

# Pontiac Academy for Excellence Elementary School

## Parent Policy/Plan

*Pontiac Academy for Excellence (PAE) Elementary School is committed to working with students and parents to prepare all scholars for academic success. PAE Elementary School will promote active parent involvement and seek to include parents as partners in the learning process of its students. PAE Elementary School engages parents in the planning process by providing opportunities to give feedback and suggestions for the school's programs and activities. The school is committed to partnering with all parents, regardless of age, race, gender, ethnicity, socio-economic status and native language.*

**Section 1118(b) School Parental Involvement Policy: Write a school Parental Involvement Policy jointly developed with, and distributed to, parents with children participating in a Title I program. An existing school parental involvement policy may be amended to include the requirements in Section 1118(b)-(h):**

This policy was written by PAE Elementary School's school improvement team, in compliance with federal regulations for a Title I school-wide program. Stakeholders in the creation of this policy included parents, building administration, and the district's parent liaison.

**Section 1118(c)(1) Parent Involvement: Convene an annual Title I meeting at a convenient time, to which all parents of participating Title I children shall be invited and encouraged to attend, to inform parents of their school's Title I participation under this part and to explain the requirements of the Title I, and the right of the parents to be involved:**

Parents will receive an invitation to the annual Title I meeting, which will occur prior to October. Parents who are unable to attend the annual meeting will be provided the opportunity to discuss such topics as those presented at the meeting with the appropriate building- and district-level administrators responsible for the Title I program. In addition to providing information about the Title I programs, eligibility requirements, and expected outcomes, the annual meeting will also serve as a venue to solicit parent involvement in Title I and general school programs. Parents will also have the opportunity to provide input on program development, evaluation, and operation.

**Section 1118(c)(2): Offer flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services related to parental involvement:**

PAE Elementary School will provide flexible meeting schedules to meet the needs of parents. This includes offering meetings before, after, and during school hours. Transportation, child care, and/or home visits will provide for these meetings, as needed. Meetings will be publicized through school newsletters, invitation letters, and mass phone calling and electronic messages. Meetings will also be publicized on PAE Elementary School's website.

**Section 1118(c)(3): Involve parents in the joint planning and design of the school's programs, providing for the adequate representation of parents with children in the Title 1 program:**

Parents are encouraged to participate in the Parent Advisory Committee, which makes program recommendations to the school's administration. Parent Advisory Committee Co-chairs will seek to include the voices of all parents, especially those with children in the school's Title 1 programs. Parents will also be asked to fill out annual evaluation surveys to provide direct feedback to the school.

**Section 1118(c)(4)(A): Provide parents of participating children with timely information about programs under this part:**

Parents will receive program information on a frequent basis. Program information will be permanently available at the school's front office, as well as during scheduled conferences. Information as to academic progress and course requirements will be available through progress reports, report cards, and through the Zangle Parent Connection. Program updates will be communicated through newsletters, letters from school and district administration.

**Section 1118(c)(4)(B): Provide parents with 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:**

Parents will be provided with a description and explanation of the curriculum in use at the school, and they will be informed of major changes to the curriculum should they occur during the school year. Hard copies of all curriculum documents will be available through the school's principal. Digital copies of the curriculum will be made available upon request.

Parents will also receive timely information about the structure, format, and expected proficiency levels for all school-wide assessments. This information will be presented before the administration of the test, when feasible, or as soon as possible thereafter.

**Section 1118(c)(4)(C): Provide parents, upon request, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decision relating to the education of their children, and respond to any such suggestions as soon as practicably possible:**

Parents will have the opportunity to meet regularly with the Parent Advisory Committee to provide suggestions as to the education of their children. Parents will be represented by a member from the Parent Advisory Committee on the school improvement team to interface with school administration and teachers and participate in decisions around the school's Title I educational programs. Parents will also be asked to fill out annual evaluation surveys to provide direct feedback to the school.

**Section 1118(c)(5): Ensure that if the school-wide program plan under Section 1114(b)(2) is not satisfactory to the parents of participating children, comments from any parent will be submitted when the school makes the plan available to the local education agency:**

In the event that parents find the school-wide Title I program plan not satisfactory, comments will be accepted, and all comments will be submitted with the plan when it is submitted to the local education agency.

**Section 1118(d)(1) *Shared Responsibilities for High Student Achievement*: Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time:**

PAE Elementary School will provide a high-quality, supportive and effective learning environment for all students, including an aligned curriculum, and a positive school culture. Parents are expected to monitor their student's progress in school, including attendance, academic performance, participation in school activities, and overall behavior. Parents are also expected to ensure the positive use of extracurricular time, especially in the area of homework/school project completion. Parents are encouraged to participate on the Parent Advisory Committee, as well as at Parent/Teacher Conferences, and to volunteer and participate in a series of activities that support the various programs of the school.

To ensure that expectations are clearly established for coordination between parents and PAE Elementary School, parents will sign an annual School-Parent Compact outlining behavior and academic expectations. This compact will be reviewed annually by the school improvement team for potential revision. Parent representatives on the school improvement team will have input into the compact's content. Further, parents who wish to suggest potential revisions but are not on the school improvement team will be provided the opportunity to meet with the building principal or designee to discuss their concerns.

**Section 1118(d)(2)(A): Address the importance of communication between teachers and parents on an ongoing basis through parent-teacher conferences in elementary schools:**

Communication between teachers and parents on an ongoing basis through parent-teacher conferences is important. This is demonstrated through the school's provision of parent-teacher conferences three times annually.

**Section 1118(d)(2)(B): Address the importance of communication between teachers and parents on an ongoing basis through frequent reports to parents on their children's progress:**

Given the importance of frequent feedback on each student's achievement and behavior, teachers will regularly inform parents of student progress. Progress reports and report cards will serve as formal marks to indicate progress. Teachers will also maintain up-to-date records that are electronically accessible by parents via the Zangle Parent Connections.

**Section 1118(d)(2)(C): Address the importance of communication between teachers and parents on an ongoing basis through reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities:**

Teachers will be available to meet with parents or otherwise address their concerns and will respond to parents' communications in a timely and professional manner. PAE Elementary School will provide an environment in which parents may visit their student's classrooms to observe the classroom and the learning environment. Parents who wish to volunteer in the school will be provided opportunities to do so.

**Section 1118(e)(1) *Building Capacity for Involvement*: Provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children:**

PAE Elementary School will host a series of information sessions throughout the year to inform parents of the state's academic content standards and student achievement standards. These sessions will include information about tracking student progress through electronic grade books and ways to interface with teachers to improve the achievement of their children.

**Section 1118(e)(2): Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement:**

PAE Elementary School will provide supplemental materials to help parents engage their children in the learning process. These materials will be designed to complement the school's curriculum and will be available for parents to use at home. The school will also provide training sessions for parents on strategies to use to help their children in core academic areas. Parents will also have the opportunity to receive training on the use of electronic grade books and other technological media for tracking student progress.

**Section 1118(e)(3): Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school:**

As part of their professional development activities, faculty and administration will receive instruction in optimal ways to engage parents in the learning process. Staff will also receive support in implementing parent programs. PAE Elementary School will strive to create a collaborative environment in which parents build strong ties to the school and are seen as partners in education.

**Section 1118(e)(4): To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, 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:**

PAE Elementary School will coordinate with external parent programs to the extent feasible and appropriate. Further, PAE Elementary School will include activities in their parent workshops about engaging parents in the education process. These activities include, but are not limited to, information sessions for parents, resources to help guide parents' instruction of their children, and support from general staff in providing suggestions for home instruction.

**Section 1118(e)(5): Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand:**

All information related to school and parent programs will be presented in clear, organized formats and in a language that all parents can understand. Information will be distributed through a variety of media, including newsletters, automated electronic call systems, website postings, backpack mail, and permanent postings in the front office.

**Section 1118(e) (14): Provide such other reasonable support for parental involvement activities under this section as parents may request:**

PAE Elementary School encourages parents to be involved in the development of activities that are designed to enhance the educational opportunities of their children. As such, the school will provide all reasonable support for parental involvement activities as they may request.

**Section 1118(f) *Accessibility*: 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 in a format and, to the extent practicable, in a language such parents understand:**

Information and school reports will be available in a variety of formats, including hard and digital copies. Arrangements will be made to accommodate parents with disabilities to provide them with them with equal access to information. Parents with limited English proficiency or limited literacy skills will be provided with information in a language and format understandable to them. Reports and information documents will be clearly formatted in an understandable manner.