**Narrows Elementary Middle School Title I Parental Involvement Policy 2016-2017**

Narrows Elementary Middle School jointly developed this parental involvement policy in consultation with school personnel, community members, and parents and adopted it on 9/20/16. A list of committee members responsible for the writing of this policy can be found in Appendix A. This policy was distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand. This policy shall be made available to the local community by link on the division and schools’ Title I Web page, and will also be available for review in the district’s central office, principal’s office and in the Title I classrooms. If the Title I plan (application) is not satisfactory to the parents of participating children, Giles County Schools will submit any parent comments with the application when the plan is submitted to the state. This parent involvement plan will be updated annually to meet the changing needs of parents and the school.

**Part 1- POLICY INVOLVEMENT**

Narrows Elementary Middle School will:

1. Convene an annual meeting on October 13, 2016 to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved;
2. Offer a flexible number of meetings. A schedule of this year’s meetings can be found in Appendix B;
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school’s Title I program, including the planning, review, and improvement of the school parental involvement policy.
4. Provide parents of participating children:
   1. timely information about Title I programs;
   2. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
   3. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the school’s Title I program 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.

**Part 2- SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

**Narrows Elementary Middle School Title I  
School-Parent-Student Compact**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **School/Teacher Responsibilities:**
   1. Shall send Title I progress reports 6 times per year.
   2. Shall schedule at least one parent-teacher conference a year or as needed.
   3. Shall provide high quality curriculum and instruction in a supportive and effective environment.
   4. Shall schedule parent meetings with due consideration to parent/family needs.
2. **Parent Responsibilities (check all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Express high expectations and offer praise and encouragement |  | Stay informed about my child’s education and communicate with the school |
|  | Use TV/ video games wisely |  | Attend parent meetings |
|  | Schedule and monitor daily homework |  | Establish a daily family routine |
|  | Monitor school attendance |  | Involve child in problem-solving situations |
|  | Talk with your child and be a positive role model |  | Volunteer to serve on parent advisory groups, PTA, in the classroom, etc. |
|  | Use the public library |  | Monitor out-of-school activities |
|  | Read together often |  | Other |

**III. Student Responsibilities (check all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Complete homework assignments |  | Show respect for parents and teachers |
|  | Attend school regularly |  | Read with an adult often |
|  | Be a good school citizen |  | Use TV wisely |
|  | Be a good messenger between school and home |  | Use math skills to solve |

I have read and agree with the NEMS Title I School Level Parental Involvement Policy.

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Parent Signature Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature Teacher Signature

School Responsibilities- (detailed descriptions)

Narrows Elementary Middle Schoolwill:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state’s student academic achievement standards as follows:

* Title I Teachers coordinate lesson plans to correlate with the SOLs being covered by the classroom teachers
* Title I Teachers conference with the classroom teachers regarding the progress of students on a regular basis
* All lesson taught in the Title I classrooms are directly tied to the VA SOLS

1. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held:

* Parent Orientation – October 13, 6 at 5:00. The school book fair will be open for parents that same evening before the PTA and magic show. Title I parents will be invited to attend both events after the Title I meeting. We will also be available to meet with families at various times during the school’s Book Fair and School Lunch Week - October 10-14, 2016
* Parent Conferences – October 27 and 28, 2016.
* Other conferences will be scheduled as needed

1. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:

* October 19, 2016
* December 5, 2016
* January 31, 2017
* March 16, 2017
* May 2, 2017
* June 7, 2017 (or the last day of school)

1. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

* Parents may reach the Title I teachers by phone by calling the school office between 8:10-8:30, 10:00-10:30, 3:00-3:30 If needed during other times, a message may be left with the secretary. (540)726-2391
* All of the Title I teachers may be reached via email using the following addresses:

Lisa James – [ljames@gilesk12.org](mailto:ljames@gilesk12.org)

Beth Ellis – [bellis@gilesk12.org](mailto:bellis@gilesk12.org)

Sherry Wall – [swall@gilesk12.org](mailto:swall@gilesk12.org)

1. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:
   * Parent volunteer information packets and procedures are available through the central office
   * Parents are encouraged to attend and participate in the PTA
   * Parents are encouraged to attend workshops, programs and meetings
   * Parent wishing to observe their child’s class may contact the school

Additional Required School Responsibilities (requirements that schools must follow, but optional as to being included in the school-parent compact)

Narrows Elementary Middle School will:

1. Involve parents in the planning, review, and improvement of the school’s parental involvement policy, in an organized, ongoing, and timely way.

* A Title I School Planning Committee will be formed at the beginning of the school year. The Title I teachers, at least two classroom teachers, the principal and at least two parents of participating children will serve on this committee. All parents will be given the opportunity to review the plan and policies and provide comments and suggestions. This committee will meet at least twice, at the beginning and at the end of the school year.
* During the Parent Orientation meetings, Title I teachers will review the Parental Involvement Plan with extra focus on the School-Parent-Student Compact. Parents will be encouraged to review this compact with their children in order to reinforce that fact that students need to be responsible learners. Parents will be asked to share their suggestions for improvements to and/or additions to the Parental Involvement Plan, as well as ideas for parent workshops.

1. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.

* The School Planning Committee will collect suggestions from all parents of participating children
* A parent survey will be sent home with every student in the spring

1. 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 convenient time to 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 to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
* During the Parent Orientation meetings, Title I teachers will review the Parental Involvement Plan with extra focus on the School-Parent-Student Compact. Parents will be encouraged to review this compact with their children in order to reinforce that fact that students need to be responsible learners. Parents will be asked to share their suggestions for improvements to and/or additions to the Parental Involvement Plan, as well as ideas for parent workshops.

1. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

* written notices will be sent home with the students
* information will be included in the Title I student newsletter that is published in November and April
* notices will be posted on the Title I web site
* notices may be published in the local newspaper, *The Virginian Leader*
* A building level translator will be available upon request.

1. Provide to 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.

Parent workshops may include information on the following topics:

* Released SOL Test items
* PALS
* Interactive Achievement
* Reading and Math instructional materials
* The school’s curriculum, based on the VA Standards of Learning
* How to help your child with homework
* Successful Parent- Teacher Conferences

1. Provide opportunities 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.

* All parents of participating children will be invited to attend programs and meetings
* Time will be allotted at each meeting for parents to make suggestions and comments
* The School Planning Committee will collect suggestions from all parents of participating children
* A parent survey will be sent home with every student in the spring
* The school will respond to any such suggestions as soon as practicably possible.

1. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

* Written reports will be mailed to the home.
* Reports will be placed in the students’ cumulative folder

1. Provide each parent timely notice when their child 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).

* Written notices will be mailed or sent home with the students.

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State’s high academic standards, Narrows Elementary Middle School will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State’s Committee of Practitioners and School Support Teams.
2. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.

* Members of the School Planning Committee will also serve on the division wide Parent Advisory Council

1. Work with the LEA to ensure that a copy of the SEA’s written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.
   * Information will be available on the Title I and/or School Board Office Web site

**Part 3 - BUILDING CAPACITY FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Narrows Elementary Middle School and Giles County Public Schools assisted under this part:

1. shall provide assistance to parents of children served by Narrows Elementary Middle School and Giles County Public Schools, as appropriate, in understanding such topics as the state's academic content standards and State student academic achievement standards, state and local academic assessments; also monitor a child's progress and work with educators to improve the achievement of their children;

* A centrally located Parent Resource Center will be housed in the Giles County School Board Office
* The Parent Resource Center will be open during school hours and will be available to all parents. Title I teachers will be available during planning times to assist parents and provide information upon request.
* Workshops will be held at various times throughout the school year.
* Materials will be sent home every other month, throughout the school year.

1. shall provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

* Title I teachers will plan workshops to assist parents in these areas
* A Parent Resource Center will be centrally located in the School Board Office.

1. shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

* Title I teachers will work with the PTA to coordinate parent programs
* Information and in-service activities relating to parental involvement will be conducted during faculty meetings and/or on designated workdays

1. shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, and public preschool and other programs; conduct other activities such as parent resource centers that encourage and support parents in more fully participating in the education of their children;

* Operate a PALS reading program for students in grades K-3.
* Will offer students the opportunity to attend a county-wide summer school program based on data regarding student performance and needs. Every Title I student will be invited to attend.
* A Parent Resource Center will be located at the Giles County School Board Office.

1. shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand;

* Information will be posted on the Title I web site.
* Information will be distributed in writing and sent home with participating children.
* Information will be included on the school calendar.
* Information will be included in the biannual Title I student newsletter.
* If needed, a building level translator will be available to assist LEP parents.

1. may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
2. may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
3. may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
4. may train parents to enhance the involvement of other parents;
5. may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;

* Workshops will be held at the school and offered at various times to accommodate parent’s schedules.
* A Parent Resource Center will be located at the Giles County School Board Office.
* A schedule of this year’s meetings can be found in Appendix B

1. may adopt and implement model approaches to improving parental involvement;
2. may establish a division wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;

* Members of the School Planning Committee will also serve on the division wide Parent Advisory Council

1. may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
2. shall provide such other reasonable support for parental involvement activities under this section as parents may request.

* The district will provide Title I, Part A, funds to support these programs

**Part 4 – ACCESSIBILITY**

Narrows Elementary Middle School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand.

* A building level translator will be available by request.

**APPENDIX A: COMMITTEE MEMBERS RESPONSIBLE FOR WRITING THE PARENTAL INVOLVEMENT POLICY**

**APPENDIX B: SCHEDULE OF MEETINGS (DATES AND TIMES)**

**APPENDIX A: COMMITTEE MEMBERS RESPONSIBLE FOR WRITING THE PARENTAL INVOLVEMENT POLICY**

Christopher Gautier, Principal

Lisa James, Title I Teacher

Beth Ellis, Title I Teacher

Sherry Wall, Title I Teacher

Ellen Hill, Classroom Teacher

Krista Dascano, Classroom Teacher

David Fields, Parent

Laura Helvey, Parent

**APPENDIX B: SCHEDULE OF MEETINGS (DATES AND TIMES)**

Open House- August 24, 2016 1:00-7:00 PM

School Planning Committee Meeting - September 20, 2016 @ 3:00 PM

Parent Orientation Meeting – October 13, 2016 @ 5:00 PM

School Book Fair and National School Lunch Week- October 10 - 14, 2016. Teachers will be available between 11:00 and 1:00 PM.

Parent Teacher Conferences – October 27, 2016, 2:00-6:00 PM and October 28, 2016, 9:00-12:00 PM

Family Night – March 7, 2017 6:00-8:00 PM: We are planning to work with local firefighters and first responders to hold a reading “camp”.

Muffins for Mom – Teachers will be available to meet with parents if requested. April, 2017 8:00-10:00 AM

Doughnuts with Dad – Teachers will be available to meet with parents if requested. April, 2017 8:00-10:00 AM

Title I Awards Ceremony – Title I Awards presented during the NEMS Awards Day Programs, June 6, 2017- 9:00 AM for 1st - 2nd Grade and 1:00 PM for 3rd - 5th Grade

School Planning Committee Meeting – May 25, 2017 @ 3:00 PM