

**A.C. Prep K-8 School  
Parent Involvement Title I School Policy  
2017-2018 School Year**

The Every Student Succeed Act of 2015 (PL 107-110) or Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written parental involvement policy agreed on by the parents that describes the requirements as listed below and outlined in Title I law.

The following outline is in compliance with the legal requirements of Title I. The document represents joint development with parents, teachers, and principal. The policy will be available to all parents in the school.

The goal of **A.C. Prep K-8 School** is to provide a high quality education to meet the challenging standard of serving ALL children. The purpose of the A.C. Prep Elementary School Title 1 Schoolwide Program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency in meeting challenging State academic achievement standards and state academic assessments. We value the role parents play as their children's first teacher and the influences of their continued support to promote higher student academic achievement and school performance.

A.C. Prep K-8 School envisions quality education for all by maintaining a positive, nurturing, and self-motivating environment. A.C. Prep Elementary School promotes life-long learning to prepare its community to become contributing members of our ever-changing society.

**A. Policy Involvement**

1. Parents will have an opportunity to assist in developing the building plan, review the program and make suggestions. To accomplish this:
  - All parents will be invited to an annual meeting offered at a variety of times before October 15 to maximize the opportunity for parents to participate to inform the following: Title 1 Objectives; instructional methods; school wide objectives and instructional methods; the student selection process; test scores and how schools are identified for school improvement (section 1116); and that they, the parents, have the right to request to know the qualifications of teachers and paraprofessionals in their school (section 1119). The school principal will schedule, notify parents and conduct meetings with the assistance of the administrative staff and other school personnel.
  - A.C. Prep K-8 School will hold a minimum of two meetings/forums annually, which will be held for the purposes of consultation, advising and evaluation. The participants will be parents, school wide support staff, teachers, community representatives and principal. These meetings/forums will be advertised and open to all parents. The school principal will set the agenda and conduct the meetings.
2. Support will be provided to parents and teachers as they plan and implement effective parent involvement by:
  - Providing parent and parent/child workshops and activities based on the assessed needs and interests. The parent group with the Principal's leadership will plan and conduct 4 workshops per year.
  - Developing a Parent/Teacher/Student Compact in cooperation with both parents and teachers and promoting its use for the betterment of the students. The compact shall be presented in a way that attends to the literacy and language levels of parents. The compact will include an explanation of how it will be distributed, monitored and assessed.

- Providing a facility that will be a working site for parents to hold meeting/workshops, work on projects and obtain materials to encourage parents to support their child's learning. The maintenance of the active parent center will be undertaken to the extent possible.
- Providing current, reputable parent literature/materials in a format that is understandable to parents.
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school parental involvement policy.

## **B. Building Capacity for Involvement**

1. To ensure effective involvement of parents and support a strong partnership among A.C. Prep K-8 School, involved parents and community towards higher student academic achievement, the school will:
  - Assist parents in such areas as the State's academic content standards, State student academic achievement standards, State and local assessments, the requirements of this part and how to monitor a child's progress and work with educators to improve the academic achievement of their children as well as provide information on how parents can participate in decisions regarding the education of their children.
  - Encourage parents to visit their children's classroom during the school day through participation in side-by-side and daily classroom activities.
  - Inform parents of school activities through newsletters, phone calls, web sites, e-mail and other media.
  - Encourage staff to have regular two-way meaningful communication with parents through fall and spring parent teacher conferences, progress reports, home visits, classroom newsletters, school web site and providing opportunities for observation of classroom activities.
  - Cooperate with other agencies and resources to promote necessary training for parents. Parents will be provided with information as to ways to secure their GED through Adult Education Programs and by informing parents that the public library has literacy tutors.
  - Encourage the education of teachers, pupil services personnel, principals and other staff with the assistance of parents, in the value and utility of contributions parents can make as classroom volunteers, sharing skills and interests, assisting and coordinating workshops, helping in the parent center and encouraging other parents. The Parent Coordinator/Facilitator and parent group will provide staff development to inform teachers of the value of parental involvement in the school.
  - Parent Teacher Conferences-Parents will meet with teachers and discuss the progress of their children. They will also have the opportunity to visit information areas that present programs available at the school.
  - Principal, Title One Coordinator, and Special Education Facilitator as well as classroom teachers are available to receive input from parents about the education of their children, the assessments used to monitor progress and the academic programs used by the school.
  - School Website
  - Develop partnerships with community based organizations and business sponsored programs, workshops and training, and having representation at school functions.
  - Develop appropriate roles for community-based organizations & businesses to work with the school and local businesses that include a role for parents.
  - Make information available, in a format and, to the extent possible, in the language parents can understand. Translating can be facilitated through the district's bilingual department, principal and bilingual instructors.

- Provide materials and training to help parents work with their children to improve their children's academic achievement. Such training would include literacy training and using technology, as appropriate, to foster parental involvement.
  - If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
    - a. Comments will be attached to the plan.
    - b. The Plan with comments attached will be posted to the A.C. Prep Elementary website.
    - c. The Plan with comments will be available to parents in the school office.
4. A.C. PrepK-8 School will encourage coordination of parent involvement activities with S.A.C. and Parents as Teachers by sharing information, co-sponsoring workshops, and encouraging attendance and/or participating in activities that serve the needs of both groups.
  5. Parents will participate in the annual evaluation of the content and effect of the school parental involvement policy and practice. They will also consider:
    - o Increasing parent involvement
    - o Ways to overcome barriers which may limit participation for those who are economically disadvantaged, disabled, have limited literacy, have limited English proficiency or are of any racial/ethnic minority background.

The annual evaluation will be used to revise and/or design parent policy practices to better parental involvement and parental input.
  6. Will educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
  7. The Administrative staff will:
    - a. Share the results of the Parent Surveys with school personnel.
    - b. Discuss positive parent involvement experiences at Professional Development.
    - c. Provide Professional Development for parent involvement as needed.
  8. A.C. Prep Elementary School will work with the district office of Federal Programs to coordinate and incorporate programs and initiatives as needed.

### **C. Accessibility**

In carrying out the parents involvement requirements of this part, A.C. Prep Elementary School will, to the extent practicable, provide full opportunities and ensure for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format in a language parents can understand. This includes but is not limited to:

- a. To the extent possible translation assistance will be available in the office during limited or requested hours. This will be advertised on school notes that are sent home and on the school website.
- b. To the extent possible interpreters will be provided at Parent Teacher Conferences and other school meetings.
- c. Departments within A.C. Prep Elementary School will network with parents, community and school to ensure that the needs of students and their parents' involvement are met.