

# **Portlock Primary School**

## **School Wide Parental Involvement Plan**

The philosophy of Portlock Primary School is that all students can learn and that the education of all of its students is a shared responsibility of the school and the parents. The school encourages the involvement of all parents in the education of their children. This involvement results in a partnership between our school and the parents of our children.

Research has shown that parental involvement affects the success and achievement of all students. Therefore, home/school partnership involves parents, teachers, and administrators in assessing, planning, designing, implementing and evaluating the Title I instructional program and all of its activities.

Portlock Primary School's Title I program will support active parental involvement and provide assistance to each parent in order that each identified student may be able to increase his/her academic achievement in their regular classroom in basic and more advanced skills.

### **PART I. GENERAL EXPECTATIONS**

Portlock Primary School agrees to implement the following statutory requirements:

- Portlock Primary School will put into operation programs, activities and procedures for the involvement of parents in all of its activities/programs with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. Consistent with section 1118, Portlock Primary School will work with its staff to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Portlock Primary School will incorporate this school wide parental involvement plan into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practical, Portlock Primary 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 a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Portlock Primary School will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- Portlock Primary School will involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental

involvement are spent, and will ensure that the funds go directly to the parent involvement program/activities.

- Portlock Primary School will be governed by the following statutory definition of parental involvement, and expects that its Title I schools 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;
- (E) that parents of children eligible for Title I and LEP programs, Portlock Primary School will inform all parents of how they can actively be involved in their children’s education. Portlock Primary will have PEP meetings to reach out to our families of Hispanic origin.

**PART II. DESCRIPTION OF HOW PORTLOCK PRIMARY WILL IMPLEMENT REQUIRED PARENTAL INVOLVEMENT PLAN COMPONENTS**

1. Portlock Primary School will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
  - Curriculum and assessment information will be made available to all parents at our annual open house. Current accreditation will be discussed at this meeting
  - The school will establish a Parent Advisory Council (PAC) and one member of that PAC will serve on the Division Title I Advisory Council which will meet quarterly.
  - A schoolwide calendar will be established and will be updated monthly. It will hang in the front hallway. Bi-weekly parent bulletins will inform parents of upcoming dates and programs at the school.
  - All first and second graders will have daily agendas that include a place for parent communication.
  - Parents will be invited to shadow their child during Grade level activities K, 1, and 2.
  - We will have annual literacy, math and family fun and fitness nights.

2. Portlock Primary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - PTA board meetings are open to all parents monthly
  - A parent serves on our Indistar Team and attends monthly meetings.
  - Portlock will hold monthly PEP meetings to meet the needs of our Hispanic population.
  - Parents will be actively involved in ESTAT
  
3. Portlock Primary School will receive the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - The school will receive a budget for parental involvement activities using Title I funds;
  - The Title I allocation will be used to carry out parental involvement activities;
  
4. Portlock Primary School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs by:
  - working collaboratively with the local Head Start and Early Adventures Program;
  - having parents to work with the school in developing its own summer program using available data regarding student performance and needs;
  - providing workshops to be held at the school, the Parent Resource Center and offer various times to accommodate parent schedules;
  - allowing its staff to develop a series of Family Literacy Night activities that will be funded with Title I Parental Involvement funds.
  
5. Portlock Primary School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its Title I, Part A school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement plans
  - conduct a parent survey in April of each year in order to determine the level of participation and to identify barriers that have prevented participation;
  - parent surveys will be school-based and available on paper;
  - the principal will use the parent survey as baseline data for the upcoming year and establish a parental involvement participation goal for the next school year;
  - as part of the School Improvement Plan, the school will develop and implement strategies to increase parental involvement based on survey data;

- the Parent Advisory Council will be representative of the following stakeholders: economically disadvantaged, disabled, limited English proficiency, limited literacy, or any racial or ethnic minority background;
  - the Parent Advisory Council will work collaboratively with the school to develop the School Improvement Plan.
  - Parent representatives will serve on our Indistar committee
6. Portlock Primary School will build the schools' and 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, through the following activities specifically described below:

A. Portlock Primary School will, provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, 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 teachers:
1. Portlock Primary School will establish dates on the school calendar for parent/teacher conferences;
  2. school and individual teacher websites will provide daily schedules, class work, homework, school events, supply lists, and contact information;
  3. the division's parental involvement plan will be available in each student handbook and on the division website;
  4. dates for interim reports and 9-week report cards will be included on the parental involvement calendar, in the Cruz News and on the school's website;
  5. information regarding how to access division curriculum and state standards will be available in each student handbook and on the school's website;
  6. teachers and administrators will be available to assist parents who do not have access to computers;
  7. designated school staff will review established benchmarks for achieving state accreditation and Adequate Yearly Progress as defined by No Child Left Behind legislation. The principal will schedule the dates and times of these workshops so that they are conducive to maximum parental participation.

B. Portlock Primary School will, with the assistance of its staff, 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:

- family Literacy Night activities planned by the principal and his staff;

C. Portlock Primary School with assistance from the Title I staff, will educate its staff, on 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 in-service training given by its guidance counselor, educational specialist, and administrators;
- conducting annual workshops on supporting learning at home and making an academic transition;
- community outreach will be a component of the division's beginning teacher orientation program;

D. Portlock Primary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Early Adventures, and public preschool and other programs, and 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 support in planning and implementing parental involvement meetings;
- working collaboratively with the local Head Start and Early Adventures Programs;
- having schools to develop its own summer reading program using available data regarding student performance and needs;
- offering workshops at the schools and at various times to accommodate parent schedules.

E. Portlock Primary School will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the 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:

- Portlock Primary will utilize the parent alert system as well as peachjar to update parents about upcoming programs and events.
- school and individual teacher websites will provide daily; schedules, class work, home work, school events, supply lists, and contact information;
- dates for interim reports and 9-week report cards will be included in the the Cruz News and on the division website.
- information regarding how to access division curriculum and state standards will be available on the division website;
- information regarding school accreditation and AYP results will be available on the school and division website.

**PART III. DISCRETIONARY SCHOOLWIDE PARENTAL INVOLVEMENT PLAN COMPONENTS**

A School Wide Parental Advisory Council has been established to provide advice on all matters related to parental involvement. The school will arrange workshops and school meetings at various times to provide for parents needs.

**PART IV. ADOPTION**

This School Wide Parental Involvement Plan has been developed jointly with, and agreed upon by, with, parents of children participating in Title I, Part A programs, as evidenced by the minutes of the Parent Advisory Council meetings or sign in sheets.

February 16, 2016