

George J. Mitchell Elementary School School-Level Title I Parent Involvement Policy

The administration, staff, and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community to prepare students for a lifelong love of learning.

Parent involvement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student's education
- Parents to participate in school decision-making
- Effective communication between the school and parents

Responsibilities

The School/District will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards. The school will employ highly qualified teachers who will be provided professional development and will continually update resources and maintain an environment that facilitates learning.
- Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, plans and policies.

With regard to the School-Level Parent Involvement Policy, the School/District will:

- Facilitate and implement the parent involvement policy.
- Involve parents in the planning, review and improvement of the policy at least annually.
- Provide the policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Make the School Parent Involvement Policy available to the community online through the school /district websites, as well as, in the school and district offices.

With regard to parent meetings, the School/District will:

- Host an annual meeting in September/October to inform parents of their school's participation in Title I, the requirements of Title I and the right of parents to be involved.
- Inform parents of the meeting and encourage and invite parents to attend through notices sent home with students, the district web page, and the district Facebook page. Parents unable to attend will be offered an alternative time to meet with the director, principal and/or teacher if requested.

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With regard to Title I Programs and Plans, the school/district will:

- **Inform parents at the Parent Night about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet.**
- **If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.**
- **If requested by parents, provide opportunities for regular meetings of parents and school personnel where parents may offer suggestions and ask questions regarding Title I policies and programs.**
- **Administrators will provide timely responses to parents' suggestions and questions.**

With regard to professional development, the school/district will:

- **Provide training to school staff to strengthen parent involvement efforts relating to:**
 - **The value and utility of contributions of parents.**
 - **How to reach out to, communicate with, and work with parents as equal partners.**
 - **Implementing and coordinating parent programs.**
 - **Building ties between parents and the school.**
 - **Parental participation in homework and teacher communication.**

With regard to the coordination with other programs, the school/district will:

- **Collaborate with community agencies and businesses to provide activities that encourage and support parent participation in the education of their student:**
 - **Working with PTA.**
 - **Mentoring programs.**
 - **Before/After School programs.**
- **Provide information to help parents work with their student to improve the student's achievement:**
 - **Parent-teacher conferences in the Fall and Spring.**
 - **Parent-teacher conferences upon request of the parent or teacher during the school year.**
 - **Teacher websites**
 - **Parent informational sessions on various topics including state assessments and other academic topics.**
- **Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand:**
 - **Provide school newsletters informing parents of activities, workshops, awards, and important telephone numbers.**
 - **District and School websites.**
 - **District Facebook page.**
 - **Assess the needs of parents, teachers, and students through**

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online surveys.

- **Provide access to educational resources for parents to use together with their students via links on the school website and through log-in information provided by their child's teacher.**

The staff will:

- **Assist the administration in facilitating and implementing the School Level Parent Involvement policy and parent involvement activities.**
- **Advise parents of their student's progress on a regular basis through**
 - **Report Cards**
 - **Progress Reports**
 - **Parent Portal through Genesis**
- **Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education. Hold at least two parent/teacher conferences during the school year.**
- **Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities.**