

# Griffin Elementary Title 1 Targeted Assistance Parent Involvement Policy

## Part I: Policy Involvement

**The Griffin Elementary Title 1 Targeted Assistance Parent Involvement Policy was created as a collaborative effort between parents and staff. Parents played a role in the development of this policy and we will continue to utilize their feedback and suggestions in order to update and improve our Title 1 Program: 1118 (b)**

### **Convene an annual meeting: 1118 (c) (1)**

Griffin Elementary School will:

- *Hold an annual Title 1 meeting in the fall and spring.*
- *The purpose of the meeting will be to share The Plan, review the School Parent Involvement Policy, and to explain our Title 1 program and how parents can be involved to help their child be successful.*
- *Parents will be notified in advance through newsletters and an invitation from the building principal.*

### **Offer flexible meeting times and varied activities designed to support and encourage the involvement of all parents: 1118 (c) (2)**

Griffin Elementary School will ensure the involvement of all parents by offering the following activities:

- *Parent Nights*
- *Parent Conferences*
- *PTA Activities*
- *Flexible IEP times*
- *Contact with social worker and/or school psychologist*
- *Fall Open House*
- *Family Reading Night*
- *Open weekly school library times during summer*
- *Family Science Night (once a year)*
- *Family Math Night (once a year)*
- *Daily Volunteers (backpack reading books)*

### **Involve parents in planning, reviewing, and improving the Title 1 program, including the School and District Parent Involvement Policy: 1118 (c) (3)**

Griffin Elementary School will encourage and invite the involvement of parents in planning and reviewing the Title 1 program by:

- *Reviewing the School Parent Involvement Policy at Open House and spring Parent-Teacher Conferences.*
- *Posting the Parent Involvement Policy for parents to review during Fall Parent Teacher conferences in a visible location.*
- *Placing a suggestion box located under the visible plan for parents to make suggestions during the fall Parent Teacher conferences.*
- *Distributing Parent Compacts at fall Open House and conferences.*
- *Conducting a Parent Survey at fall Parent Teacher conferences for all parents.*
- *Reviewing and revising the Parent Involvement Policy to incorporate suggestions based on the Parent Survey results.*
- *Expanding all avenues of communication with parents (school newsletter, classroom newsletters, District publications and website, blogs, PTA website) to increase parent involvement in the Title 1 program*

**Provide timely information about the Targeted Assistance Title 1 Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (A) (B)**

Griffin Elementary School will provide timely information through:

- *Parent conferences (fall/spring/additional conferences upon parent request)*
- *School Newsletters*
- *Report Cards*
- *District Web Site – Policy and Compact available on website*
- *Optional Early Parent Conferences – meet intervention specialists and learn about intervention programs*
- *Parent Workshop*
- *Telephone Calls/E-mail correspondence*
- *Parent-Student Handbook*

**Provide parents the opportunity to interact with teachers regarding the education of their children. Include parents in the decision making process and utilize their suggestions for improvement. Revise The Plan to meet student and parent needs and share revisions with LEA: 1118 (c) (4) (C) & 1118 (c) (5)**

Griffin Elementary School will provide parents an opportunity to interact with their children's school by:

- *Suggestion Box located in a visible location where parents can provide suggestions/comments for improvement regarding the Title 1 program*
- *Include Title 1 as a monthly agenda item at PTA meetings. Utilize parent feedback to revise and update our Title 1 program to meet the needs of all parents and students. Share suggestions and comments with the School Improvement Team and act on suggestions as appropriate.*
- *Conduct a Parent Survey at fall Parent Teacher conferences for all parents*
- *Hold a Title 1 meeting at fall and spring to review the Title 1 program, parent involvement policy and ask for suggestions for improvement.*
- *Parent conferences (fall/spring, additional conferences upon parent request)*
- *Telephone Call/E-mail correspondence between parents, teachers and school.*

**Part II: Share Responsibilities for High Student Academic Achievement**

**Develop jointly with parents and teachers a School/Parent/Student Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high student academic achievement. The compact will be reviewed and discussed during fall parent-teacher conferences: 1118 (d) (1) & 1118 (d) (2) (A)**

Griffin Elementary School will develop a School/Parent/Student compact:

- *The Parent/Teacher/Student compact is developed by the district and reviewed annually by the Grand Haven Area Public Schools community.*

**Provide frequent reports to parents on their children's progress: 1118 (d) (2) (B)**

Griffin Elementary School will provide various academic reports to parents:

- *Report Cards (quarterly)*
- *Progress reports available on an as-needed basis*
- *Parent Teacher Conferences (Fall/Spring with additional conferences available upon request)*
- *Take home folders (weekly)*

**Afford parents reasonable access to staff. Provide opportunities for parents to volunteer participate and observe in their child's classroom: 1118 (d) (2) (C)**

Griffin Elementary School has an open door policy for parents with both administration and staff. In addition, parents are encouraged to participate in the following activities:

- *PTA (Parent Teacher Association)*
- *Room Parents*

- *Classroom Volunteers*
- *Chaperones for field trips*
- *Room observations as requested by parents*

### **Part III: Building Capacity for Involvement**

#### **Provide information and assistance to parents regarding the state and local academic standards and assessments: 1118 (e) (1)**

*To ensure that parents are informed about academic standards and assessments, Griffin Elementary School will provide the following:*

- *Parent Conferences (fall/spring with additional conferences available upon request)*
- *ELPA results for ELL students sent to parents*
- *Local assessment information (DIBELS, district writing assessment, interim assessment in math and reading,) shared with parents at conferences*
- *Students receiving additional assistance will be progress monitored on a bi-weekly basis depending on student need. Information will be shared with parents when appropriate.*
- *Interventionists available at conferences to provide information and answer questions about assessments*

#### **Provide materials and training to parents: 1118 (e) (2)**

*Griffin Elementary School offers training and materials to parents through the following events and activities:*

- *Kindergarten Roundup (with information on the transition to Kindergarten)*
- *Kindergarten Screening (assessment) Day*
- *Meet The Teacher Night/Open House*
- *Parent Workshop*
- *Provide lists of community resources to individual parents and assistance in accessing these resources, as needed.*
- *Summer School program.*
- *Weekly school newsletters/Classroom newsletters/District publications.*
- *Annual Title 1 meeting.*

#### **Educate teachers, Title 1 staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs: 1118 (e) (3)**

- *Griffin Elementary School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will attend workshops and implement new ideas for effective parent communication. When situations occur that involve students or the welfare of the entire school community, parental input will be solicited.*

#### **Coordinate parent involvement activities with other programs: 1118 (e) (4)**

*Griffin Elementary School will work to coordinate programs to ensure success for all:*

- *Kindergarten Roundup*
- *Kindergarten Screening (assessment) Day: activities to educate preschool parents, and community stakeholders on Kindergarten expectations*
- *GSRP-Great Start Readiness Program: Preschool program located in our district that prepares students for Kindergarten expectations*
- *Parent Volunteers*
- *Fall Open House*
- *Family Reading Night*
- *PTA*

**Inform parents of school and parent programs in a timely and practical format in a language they can understand: 1118 (e) (5)**

To ensure that all parents are informed in a timely and user-friendly manner, Griffin Elementary will provide:

- *School Newsletter/Classroom Newsletters/District Newsletters written in a language parents can understand.*
- *Bilingual interpreter, as needed, for all parent contacts*
- *Personal Communication: Through conferences, phone calls, and formal and informal face-to-face meetings.*

**Provide support for parental involvement at their request: 1118 (e) (14)**

*Griffin Elementary School will make every effort to support our parents and make sure their needs are met:*

- *Make every effort to accommodate parent requests to ensure students and parents individual needs are met in order to foster more positive parent involvement*

**Part IV: Accessibility**

**Parent involvement activities accessible to all parents, including those with disabilities and parents who use English as their second language: 1118 (f)**

Griffin Elementary School will provide:

- *Flexible meeting times*
- *Home Visits from Social Worker when appropriate*
- *Handicapped Accessible Facilities*
- *Phone Conferences (Bilingual interpreter, as needed)*
- *School Newsletter/Classroom Newsletters/District Newsletters written in a language parents can understand*
- *Collaboration with community agencies; i.e., Community Mental Health*
- *Transportation Assistance*