

**FLATWOODS ELEMENTARY SCHOOL
PARENT INVOLVEMENT PLAN
2015-2016**

Flatwoods Elementary School is committed to establishing partnerships with parents and community members, and encourages their participation in the design, implementation, and evaluation of its Title I Parent Involvement Plan and activities as stipulated under section 1112, section 1116, and section 1118 of the No Child Left Behind (NCLB) Act of 2001. All policies governing Flatwoods Elementary School shall be developed and adopted by the LCPS Board of Education; however, parents' input is welcomed.

Title I Documentation

All Title I meetings are documented with a printed agenda, signed attendance sheets, and multiple forms of advertisement. Minutes of all Title I meetings are recorded, and all parents' written comments and/or suggestions collected and submitted to the Principal. The Principal maintains records for five years, and all such documents are subject to monitoring by the Virginia Department of Education and/or the United States Departments of Education.

Notification of Adequate Yearly Progress (AYP) Status

Parents are notified of the AYP status of Flatwoods Elementary School by the school website and local newspaper insert.

Evaluation/Revision of LEA Title I Parent Involvement Program

- The Title I Parent Involvement Plan of FLATWOODS ELEMENTARY SCHOOL is reviewed and/or revised annually.
- Parent meetings are held at various times to maximize parent participation.
- Parents are given the opportunity to provide input through the school's Title I Committee.
- All parents' comments, suggestions, and/or written feedback are collected and maintained as permanent records in the FLATWOODS ELEMENTARY SCHOOL Office.
- Parent input, along with survey results are used to determine the effectiveness of the program; to identify barriers to parent participation; and to increase opportunities for parent participation.

Distribution of Title I Notifications

All required Title I documents and parent notifications are distributed by Flatwoods Elementary School. These documents may also be available on the FLATWOODS ELEMENTARY SCHOOL/local school website.

Evaluation/Revision of the Local School Title I Parent Involvement Program

- Flatwoods Elementary School surveys its parent population, at least annually, to evaluate the effectiveness of its parent involvement program.
- Parents are given at least two opportunities to participate in the survey, by written questionnaire, or focus groups.
- Flatwoods Elementary School's Title I Committee, consisting of parents, community members, school administration, and staff, meets to review and/or revise the School Parent Involvement Policy and Action Plan, and the School-Parent Compact.
- All members of the Title I Committee have the opportunity to provide input about the expending of the Title I Instructional and Parent Involvement Budgets.
- Proposed budgets are available to **all** members of the Title I Committee four (4) days prior to the meeting at which such budgets will be discussed. Parents who are not members of the Title I Committee have the right to request a copy of the proposed budgets and provide feedback, prior to approval by the Title I Committee.

School-Parent Compact

The School-Parent Compact is explained, discussed, and signed with parents and students during the Title I Orientation Meeting, and may be discussed again during spring report card conferences. Parents receive copies. New registrants discuss and sign the School-Parent Compact and are given a copy, along with other required Title I documents at registration. Parents and/or teachers may elect to review and/or revise an individual student's School-Parent Compact to accommodate that student's individual needs.

Orientation to Title I

Orientation meetings are held at least annually to inform parents about:

- the guidelines, purpose, and goals of the Title I Program, and the student selection process;
- the Parent Center;
- parents' rights under Title I Part A, to request information about:
 - teacher certification in area(s) in which he/she provides instruction;
 - the degree and/or major of the teacher;
 - qualifications of paraprofessionals instructing students.
- Title I Parent Involvement Policy and Plan
- School-Parent Compact
- FERPA – Federal Educational Rights and Privacy Act

Support for Student Learning

FLATWOODS ELEMENTARY SCHOOL supports parents in meeting their basic obligation as their child's first teacher. This is accomplished in part through:

- Parent/Family Centers facilitated by certified personnel.
- Materials (for check-out) will be available to parents in Parent/Family Centers
- Providing meetings/trainings to assist parents in understanding of:
 - National/state/district education goals, content standards, and curriculum
 - Educational rights/responsibilities under the No Child Left Behind Act and Title I, Part A
 - School district and state assessments
 - Reading, writing, and math skills and strategies
- Providing parents with additional learning opportunities that promote:
 - oral and written English literacy
 - effective communication with educators and use of technology
 - decision-making skills and goal setting/tracking goal progress
 - methods for monitoring their children's progress

School Staff Collaboration with Parents

Flatwoods Elementary School provides its faculty and staff members with training to assist them in working with parents as equal partners in the educational process and to increase effective communication between the home/school. Parents' input should be considered in planning such training.

Collaboration with the Community

Flatwoods Elementary School embraces its students, parents, and community. Administrators, faculty, and staff collaborate with businesses and community-based organizations to provide resources and networks for parents and students.

Parent Leadership and Other Support

Additional opportunities for parents to be involved include:

- volunteering in the school and/or classroom; peer mentoring
- school leadership teams such as: PTA, Title I Committee

FLATWOODS ELEMENTARY SCHOOL strives to include all parents in activities, and to the extent practicable, accommodate parents with disabilities, language barriers, and other special needs. Parent meetings/trainings are held at various times. Transportation and/or childcare may be available.

FLATWOODS ELEMENTARY SCHOOL provides other reasonable support for parent activities as may be requested and to the extent practicable.

Integration with Other Programs

To the extent feasible and appropriate, the FLATWOODS ELEMENTARY SCHOOL Title I Program coordinates and integrates parent involvement with other programs such as: Special Education and Early Intervention Program.

Communication

FLATWOODS ELEMENTARY SCHOOL maintains continuous communication with parents via multiple media, including:

- ❖ FLATWOODS ELEMENTARY SCHOOL/local school websites
- ❖ Local media and community/business partners
- ❖ Parent-teacher conferences, parent workshops, Parent/Family Centers
- ❖ Newsletters, emails, signs and posters
- ❖ Telephone, automated calling systems

All communications are in an easy-to-understand language.

School-Parent Compact

Flatwoods Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

The school-parent compact is in effect during the school year 2015-16.

School Responsibilities

Flatwoods Elementary School will:

- 1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's academic achievement standards as follows:**
 - a. Teachers submit weekly lesson plans that are checked by the principal to ensure that all instruction is aligned with the Virginia Department of Education SOLs.
 - b. Computer program aided instruction includes: SuccessMaker, Pearson Math, Houghton Mifflin Reading; VDOE online resources (Practice tests)
 - c. All teachers are certified and highly qualified in their current teaching assignment.
 - d. Reading and Math Specialists, and Title I Remediation Specialist Support is provided. These specialists use individualized/small group instruction to help reinforce skills introduced in the regular classroom.
 - e. Ongoing professional staff development focuses on data collection and analysis. High quality staff development is designed to be rich in content and is specifically chosen to deepen and broaden the knowledge and skills of teachers, principal, paraprofessionals, and other key education staff. Meeting staff development needs is an ongoing process, and programs may be designed based on demonstrated student, school, or teacher need throughout the school year.
 - f. All classroom teachers, Title I teachers, and Resource teachers will meet at least once each nine weeks to develop collaborative teaching plans or individual learning plans specific to individual students not meeting desired academic standards.
 - g. Flatwoods Elementary School provides parents with access to the county discipline policy. This can be found in the Students Code of Conduct and Attendance provided to each student at the beginning of the school year.
 - h. The school/teacher will communicate with parents about situations within the school in a timely manner. When an incident occurs, parents will be contacted that day, if possible, to make them aware of the situation.

- i. Student safety is enforced by having every visitor sign in at the office and receive a visitor's pass that must be carried at all times. Cameras are installed throughout the school to provide monitoring of all hallways and outside entrances. Also, before any person may serve as a volunteer, he or she must submit to a background check.
 - j. An emergency plan is in place for each classroom. Students are made aware of these procedures through monthly fire drills, lockdown drills, tornado drills, earthquake drills, and bus evacuation drills.
 - k. Students are not released from school to unauthorized persons. If there is any question regarding the identity of the visitor, parents are called, and proof of identification is required. Also, students are asked to bring a note from home to the office outlining any changes that occur in their routine.
 - l. Zero tolerance policies are in place for bullying, drugs, alcohol, and weapons. A copy of these policies is sent home in the Students Code of Conduct and Attendance at the beginning of each school year.
 - m. The school Guidance Counselor is available to help students with any concerns that may arise that could affect learning.
 - n. A full-time school nurse is available to care for student illness and needs. Parents will be contacted by phone or letter if there is a concern as deemed necessary by the nurse.
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
- a. Conferences will be held at the beginning of school each year. These conferences will be held in the child's classroom so that each parent may have an opportunity to meet and speak with their child's teacher.
 - b. Parent/teacher conferences may be held at the parent's request at a time and location convenient for parents.
- 3. Provide parents with frequent reports on their child's progress**
- a. Progress reports will be sent home in the middle of each grading period. (Every 4 ½ weeks)
 - b. Report cards will be sent home one (1) week after the end of each nine weeks. (October 26st, January 11th, March 21st)
 - c. Parents are contacted if students are failing to succeed in the classroom. Teachers contact parents through phone calls and letters home.
 - d. Conferences are scheduled when the nine-week progress reports go home. If there is a problem, teachers ask parents/guardians to come in and talk with them about their child's progress.
- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

- a. Staff will be available to consult with parents in personal conferences if needed. Consultation may also be available through phone conferences, email communication, and written correspondence.
 - b. Teachers will be available at specific times throughout the school day. Conferences can be scheduled during a teacher's planning period. Also, conferences can be scheduled before and after school
 - c. Teachers will make parents aware of their scheduled planning time so that parents will know the best time to reach them.
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:**
- a. Parents and visitors are welcome to visit the school and classroom if their presence does not cause any disruption to the school environment. All visitors are required to sign in at the office, share the purpose of their visit, and receive a visitor's pass. Visitors are also asked to sign out when they leave.
 - b. For the safety and security of our students, all volunteers and chaperones must undergo a background check.
 - c. Parents are invited to school events throughout the school year. These events include Beginning of School Orientation, Fall Festival, Winter Fest, Title I Parent Annual Meeting, Kindergarten and 5th grade graduation.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Monitor attendance by checking the number of days missed on mid-week reports as well as nine week reports. I will contact the school if I do not believe the report is correct. Seek advice and assistance from school and/or community services if attendance becomes a problem. I will abide by the school's attendance policy by sending notes or doctor's excuses when applicable.
2. Making sure that homework is completed by checking assignments nightly. Schedule a time for homework. Provide my child with a well-lit and comfortable location to study. Ask questions about what they are learning.
3. Monitoring the amount of television watched and video games played
4. Setting a reasonable bedtime so my child is well rested and refreshed each morning.
5. Encouraging my child to eat breakfast at home or at school.
6. Setting high but reasonable expectations for my child
7. Reading to or with my child daily.
8. Practicing basic math facts.
9. Participating, as appropriate, in decisions relating to my child's education. I will attend parent/teacher conferences, and call the teacher or principal when I have questions.

10. Promoting positive use of my child's extracurricular time.
11. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district and responding appropriately.
12. Serving, to the extent possible, on policy advisory groups such as being the Title I Part A parent representative on the school's annual plan team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the state's Committee of Practitioners, the school support team, and other school advisory or policy groups.

Parent(s)

Date

Flatwoods Elementary School

Title I School Planning Team

School Parent Involvement Policy Planning Team

Dr. Renia H. Clark	Principal
Lora Rouse	Guidance Counselor
Gigi Long	Title I
Jeff Lamb	Title I Math Specialist
Amanda Davis	Title I Reading Specialist
Danielle Woodard	Cafeteria Clerk/Cook
Damie Carter	Community Member/Parent
Dr. Vickie Brown	Lee County Public Schools Director/Parent
Amanda Lawson	Parent
Amanda Britton	Parent
Emily Ball	Paraprofessional/Parent