

**Manchester Elementary School
Parent Involvement Policy
2016-2017**

The teachers, staff, and parents at Manchester Elementary School agree to implement the following:

PART: I GENERAL EXPECTATIONS

Parental Involvement Policy is developed jointly with parents. Information related to school programs is sent to the parents of Title I children in a format and in a language the parents can understand.

The policy must be:

Developed jointly between the school and the parents:

Written in an understandable format

Provided in a language parents can understand;

Distributed to all parents

Made available through our website

Updated periodically to reflect the changing needs of parents and the school.

1. Title I parents, who have agreed to be a part of the Parent Advisory Council, will be involved in planning, review, and improvement of the Parent Involvement Policy. These parents also serve on the School Improvement Council. The committee will discuss, plan, implement, and revise this document in order to increase parental involvement and improve student academic achievement and performance.

Parents will be invited to an annual Title I meeting at the beginning of each school year to plan, review and make improvements as needed.

2. Manchester Elementary School will schedule an annual meeting to inform parents of Title I requirements and parents' rights to be involved in the Title I program through:

Flyers

Newsletter

Parent Information Center will be available in Ms. Patterson's office

School website

3. Parent conferences and meeting are scheduled during different times of the day throughout the school year. Ways in which we will accommodate our parents are:

Flexible Meeting Times

Telephone calls and Edulink calls

School Website.

4. Title I funds are used when necessary to enable parents to participate in parental involvement activities.

Transportation

Home visits

PART II DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED TITLE I PARENTAL INVOLVEMENT POLICY COMPONENTS

Manchester Elementary School will take the following actions to involve parents in the joint development of its Title I parental involvement plan.

Manchester school will invite parents to a Spring Title I review meeting

The school will hold quarterly meetings to collect feedback from parents

Parents will be invited to develop the Title I Plan and The School Improvement Plan each year.

The school will continue their School Improvement Committee that will consist of parents and community members.

Suggestion boxes will be available

Ballots will be in the school newsletter –School Improvement Council/Title I committee as membership needs change each year.

Opportunities will be provided for PTA membership

4. Manchester will provide parents with timely information about the Title I program through:

Flyers

PTA Meetings and Parent Conferences

School calendars

Newsletter

Website

5. Manchester will provide Title I 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 proficiency levels student are expected to meet.

Parent Teacher conferences
Academic progress reports
Interim reports
Report cards Every Nine Weeks

6. Manchester will provide assistance to parents in understanding academic standards.

Map Testing
PASS
Academic Progress Reports
Parent Information Resource Center

The policy states that parents may request opportunities for meetings to participate in decisions relating to the education of their children.

Opportunities for meetings include:

Parent teacher conferences
Workshops
Meetings with administrators
Email

7. Manchester teachers, staff, and parents have jointly developed a Parent Compact that outlines how parents, staff and students will share in the responsibility for improved student academic and achievement.

Parental involvement meetings
Review, revision, and distribution the Title I compact

PART III DISCRETIONARY TITLE I PARENTAL INVOLVEMENT POLICY COMPONENT

Manchester will provide training to help parents work with their children to improve achievement. The school will provide opportunities for all Title I parents to participate in the school program.

Provide information and reports in a parent friendly language.

Offer printed material in other languages as needed.

Provide a translator as needed.

Present Parent workshops

Parenting Workshops

PART IV ADOPTION

Manchester Elementary will conduct an annual evaluation and needs assessment of the content and effectiveness of this parent involvement policy. The findings of surveys will be used by the Title I planning committee to design strategies for more effective parental involvement, and to revise, if necessary, the existing policy.

This school Parental Involvement Policy has been developed jointly with, and agreed on with, parents and children participating in Title I program, as evidenced by minutes of:

The Manchester Elementary Parent/Teacher Involvement Advisory Council **dated September 2017**

This policy **was adopted by Manchester Elementary School on December 17, 2015 and will be** reviewed annually each fall and spring.

The Manchester Elementary School Parental Involvement policy was distributed in October 2017