

Stanley M. Koziol Elementary School
Parent/Guardian Involvement Plan
School Year 2016-2017

GENERAL EXPECTATIONS AND STATEMENT OF PURPOSE

Stanley M. Koziol Elementary School is dedicated to the success of all students. The faculty and staff believe in the importance of having our families as vital partners in the education of their children. At SMK, we believe that parent involvement is essential to the success of our children and welcome the opportunity to work toward establishing a working relationship with our families. As a school, we are committed to:

- Respecting parents as partners in the education of their children and increasing the capacity of our school personnel to work in partnership with their families
- Expecting high academic achievements for all students
- Promoting family involvement through school-based leadership and partnered decision-making
- Fostering a welcoming and responsive environment for all family members
- Establishing and promoting open communication as a source of information and trust between the Stanley M. Koziol Elementary School staff and families
- Providing the means, whenever possible, for the participation of families with barriers to participation that include, but not limited to, limited English proficiency, disabilities, or migratory status.

Additionally, school officials shall be prepared to offer, upon request, such support and resources as are needed for effective and full parent consultation and involvement, including, but not limited to:

- reasonable access to meeting space, necessary materials, support staff training concerning federal, state and local legal requirements for the program
- how the program actually operates
- the rights and responsibilities of parents
- how parents can work effectively with each other and with the school in developing and providing parent consultation and involvement
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent
- We will hold parent events throughout the year. Light refreshments will be served and instructional materials such as books and educational games will be distributed to parents for use at home
- Parents will have input on how the money is allocated through Title I parent/family events and Title I PAC Meetings

The Title I Department of the School Shall:

Each school year that Stanley M. Koziol Elementary School receives Title I funds, the Title I Coordinator shall, by October 1st, send a notice to the parents of all students informing parents about:

- the Title I Annual Meeting, the time and place of such meeting, which shall be selected in a manner designed to encourage maximum attendance

- that meetings shall be held each year and shall be organized, with the assistance of school officials, by parents through the parent involvement mechanism established in the previous years. If for any reason parents are not available through this mechanism to organize the meetings, school officials shall do so.
- the school-wide Title I program at Stanley M. Koziol Elementary School
- establishing a Parent Advisory Council (P.A.C.)
- that parents have the right to be involved in and consulted concerning the planning, developing and operation of Title I programs
- School officials shall provide a full and timely response to any parent recommendations concerning the program(s) and, to the extent that such recommendations are rejected, shall explain the basis for their decision. If the recommendation was made in writing, the response shall be in writing.

Title I Annual Meeting:

Our Annual Title I meeting will be conducted in October each year. Title I information will be communicated through a power-point presentation and through a booklet handed out to each family. At the Title I Annual Meeting, The Title I Coordinator will:

- explain the Title I program
- describe the rights of parents and the obligations set forth in the Title I policy concerning parental involvement
- explain the purpose of the meeting for parents to decide initially what mechanisms they wish to propose to implement for parental involvement.
- Hand-out written copies of information about the Title I program as well as other plans such as the Supplement, Not Supplant Plan and Procedures, the District and School Parent/Guardian Involvement Plans, and the Needs Assessment Procedure
- state that a parent, selected by other parents will chair the PAC meeting
- state that additional Title I meetings will be held throughout the year at varying times and all families are welcome and encouraged to attend. Suggestions made and input received during these meetings will be considered in decision-making throughout the year based on the nature of the suggestions/input. Families will be informed about the meetings by school web site, a notice on the front marquis, and notices sent home with students.

School-Parent Compact:

SMK Elementary School will work with families, faculty, and administration to annually develop, review, and revise the school-parent compact. This compact will identify the responsibilities of the school to provide high-level curriculum and instruction, the expectations of the parents to provide support in their child's learning, and the expectations for students to take personal responsibility of their learning. The compacts will be sent home at the beginning of the school year with each student grades K-3, and discussed and distributed again at the Title I Annual Meeting. (For anyone who has not yet signed and returned the Compact at that time)

Parent/Family Involvement:

Family Involvement means the participation of family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including:

- that families play an integral role in assisting their child's learning

- that families are encouraged to be actively involved in their child’s education at school
- that families 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
- the carrying out of other activities as described in section 1118 of the ESEA (Elementary School Education Act).

Parent Involvement in Developing the Plan:

SMK Elementary School stakeholders will jointly develop, review, and revise the SMK Elementary School Involvement Plan, the SMK School Improvement and Schoolwide Plans. Stakeholders may include:

- Parents and family members that are representative of the school community as a whole
- School personnel such as teachers, administrators, and Title I paraprofessionals.

Parents and school officials will jointly agree on methods for school officials to consult with parents on all aspects of Title I planning, design, and implementation including all phases of:

- the needs assessment
- determination of program goals and objectives
- determination of educational strategies
- implementation of projects
- information will be distributed in an effective manner to all eligible parents

In addition, Parents, Guardians and family members of Title I students will be invited to partake in a review and revision process in the spring of each year in preparation for the following year.

Parent Involvement Opportunities:

SMK Elementary School values the formal and informal partnerships of families in their children’s education. There are many ways families can make significant contributions to student success at home, at school, and in general. We seek to coordinate and integrate family involvement opportunities with other programs of the school. In addition, SMK Elementary School will seek to increase both the school’s and families’ capacity to increase parent involvement. These include, but are not limited to participation in the following activities:

Meet the Principal Night at SMK & WM Schools	Title I Annual Meeting, Go Math & Book Swap	SMK Elementary School’s Open House (K-3)
Ware Middle School’s Open House (4-6)	Kindergarten Keep Books Night	Math Fact Bingo and Title I PAC Meeting (Grades K-6)
Dr. Seuss’s Birthday Reading Celebration! (Grades K-3)	Community Reading Day (Grades K-6)	Win It In A Minute – Math and Reading Skill Builders (Grades K-6)

Evaluation

In developing methods and policy guidelines for parent consultation, parents and school officials shall annually, through the mechanisms established by this policy, conduct, a thorough review of parent

consultation to determine the causes of any barriers to full and effective parent involvement. This information shall then be used to review and revise the methods and policies for consultation in order to increase the effectiveness of parent consultation.

With the involvement of families, SMK Elementary School will conduct an annual evaluation of the content and success of the school parent involvement policy on the level of family participation and perception. This evaluation will include identifying barriers to greater participation by families. The school will use evaluation findings to design strategies for more effective family involvement programming, and to revise, if necessary, its family involvement policies. Evaluation procedures include the following:

- input from the parent surveys from each Title I Night and Title I PAC meeting
- annually survey families to determine the level of participation and to identify barriers that have prevented participation
- annually use survey results, volunteer data base, and other resources as baseline data for the upcoming year (Analysis used in making changes from year to year);
- develop and implement strategies to increase family involvement based on evaluation results.

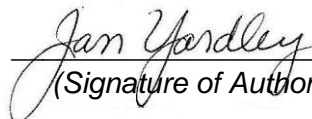
Conclusion

SMK Elementary School is committed to the success of all students. We will work together with families and community members to monitor the effectiveness of our Family Involvement and Title I programs with the goal of providing excellence in education for each of our students.

Adoption

This Parent Involvement Policy has been developed jointly with, and agreed upon with, families of SMK Elementary School.

This Parent Involvement Policy was adopted by SMK Elementary School on April 12, 2016 and will be in effect for the 2016-2017 school year. The school will post this plan to the district's website under Title I, and will distribute this plan to all families at the Title I Annual Meeting in October of 2016, and at all subsequent Title I Nights and PAC Meetings throughout the school year.



(Signature of Authorized Official)

04/12/2016

(Date)