

Moon Elementary School Parent Involvement Plan 2016-2017

The Staff at Moon School believes:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, 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 children's education at school

(C) that parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children

PART I: School Parental Involvement Policy

Parents are their children's first and most important teachers. When the school and parents are involved cooperatively, positive results occur. These include high student achievement, reduced absenteeism, improved behavior, and a feeling of confidence regarding the partnership between home and school.

1118(b) Moon Elementary School Staff meet each school year with parents to jointly develop and distribute a Parental Involvement Policy and/or amend the Parental Involvement Policy to include the requirements in Section 1118 (b) –(h).

1118(c) (1) Moon Elementary School Staff provides an Annual Title 1 Open House Meeting in combination with the Fall Open House in September each school year inviting all parents to attend the meeting for the purpose to:

- 1. Inform the parents of the school's participation in the Title I Program*
- 2. Inform parents of the requirements of Title I Programs.*
- 3. Inform parents of their rights and the importance to be involved in the decision making of Title I Programming. [Parent Involvement Policy, Parent-Student Compact, Parent Involvement Activities/Events, Student Learning]*

1118 (c) (2) Moon Elementary School Staff offers meetings at flexible times & varied activities designed to support and encourage the involvement of all parents. The staff offers activities such as the following:

- *Annual Title 1 Open House Meeting [September]*
- *Celebration of Learning [May]*
- *Writing Celebration [April] during school hours*
- *Math & Science Night [October]*
- *Parent Teacher Conferences [November and March]*
- *Family Reading Night [March]*
- *Celebrate Diversity with Black History Month [February]*
- *All School Assemblies [Monthly to recognize students and staff]*
- *Progress reports every two weeks*
- *PA25 Annual Report*
- *Parent participation with building school improvement tasks*
- *Two-way communication*
- *Student / Parent / School Compact*

1118 (c) (3) Moon Elementary School involves parents in planning, reviewing, and improving the School-Wide Title 1 program, including the School and District Parent Involvement Policy. Parents are invited to be a member through monthly newsletter and telephone calls. Parents are also recruited on a one-to-one basis to bring their area of expertise or interest for the development of the SIP. The role of the committee members with the school-wide plan was defined by the skills and/or area of interest.

The meetings were held both for whole group committee members to meet as well as small committee group/subgroups meetings to accommodate the schedules of the members and the planning needs within subgroups. Every effort is made to have parent representation at monthly Title 1 School-wide meetings. Parent input is also sought in the following ways:

- *Review the School Improvement Plan and Parent Involvement Policy at the Annual Title 1 Open House Meeting*
- *Post the Parent Involvement Policy for parents to review during November's parent Teacher conferences in a visible location*
- *Reviewing and distribute the parent-school compact at our November's Parent Teacher's Conferences*
- *Conducting a parent survey during the November and March Parent Teacher Conferences [to include a space for recommendations of continued communication between parents and the school throughout the school year]*
- *Placing a suggestion box in a visible location for continued communication between parents and school throughout the school year*
- *Title 1 Meetings in February and April of stakeholders to review and analyze the following data: achievement data, program/process data, perception data, and demographic data. This evaluative information is used to improve and revise the School Improvement Plan, Parent Involvement Policy, and Parent-Student-School Compact.*

1118 (c) (4) (A) (B) Moon Elementary School provides timely information about the School-Wide Title I Program, the academic curriculum, assessments used to measure progress, and grade level expectations through:

- Parent – Teacher Conferences – November & March
- Monthly PTO Meetings
- Annual Title I Open House Meeting
- Report cards and progress report/behavior report [as appropriate]
- PA25 Annual Education Report
- Grade Level Curriculum and Expectations posted on district website
- Assessment Forms and Schedule posted on district website
- Two way communication – Telephone calls, E-mail correspondence
- Student-Parent-School Compact
- Parent Volunteers
- District Web Site – Policy and Compact available on web site
- Home visits and Phone Calls
- District Publication [Muskegon Mirror]
- District Website
- Parent-Student Handbook
- Daily/Weekly Take Home
- Folders
- Classroom newsletters
- Principal Monthly Newsletter
- Reminder Flyers

1118 (c) (4) (C) & 1118 (c) (5) Moon Elementary School provide parents an opportunity to interact with their child's teacher and school regarding the education of their child{ren}by:

- Teachers classroom phone numbers and email address are published and available to parents through classroom and/or school newsletters, webpages and/or handbook so that parents are able to communicate readily with teachers about their child{ren}
- Parent Teacher Conferences [November and March, additional conferences upon parent request]
- Telephone calls, written correspondence or email between parents, teachers and school
- Parent suggestion box located in a visible location [office] where parents can make suggestions for improvement and comments regarding the school-wide Title I Program.
- Parent Surveys [November and March]
- Parent Feedback/Survey after each Parent Activity/Event
- Include school-wide Title I as a monthly agenda item at PTO meetings and/or at Monthly Parent Meetings to share suggestions.
- Title I Meetings in February and April of all stakeholders {parents, teachers, Board Members}to evaluate the school improvement plan, parent policy and compact.

PART II: Share Responsibilities for High Student Academic Achievement

1118 (d) (1) & 1118 (d) (2) (A) Moon Elementary School has developed a Student-Teacher-Parent Compact jointly with parents and teachers to outline ways in which parents, school staff, and students will share the responsibility of student success in school.

- The compact is reviewed and discussed during fall parent teacher conferences
- Teachers discuss how the compact relates to the success of each individual child.
 - This ensures a strong home – school connection and allows all stakeholders to have a voice.
- The Parent-Student-Teacher compact is developed with parent input and reviewed annually.
- Revisions are made based on the February and April Title 1 Meeting, survey results and additional suggestions provided by parents.

1118 (d) (2) (B) Moon Elementary School provides various and frequent academic reports to parents on their children's progress:

- Reports cards: November, January, March, and June
- Progress reports as appropriate for the student {i.e., a week, once a month}
- On-line access to grades, lessons, and attendance
- PTC's in November and March {additional conferences available upon request}

1118 (d) (2) (C) Moon Elementary School provides parents reasonable access to staff by publishing teachers classroom phone numbers and email address in classroom and/or school newsletters, webpages and/or handbook, so that parents are able to communicate readily with teachers about their child{ren}. Teachers are available to meet with parents before or after school to discuss their child's progress or other concerns.

Staff also welcomes and encourages parents with opportunities to volunteer and parents are encouraged to participate in the following activities:

- Monthly Parent Meetings
- Monthly PTO meetings
- Room helpers
- Reading Buddies
- Tutoring one-on-one
- Chaperones for field trips
- Playground / Lunchroom help
- Lunch with their child

PART III: Building Capacity for Involvement

1118 (e) (1) Moon Elementary School ensure that parents are informed about academic standards and assessments by providing the following:

- Grade Level Content Expectation/Common Core Standards at Annual Title 1 Open House, on the District Website and District Publication {Muskegon Mirror}
- Principal Monthly Newsletter and/or classroom newsletter with updates of current content expectations for student learning,
- Parent Teacher Conferences
- District assessment information (Fountas & Pinnell BAS, school-wide assessments in reading, writing, math, spelling, benchmark assessment in science/social studies) shared with parents during Parent Teacher Conferences and Report Cards

- *Students receiving additional assistance will be progress-monitored on bi-weekly basis depending on student need. Information will be shared with parents as appropriate.*

1118 (e) (2) *Moon Elementary School offer training and materials to parents through the following events and activities:*

- *Monthly Parent Meetings {i.e. activities during the monthly parent meetings such as specific math games and activities parents can do at home with their children. I Read-You Read with comprehension questions and free book}*
- *Family Activities and Events {i.e. Family Fun With Math, Writing Celebration (parents receive free materials to help with math and writing at home)}.*
- *Provide lists of community resources to individual parents and assistance in accessing resources*
- *After School {21st Century}*
- *Principal Monthly Newsletter and Teacher Newsletter to include learning activities parents can do at home with their children*
- *PTO meetings*

1118 (e) (3) *Moon Elementary School provides all staff with professional development regarding the value of parent involvement and ways to partner and communicate effectively with parents.*

- *Professional development pertaining to parent involvement will be in the school-wide plan.*
- *Time will be reserved during PLC/Staff Meetings devoted to learn about effective parent communication.*
 - *It will consist of the Epstein 6 types,*
 - *Book study*
 - *and/or professional reading of effective parent involvement.*

1118 (e) (4) *Moon Elementary School, to ensure success for all, coordinates parent involvement activities with other programs such as:*

- *Department of Human Services*
- *Community Mental Health*
- *Muskegon Museum of Art*
- *Foster Grandparent program*
- *Book-It Program {Pizza Hut}*
- *Poppen Foundation*
- *PTO*

1118 (e) (5) *Moon Elementary School ensures that all parents are informed in a timely and user-friendly manner by providing:*

- *Written communication avoiding educational jargon so that it is in a user friendly language for parents*
- *“SchoolMessenger” All Call*

1118 (e) (14) Moon Elementary School provides reasonable support for parental involvement as requested by parents such as:

- *Phone calls*
- *Individual meetings with parents as requested*
- *Daily notice of progress in academic or behavior*

Part IV: Accessibility

1118 (f) Moon Elementary School provides parent involvements activities to all parents, including those with disabilities and parents who use English as their 2nd language by offering:

- *Translation of newsletters, report cards and other written communication*
- *Translator available for Parent Teacher Conferences*
- *Flexible meeting times*
- *Handicapped accessible facilities*
- *Home visits*
- *Transportation assistance*
- *Collaboration with Community Agencies*

MEMBER APPROVAL

1118 (b) This Parental Involvement Plan has been developed or revised jointly with, and agreed on with, parents of children participating in the Title I program. The school distributes the plan to all parents of children participating in Title I. They also make it available to the community.