

**2011 – 2012 SCHOOL YEAR
MADISON ELEMENTARY SCHOOL**

PARENT INVOLVEMENT POLICY

The Madison Elementary 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.

<i>Activity/Task</i> (What will be done)	<i>Staff Responsible</i> (Who will be doing it)	<i>Timeline</i> (When it will be done)	<i>Steps</i> (How it will be done)
Annual parent planning/policy meeting	Title I Staff	May 2012	Date will be set and invitation sent home to parents
<ul style="list-style-type: none"> ▪ Send invite to parents ▪ Follow-up phone calls <ul style="list-style-type: none"> ▪ Parent input 	<ul style="list-style-type: none"> ▪ Title I Staff ▪ Parents play a vital role in providing input on our policies and programs ▪ Teachers/Title I staff 	<ul style="list-style-type: none"> ▪ May 2012 ▪ Quarterly newsletter will encourage parent input (November 2011-January 2012-April 2012-June 2012) 	<ul style="list-style-type: none"> ▪ Invitation sent with form to return; if no response a follow-up phone call will be made to parents ▪ Newsletter mailed home quarterly

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

N/A TARGETED ASSISTANCE

3. 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.

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Open House	Title I Staff	September 2011	<ul style="list-style-type: none"> ▪ Call parents ▪ Invitation sent home ▪ Title I staff will explain Title I services and provide handouts

4. 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.

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Title I information mailed home: <ul style="list-style-type: none"> ▪ Letters ▪ Progress reports ▪ Announcement ▪ Training ▪ Open house ▪ Monthly packets with reading, writing and math are sent home to parents to work with their child on 	Title I Staff	Ongoing throughout school year 2011-2012	<ul style="list-style-type: none"> ▪ Phone call to parents ▪ Letter home ▪ Access to website ▪ Use colored form ▪ Use ESL consult if needed

5. 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.

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Letter to parent with: <ul style="list-style-type: none"> ▪ Levels of achievement ▪ Writing prompts ▪ Score of child 	Title I Staff Regular ed teachers	Approximately October, December and June, as the results come in 2011-2012	Letters and test results will be sent home with explanation
Assessments include Achievement in: NECAP- Reading DRA-Writing Prompt-Math NWEA (proficiency levels are provided with scores)			Proficiency information is sent home with test results

6. On the request of parents, provide opportunities for regular meetings 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.

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<ul style="list-style-type: none"> ▪ Letter sent home ▪ Emails/phone calls to parents 	Title I Staff	<ul style="list-style-type: none"> ▪ September 2011 ▪ September-June 2011-2012 	Letter sent home to let parents know that they can ask for a meeting or make suggestions any time. Just need to set-up appointment

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7. 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.

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Parent conference Letter sent home	Title I Staff Regular ed staff	As results are available 2011-2012	<ul style="list-style-type: none"> ▪ Review at scheduled conference ▪ Letter mailed home that reviews results and lets parents know they can contact teacher
Progress Reports	Title I Staff	January 2012	Mailed home with report cards in January
Progress Reports	Title I Staff	June 2012	Mailed home with report cards in June

8. Provide each parent timely notice when their child has been assigned or 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).

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Parent informed if teacher is not HQT	Principal	September or whenever a substitute without HQT is teaching for more than 4 consecutive weeks 2011-2012	Letter mailed home

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Madison Elementary 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. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
 MES has a district run Preschool Literacy Night and Math Night for parents

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3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. 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.

School Parent(s) Student

Date Date Date

(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)

*This sample template of a School-Parent Compact is not an official U.S. Department of Education document. It is provided only as an example.