in the programs listed above.
  
12. **Jefferson Elementary** 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:
  - ❖ The school will utilize the distribution of newsletters, school-wide publications and notices to ensure that information is sent to parents.
  - ❖ In the fall the school publishes and distributes a calendar for the year listing activities and events.

**PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

Marion Unit #2 School District and Jefferson Elementary, in consultation with its parents, chooses to undertake the following activities to build parents' capacity for involvement in the school and school system to support their children's academic achievement.

- The district will provide for child care associated with parental involvement activities, to enable parents to participate in school-related meetings and training sessions.
- Jefferson Elementary will arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children, and arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;

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**PART IV. ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by documentation maintained on file in the school office.

This policy was adopted by the Marion CUSD #2 on 10/16/12 and will be in effect for the period of 2012/2013 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before 10/26/2012.

*Hamberly E. Fraue*  
(Signature of Authorized Official)

10/16/12  
(Date)

# Lincoln School Parental Involvement Policy

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## PART I. GENERAL EXPECTATIONS

The Lincoln Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the 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.
- Schools 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, 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 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, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The 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.
- The 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.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

- The 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.*

**PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. **Lincoln Elementary** will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - ❖ Through presentation and discussion at Parent Teacher Organization meetings school administration and staff will involve the Parent Teacher Organization in the development of the plan.
  - ❖ The school will utilize the services of the parent liaison to disseminate and gather information regarding the plan.
  - ❖ Information regarding the plan will be available for discussion from several
  
2. **Lincoln Elementary** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - ❖ The school improvement plan will periodically be presented to the Parent Teacher Organization for review and comment.
  - ❖ The School Improvement Plan will be on file in the office for parent review and comment.
  
3. **Lincoln Elementary** 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 of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
  - ❖ School wide distribution of information regarding the meeting will be done.
  - ❖ Information regarding the meeting will be made available at Fall Parent Orientation.
  - ❖ Information regarding the meeting will be made available at Parent/Teacher conferences.
  
4. **Lincoln Elementary** 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 by:
  - ❖ Information regarding curriculum, assessment, and expected student proficiency levels will be made available on the District Website, the District Handbook and the Lincoln Elementary Parent Information Handbook.



5. **Lincoln Elementary** 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 by:
  - ❖ The school will arrange individual parent/teacher conferences and telephone conferences and email contact to accommodate parents.
  - ❖ School-wide distribution of newsletters and informational flyers will be used to inform parents about involvement opportunities.
  
6. **Lincoln Elementary** 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 by:
  - ❖ The school will distribute individual student profiles for all standardized state assessments. These profiles will include a narrative explaining the results.
  
7. **Lincoln Elementary** will take the following actions to 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) by:
  - ❖ All teachers at Lincoln Elementary are currently highly qualified. Should the situation change there is a district policy in place to notify parents by letter of the change.
  
8. **Lincoln Elementary** will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --
  - 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 Part A,
  - how to monitor their child's progress, and
  - how to work with educators:
  - ❖ Classroom and school-wide distribution of newsletters providing information on the above will be done on a regular basis.
  - ❖ Parent/School Connection bulletins will be distributed monthly.
  - ❖ Presentations will be made at regularly scheduled Parent/Teacher Organization meetings.

9. **Lincoln Elementary** 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:
  - ❖ Lincoln Elementary maintains a Parent Resource Library for use by all parents. The library is housed in the school's media center.
  - ❖ School-wide publications providing suggestions and information are distributed on a regular basis.
  - ❖ Parents receive materials and suggestions from classroom teachers at Parent/Teacher conferences.
  
10. **Lincoln Elementary** 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:
  - ❖ Teachers will be provided professional development opportunities on the above topics.
  - ❖ Additional opportunities for teachers and other related staff personnel will be provided at regularly scheduled Parent/Teacher Organization meetings.
  - ❖ Information on the above topics will also be provided to teachers and related staff personnel through the results of the annual Parent/Teacher Conference survey.
  
11. **Lincoln Elementary** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with 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 school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
  - ❖ The school has a fully involved collaborative agreement with Williamson County Early Childhood Cooperative. Through this agreement Lincoln Elementary participates in on-going activities throughout the year.
  - ❖ The school offers the services of the school's parent liaison to parents involved in the programs listed above.
  
12. **Lincoln Elementary** 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:
  - ❖ The school will utilize the distribution of newsletters, school-wide publications and notices to ensure that information is sent to parents.
  - ❖ In the fall the school publishes and distributes a calendar for the year listing activities and events.

**PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

Marion Unit #2 School District and Lincoln Elementary, in consultation with its parents, chooses to undertake the following activities to build parents' capacity for involvement in the school and school system to support their children's academic achievement.

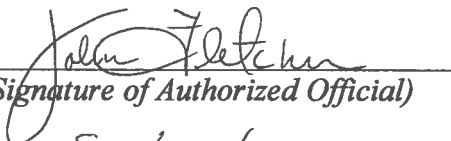
- The district will provide for child care associated with parental involvement activities, to enable parents to participate in school-related meetings and training sessions.
- Lincoln Elementary will arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children, and arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;

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**PART IV. ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by documentation maintained on file in the school office.

This policy was adopted by the Marion CUSD #2 on 10/16/2012 and will be in effect for the period of 2012/2013 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before 10/26/2012.

  
*(Signature of Authorized Official)*

*September 12, 2012*  
*(Date)*

# Longfellow School Parental Involvement Policy

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## PART I. GENERAL EXPECTATIONS

The Longfellow Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the 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. (See Enclosure)
- Schools 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, 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 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, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The 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.
- The 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.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The 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.*

## **PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Longfellow Elementary School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - Review policy during a Parent Teacher Organization (PTO) Board Meeting
  - Review policy during a Positive Behavioral Intervention System (PBIS) Meeting
  - Review policy during a general staff meeting
2. The Longfellow Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - Review plan during a Parent Teacher Organization (PTO) Board Meeting
  - Conduct a parent survey
3. The Longfellow 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 of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by providing meeting information via:
  - Personal letter
  - Teacher newsletters
  - Website
  - School's Parent Newsletter
  - Flyers
4. The Longfellow 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 by providing information via the:
  - District's Student Handbook (Hard copy & website access)
  - Letter sent to Title I service recipient's parents
5. The Longfellow 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 by:
  - Individual parent contacts (In person, via phone and/or e-mail)
  - Responding to suggestions during PTO Board meetings
  - Respond to suggestions obtained from the annual school survey
  - Respond to suggestions obtained from the Parent/Teacher Conference Survey
6. The Longfellow 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 by:
  - Distributing the ISAT individual student profile report during the Fall semester of the current school year
  - Filing a copy of the ISAT individual student profile report during the Fall semester of the current school year into the students' temporary folder to be reviewed upon request

7. The Longfellow Elementary School will take the following actions to 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) by:
  - Following District policy to notify parents of students instructed by teacher(s) that are not highly qualified
  - Following District guideline to recommend potential hires that are highly qualified
  
8. The Longfellow Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --
  - 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 Part A,
  - how to monitor their child's progress, and
  - how to work with educators:

Activities to provide assistance to parents will be delivered in the following manner:

  - Conducting Parent/Teacher conferences
  - Producing monthly parent newsletter
  - Providing written communications about how to assist students prior to testing
  - Conducting parenting workshops
  
9. The Longfellow 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:
  - Conducting a Family Reading Night
  - Conducting parent workshops
  - Providing monthly written material (e.g. *Home-School Connection* & Parent Newsletter)
  
10. The Longfellow 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:
  - Providing information during faculty meetings
  - Providing information via regular staff emails/correspondence
  - Communicating feedback from support services (e.g. School Nurse & Guidance Counselor)
  - Reviewing information from surveys (e.g. annual school survey, Parent/Teacher Conference survey, PBIS Team surveys)
  
11. The Longfellow Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with 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 school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
  - Providing resource materials on the school's community table
  - Providing parenting materials for checkout through the school media center
  - Conducting a Kindergarten Student Transition Meeting

- Coordinating events/activities with the Williamson County Early Childhood Cooperative (WCECC) throughout the school year

12. The Longfellow 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 via:

- Teacher newsletters
- Parent conferences
- Monthly parent newsletters
- School's website
- School's message sign

### **PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

- Providing volunteer training
- Utilizing the services of the school's Parent Liaison & Guidance Counselor
- Targeting parental involvement goals as part of the school's Positive Behavioral Intervention (PBIS) team work. (e.g. FAR program-Stressing school Focus, Attendance & Rest)

### **PART IV. ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by documentation available upon request at the school's office.

This policy was adopted by the Marion Community Unit #2 School District on October 16, 2012 and will be in effect for the 2012-2013 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before October 16, 2012.



*(Signature of Authorized Official)*

9-10-2012

*(Date)*



# Washington School Parental Involvement Policy

\* \* \* \* \*

## PART I. GENERAL EXPECTATIONS

The Washington Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the 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.
- Schools 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, 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 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, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The 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.
- The 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.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

- The 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.*

## **PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. **Washington Elementary** will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - ❖ Through presentation and discussion at Parent Teacher Organization meetings school administration and staff will involve the Parent Teacher Organization in the development of the plan.
  - ❖ The school will utilize the services of the parent liaison to disseminate and gather information regarding the plan.
  - ❖ Information regarding the plan will be available for discussion from several
  
2. **Washington Elementary** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - ❖ The school improvement plan will periodically be presented to the Parent Teacher Organization for review and comment.
  - ❖ The School Improvement Plan will be on file in the office for parent review and comment.
  
3. **Washington Elementary** 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 of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
  - ❖ School wide distribution of information regarding the meeting will be done.
  - ❖ Information regarding the meeting will be made available at Fall Parent Orientation.
  - ❖ Information regarding the meeting will be made available at Parent/Teacher conferences.
  
4. **Washington Elementary** 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 by:
  - ❖ Information regarding curriculum, assessment, and expected student proficiency levels will be made available on the District Website, the District Handbook and the Washington Elementary Parent Information Handbook.

5. **Washington Elementary** 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 by:
  - ❖ The school will arrange individual parent/teacher conferences and telephone conferences and email contact to accommodate parents.
  - ❖ School-wide distribution of newsletters and informational flyers will be used to inform parents about involvement opportunities.
  
6. **Washington Elementary** 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 by:
  - ❖ The school will distribute individual student profiles for all standardized state assessments. These profiles will include a narrative explaining the results.
  
7. **Washington Elementary** will take the following actions to 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) by:
  - ❖ All teachers at Washington Elementary are currently highly qualified. Should the situation change there is a district policy in place to notify parents by letter of the change.
  
8. **Washington Elementary** will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --
  - 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 Part A,
  - how to monitor their child's progress, and
  - how to work with educators:
    - ❖ Classroom and school-wide distribution of newsletters providing information on the above will be done on a regular basis.
    - ❖ Parent/School Connection bulletins will be distributed monthly.
    - ❖ Parent Workshops will be offered quarterly.
    - ❖ Presentations will be made at regularly scheduled Parent/Teacher Organization meetings.

9. **Washington Elementary** 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:
  - ❖ Washington Elementary maintains a Parent Resource Library for use by all parents. The library is housed in the school's media center.
  - ❖ Materials and training are provided through quarterly parent workshops.
  - ❖ School-wide publications providing suggestions and information are distributed on a regular basis.
  - ❖ Parents receive materials and suggestions from classroom teachers at Parent/Teacher conferences.
  
10. **Washington Elementary** 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:
  - ❖ Teachers will be provided professional development opportunities on the above topics.
  - ❖ Additional opportunities for teachers and other related staff personnel will be provided at regularly scheduled Parent/Teacher Organization meetings.
  - ❖ Information on the above topics will also be provided to teachers and related staff personnel through the results of the annual Parent/Teacher Conference survey.
  
11. **Washington Elementary** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with 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 school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
  - ❖ The school has a fully involved collaborative agreement with Williamson County Early Childhood Cooperative. Through this agreement Washington Elementary participates in on-going activities throughout the year.
  - ❖ The school offers the services of the school's parent liaison to parents involved in the programs listed above.
  
12. **Washington Elementary** 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:
  - ❖ The school will utilize the distribution of newsletters, school-wide publications and notices to ensure that information is sent to parents.
  - ❖ In the fall the school publishes and distributes a calendar for the year listing activities and events.

**PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

Marion Unit #2 School District and Washington Elementary, in consultation with its parents, chooses to undertake the following activities to build parents' capacity for involvement in the school and school system to support their children's academic achievement.

- The district will provide for child care associated with parental involvement activities, to enable parents to participate in school-related meetings and training sessions.
- Washington Elementary will arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children, and arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;

\* \* \* \* \*

**PART IV. ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by documentation maintained on file in the school office.

This policy was adopted by the Marion CUSD #2 on Oct. 16, 2012 and will be in effect for the period of 2012/2013 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before 10/28/2012.

*Jami Hodge*  
(Signature of Authorized Official)  
10/16/2012  
(Date)