

School Parental Involvement Policy/Plan

2017-2018

GENERAL EXPECTATIONS

Benjamin Franklin Elementary 2017-2018 Parent Involvement Policy/Plan

“Parental Involvement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.

Franklin Elementary...

- will provide each parent timely notice regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals
 - For immediate requests regarding qualified staff, please contact administration. Administrative attestation is found on file in the main office at the school.
 - The district will also provide a letter to all parents in October detailing professional qualifications of staff members and the Right to Know of parents and guardians.

- will involve parents in the **planning, review, and improvement of Title I programs** including involvement in the **decisions regarding funds for parental involvement.**

In the fall of 2017, parents will be invited to join Franklin Elementary Parent Teacher Association. Several meetings will take place among the team members, in which parent involvement ideas and suggestions will be discussed.

Franklin Elementary :

- will coordinate and integrate (with other Federal programs) parental involvement programs and activities that teach parents how to help their children at home.
 - Program: Universal Pre-Kindergarten (UPK)
Coordination: Under the guidance of the Kenton/YMCA UPK program, parents are provided assistance on how to prepare their children for Kindergarten. Conference dates are held to facilitate teacher-parent communication.
 - Program: Individuals with Disabilities Educational Act (IDEA)
Coordination: In compliance with federal law, all students with disabilities have an Individual Education Plan (IEP) designed to meet the student's academic, social, and emotional goals. The development of the IEP involves parents, as part of a team, to assist in composing a plan to meet the individual student's needs.

- will take specific steps to conduct an **annual meeting** designed to inform parents about the school's Title I program, the nature of the Title I program, Adequate Yearly Progress, school choice, supplemental education services, and the rights of parents.
 - Annual Meeting: September 2017 Curriculum Night
 - Persons Responsible: Administrator, Parent Involvement Facilitators (PTA Officers) and Classroom Teachers

 - Describe Annual Meeting
Parents will meet with the classroom and AIS teachers to discuss the school's Title I program, Adequate Yearly Progress, and supplemental educational services during September's Curriculum Night. Curriculum, grade level expectations, and ongoing assessments will also be addressed.

- will offer a **flexible number of meetings** and **provide needed services**, as requested.
 - The 2017-2018 Annual Parent Meeting will be held in September for all parents of students in grades K through 4th.

- **will provide parents of participating children with:**
 - Timely information about the Title I programs
 - Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
 - Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

Note: If the school-wide program plan under section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency.

Policy Involvement 1118 (c)

Franklin Elementary School will take the following actions to:

1. Convene an annual meeting at a time convenient for parents of participating children:

- All parents shall be invited and encouraged to attend
- The school will provide information and explain the requirements of Title I and the rights of parents

WHAT	WHO	WHEN	HOW	MEASURE SUCCESS
Explanation of Title I services	Classroom teachers	Sept 2017	Curriculum Night	Attendance rosters, agenda
Parents will receive and review Parent Compact	Classroom teachers	Sept 2017	Individual student conferences Curriculum Night	Compact Signatures Conference Rosters

2. Offer a flexible number of meetings and may provide with Title I funds, transportation, child care, or home visits, as such services related to parent involvement:

WHAT	WHO	WHEN	HOW	MEASURE SUCCESS
Discussion/decisions on school programs	Franklin Elementary PTA Meetings Shared Decision Making Team	March/April Mtgs Sept - June	Meeting/discussion Meeting/discussion	Minutes of meetings Agenda Sign-In Sheets
Discussion of needs, wants and programs	PTA Meetings Shared Decision Making Team	May PTA Mtg Sept - June	Meeting/discussion	Minutes of meetings Agendas Sign-In Sheets
Information provided on curriculum, academic standards and strategies in Reading, Writing, Math, Science And Technology	Staff	PTA Meetings Curriculum Night American Reading Literacy and Eureka Math Nights	Parent Involvement Nights	Attendance rosters

3. Involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs. This should include the planning, review, and improvement of the school parent involvement policy, as well as the joint development of the school-wide program plan under section 1114 (b)(2):

WHAT	WHO	WHEN	HOW	MEASURE SUCCESS
Review of School Engagement Plan	Shared Decision Making Team All Staff	Shared Decision Making Meetings Monthly 2017-2018	Presentation and discussion of School Engagement Plan	Minutes
Review of Parent Involvement Policy	PTA Members	Franklin PTA Board Summer 2017	Discussion of Parent Involvement Policy	Completion of policy

4. Provide parents of participating children:

- Timely information about the Title I programs
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
- Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

Note: If the school-wide program plan under section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency.

WHAT	WHO	WHEN	HOW	MEASURE
Explanation of curriculum, assessments, and expectations	Classroom Teachers AIS Teachers	Fall 2017 Curriculum Night	Interactive sessions with parents, students, and staff	Attendance rosters
Discussion of student progress and strategies for improvement	Classroom Teachers	Individual conference dates	Individual progress monitoring conferences	Student progress
Curriculum information	Principal Classroom Teachers Staff Technology Liaison	Ongoing	School Webpage	Common Core Learning Standards and NYS Science Standards posted

Compact: Shared Responsibilities for High Student Academic Achievement 1118(d)

As a component of the school-level parent involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The school-parent compact may be a separate document, but must still be developed in collaboration with parents.

Franklin Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet New York State Student academic achievement standards as follows:

- Franklin' Elementary Mission:
Quality education at Franklin Elementary School provides all children the opportunity to learn to the best of their ability in a safe, fun, caring environment with high academic expectations.
- All teachers at Franklin Elementary are Highly Qualified.
- Our staff includes several Reading Interventionists and a Math Interventionist.
- Strategies that we are implementing to support an effective learning environment include, but are not limited to:

American Reading Framework and student reading leveling.
Implementation of the Kenmore-Tonawanda District-based curriculum.
Implementation of the Reader's Workshop and Writer's Workshop Model (Lucy Caulkins)
Implementation of Expeditionary Learning Literacy Modules
Differentiated instruction to meet student needs
Incorporation of technology with FASTT Math, Study Island SMARTboards, Document Cameras
Parent Involvement Nights in Reading, Math, Science, and Technology

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's academic achievement. Conferences will be held (at least annually):

•Teachers will hold parent-teacher conferences and discuss compacts/academic achievement before school, after school, during resource planning time, and may also conduct conferences by phone or e-mail.

2017-2018 Conference Dates: 12/13, 12/14, 3/14, 3/15

•Conference log documentation is kept on file.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

•Teachers will provide reports on progress by notification in student agendas, phone calls and conferences, weekly folders, and progress reports.

•Copies of reports and conferences are kept on file.

Parents will also receive quarterly notification of AIS progress through RtIM monitoring.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with Parents as follows:

•Staff members are available for consultation with parents before school, after school, during planning time, or by phone during planning times. Student agendas also provide an opportunity for parents/teacher communication when necessary.

•Teachers keep conference log documentation.

5. Provide parents opportunities to volunteer in their children's school and to participate in their children's class and observe classroom activities, as follows:

•Parents are encouraged to volunteer through our PTA and classroom teachers. Parents may volunteer to assist in classrooms, to chaperone on field trips, to assist with fund-raising, to participate in the school carnival, and to work in other capacities where assistance is needed at the school.

Parents will support our children's learning in the following ways:

1. Describe the ways in which parents will support their children's learning.

Parents will support learning by following the School-Parent Compact and agreeing to:

- Maintain regular communication with the school
- Ensure the child is on time and attends school daily
- Supports classroom activities by setting a time and place for homework
- Limiting TV viewing and promoting positive use of extracurricular time
- Tracking the academic progress by checking reports and attending conferences when needed
- Reading to and with their child daily

Parents can further support learning by:

- Attending school functions such as Parent Involvement nights
- Attending and participating in PTA meetings and events
- Enrolling their child in afterschool tutoring and enrichment programs if applicable.

Students will share the responsibility to improve our academic achievement and achieve New York's high standards in the following ways:
Students will support their academic achievement such as

Students sign a Success Agreement with Franklin Elementary and agree to:

- Attend school regularly and on time.
- Participate in class, complete and turn in all work.
- Treat everyone with value, respect, and dignity..
- Promote a safe school environment.
- Read daily.

Students can also support their academic achievement by following Franklin's Lightning Leaders Motto:

As a Lightning Leader I pledge today to do my best
in reading, math and all the rest.

I promise to obey the rules,
in my class and in our school.

I'll respect myself and others too,
And be a Lightning Leader in all I do!.

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Building Capacity for Involvement 1118(e)

Franklin Elementary will take the following actions to:

1. Provide assistance to parents in understanding such topics as:

- New York State's academic content standards
- New York State's student academic achievement standards
- New York State and local academic assessments including alternate and formative assessments
- The requirements of Title I, Part A
- How to monitor their children's progress
- How to work with educators to improve the achievement of their children

Franklin Elementary will provide:

- Information on parent workshops offered by the Ken-Ton Family Support Center
- Information on academic and content standards at Parent Involvement Nights in Reading, Math, and Writing in correlation to the New York State ELA and Math Tests.
- Information NYS Assessment Tests and other assessments at PTA meetings.
- Information on monitoring student progress and strategies for improving achievement during parent teacher conferences and at Parent Involvement Nights.
- Technological web-sites for students use at home in reinforcing skills and concepts.

2. Foster parent involvement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children's academic achievement.

WHAT	WHO	WHEN	HOW	MEASURE
Strategies and resources for literacy, math, science, and technology	Classroom teachers AIS teachers	Periodically	Disseminate publications such as Home & School Connections Parent involvement nights School webpage	
Resources, materials in reading and math for parents use at home with children	Classroom teachers AIS teachers	Per parent request	Classroom materials	Check-out documentation

3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents.

4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The schools program must help teachers, principals, and other staff work well with parents. The school will also develop other activities, such as parent resource centers that encourage and support parents in more fully participating in the education of their children:

- The district Title I staff provides workshops and trainings throughout the year.
- Staff members meet with and Shared Decision Team and Parent Teacher Association monthly to plan communication and activities for/with parents.
- The school furnishes each child a personal planning/agenda to enhance communication with parents.
- PTA/Shared Decision Making team meetings address implementing and coordinating parent programs and activities throughout the year.
- PTA coordinates volunteers with classrooms and staff.

- Success will be measured by attendance rosters at Parent Involvement Nights.

WHAT	WHO	WHEN	HOW	MEASURE
Resources, materials, books, games	AIS Teachers Classroom Teachers	Per parent request	Provided by AIS and classroom teachers	
Pamphlets such as <i>Preschoolers Get Ready to Read</i> and <i>Put Reading First</i> from the Dept. of Education	Administrator	Periodically and as available	Pamphlets and brochures will be furnished to parents if available	
Curriculum information	Classroom teachers AIS teachers	Current	School webpage Curriculum Night	
Home School Connection	Administrator	Monthly	Ideas and strategies to parents for working with their child	Connection content

5. Provide reasonable support for parental involvement activities as parents may request.

WHAT	WHO	WHEN	HOW	MEASURE
Character trait performance by students (Franklin Lightning Leaders)	Staff, students	Monthly	Students will be recognized for positive character attributes	Visitor Log
Parent/child lunch	Staff	Holidays/special occasions	Parents can have lunch with their child	Visitor Log
Classroom visits	Parent/Staff/Principal	Per request	Request from parent to make classroom visitation/observation	Conference

(Optional) The School Parent Involvement Policy/Plan may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement. The policy may include the discretionary activities as listed under section 1118(e) of the ESEA:

- Involve parents in the development of training to improve the effectiveness of that training for teachers, principals, and other educators
- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- Train parents to enhance the involvement of other parents
- Arrange school meetings at a variety of times or conduct in-home conferences between teachers or other educators who work directly with participating children
- Arrange meetings with parents who are unable to attend conferences at school to maximize parental involvement and participation in their children's education
- Adopt and implement model approaches to improving parental involvement
- Establish a school parent advisory council to provide advice on all matters related to parent involvement in Title I, Part A programs
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent involvement activities

ACCESSIBILITY 1118(f)

In carrying out the parent involvement requirements of this part, districts and schools, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and

parents of migratory children, including information and school reports in a format and to the extent practical, in a language such parents can understand.

- - District ELL Centers offer resources and opportunities for parents and students to participate in district events.
 - District ESL dept. has available bilingual books on tape/cd, resources, material, etc. for parent use.
 - This information will be furnished to parents per request and on a need basis.
- Summer and afterschool opportunities will be presented for parents/guardians to learn English.

(Required) ADOPTION

This Franklin Elementary Parental Involvement Policy/Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program.

The Parental Involvement Policy/Plan was developed/revised by Franklin Elementary on July 14, 2017 and will be in effect for the period of the school year.

The school will make this Parental Involvement Policy/Plan available to the community on or before September 6, 2017

(Signature of Title I Authorized Representative)

(Date)

These parents were involved with the development of this document:

Matt Needham – PTA President

Lisa Payne – PTA Treasurer