

Whiteville Elementary School Parent Involvement Plan 2011-2012

I. **Purpose:**

According to the requirements of the No Child Left Behind Act of 2001 (NCLB), federal law requires each school receiving federal funding to have a parent involvement plan. The Purpose of this plan is to ensure that parents of all Whiteville Elementary School (WES) students will have an opportunity to participate in the planning and implementation of programs and activities at WES. With parents as active stakeholders and participants, WES has jointly designed this Parent Involvement Plan which establishes the specific expectations for parental involvement. This written plan will be distributed to parents, posted on the school website, and printed in the annual Student Planner, which is distributed to all WES students.

To ensure that all parents of WES students will have the opportunity to participate in the planning and implementation of programs and activities at WES, **the following policies have been instituted:**

- A. WES, a Title I school, will convene an annual school-wide meeting through our Parent/Teacher Involvement Team (PTI Team) in September in which all parents will be invited for the specific purpose of informing the parents that WES is a Title I school, to explain the requirements of Title I, and to notify parents of their rights. Parents will be encouraged to become actively involved with their child's school.
- B. WES will hold PTI Team meetings seven (7) times per academic school year to which the parents and the community will be invited to attend and also be asked to participate in the planning of programs and activities.
- C. WES will provide parents with reports cards every nine week period and will also provide progress reports of their child's academic progress on the third and sixth week in each nine week period. Teachers will distribute and explain TCAP results and semester instructional objectives and state standards at the semi-annual Parent/Teacher Conferences.
- D. WES will provide opportunities for parent/teacher conferences to be held on Tuesday through Friday, starting at 3:00 p.m., or by special appointment. Flexible scheduling will be available for parents who are unable to attend Tuesday through Thursday. These parents will be

Si necesita ayuda para leer esto, por favor no dude en contactar la escuela.

provided the opportunity for flexible scheduling in the early morning, late afternoon, or on the week-ends, if required.

- E. Parents will be included on the School Improvement Plan and participate in the planning, implementation, and execution of the WES Fall Harvest Festival, the annual WES Stew Dinner, WES Family Reading Night, WES PTI Team Basketball games/activities, WES BETA Club, WES Cheerleaders, etc.
- F. At the first PTI Team meeting of the academic school year, parents will meet the faculty members of WES, including teachers and other staff members. Parents will be given a description of the various programs and activities of WES for the upcoming school year, and encouraged to volunteer their participation and attendance in programs. We will ask for parent volunteers on student field trips, parent participants in the classrooms, miscellaneous school activities, etc.
- G. WES will provide literature to parents to improve parenting skills, discipline, helping with homework tips, test taking tips, etc. Parents will be encouraged and given the opportunity to voice questions and concerns regarding their child at WES PTI Team meetings. Any of their questions or comments may be voiced vocally or through a WES Parent Questions, Suggestions, and Comments Box. This box will be placed in the lobby of WES and will be opened and reviewed by the WES PTI Team officers and the WES principal.
- H. WES will annually evaluate the effectiveness of our Parent Involvement Plan through consultation with parents, students, and teachers. Surveys will be used to gather information to determine what actions, if any, are necessary to ensure that WES fully and effectively involves parents as joint partners in the planning, implementation, design, and evaluation of their child's educational programs and activities at WES.
- I. Parents will be asked to complete surveys to assist us in the planning of the Extended School Day Program and Summer School. Information from these surveys will be used to determine the timing and scheduling of these program to ensure that we will provide programs that are more convenient and flexible for working parents and parents without transportation.
- J. Parents with limited English proficiency and parents with disabilities will be provided a full and equal opportunity to participate and be involved in their child's education. These parents will be provided a copy of the WES Parent Involvement Plan in an understandable format. These parents will further be offered the assistance of a translator to assist them, if required, in the reading of this plan.

- K. WES will sponsor two Parent Fairs (one per semester) with special emphasis on the 21st Century Community Learning Center (21st CCLC) parents. 21st CCLC is a program for low achieving students to get extra help at school in reading and math after school hours. All parents will be invited to the school during the hours of 4 p.m. to 6 p.m. for sessions on how to help with homework; demonstrations in technology, math and science; and the library will be open for family reading.
- L. WES has chosen to incorporate into this Parent Involvement Plan research based on Joyce Epstein's Research of six types of parental involvement:
1. **Planning and decision making** – Parent volunteers or draftees will serve on the planning committee for the upcoming school year. The committee will meet three to seven days after the school year ends. We will purposely include a minority group on this committee.
 - Parent surveys will be sent out to gather parent input, consent or disagreement, with programs and activities two times per year (End of the first semester and end of the school year)
 - Meetings concerning programs will be scheduled at flexible and convenient times for parents. Meetings regarding major concerns will be scheduled during the morning, afternoon, and nights (e.g. Extended School Day Program).
 - PTI Team meetings will be held 7 times per year (September, October, November, January, February, March and April). Parents will be invited regularly to meetings to make and formulate suggestions and participate in decisions relating to the education of their children.
 - WES, a Title I school, has jointly developed with parents a School-Parent-Teacher-Administrator Compact, a copy of which is attached to this Parent Involvement Plan and labeled as "Exhibit I". The foregoing School-Parent-Teacher-Administrator Compact outlines how parents, the entire school staff, and students will share in the responsibility for improving the student's academic achievement, and it also explains how WES and parents will work jointly to achieve the high academic standards set by the State of Tennessee Department of Education.
 2. **Communicating**
 - WES encourages communication with our parents. Report cards are sent home every nine weeks, and progress reports

Si necesita ayuda para leer esto, por favor no dude en contactar la escuela.

of academics and discipline on the third and sixth week in the nine weeks period. Phone calls are regularly made to parents of students not performing satisfactorily on a weekly basis, and it is imperative that we return all phone calls from parents.

- PTI Team reminders are sent home to parents one week in advance of a scheduled PTI Team meeting.
- Parent conferences with teachers are available on Tuesday through Friday from 3:00 to 4:00 P.M. If necessary, teacher's will assist parents by offering flexible scheduling for those parents who are not unable to meet during these times. Flexible scheduling will be offered for parents to schedule conferences early mornings and late afternoons, if necessary.
- The WES school nurse has access to student telephone numbers to contact parents, when required.
- Important dates and events are posted throughout the school, notices are mailed home to parents, and a calendar, Home and School Connection are sent home to parents on a monthly basis.
- The principal is actively visible in community, and actively recruiting volunteers to assist parents with language barriers. An ESL teacher is available to assist Spanish speaking parents in reading documents and translating. The county provides a Spanish speaking translator, who regularly comes to WES to assist our Spanish speaking students, who is also available should parents need assistance with the translation of documents or forms. There is software available to us to translate forms from English to Spanish which is accessible on the Internet at the following website: <http://www.babblefish.com> WES notices and forms will include a header (in Spanish) stating that if a parent needs assistance translating the language, they may contact the school to locate a translator.
- WES has jointly completed a written Parent-Student-Teacher-Administrator Compact, which is reviewed every year and revised, if necessary.

3. Volunteering

- WES remains receptive to parent volunteers. We have recruited parents to help with our sports programs, cheerleading, PTI Team basketball games, bake sales, etc. Parents actively participate to serve as chaperones on field trips with kindergarten students, primary grades, and BETA Club trips to Nashville, etc. Parents serve on the WES

Revised 5/2011

Si necesita ayuda para leer esto, por favor no dude en contactar la escuela.

Planning Committee, and on the school improvement plan committee. The 100 Black Men of West Tennessee have adopted Whiteville Elementary School and volunteers come to the school weekly during lunch to be a male presence and to talk with students. They also read to classes during Read Across America Day and other occasions.

- Several of our parents in the lower grades volunteer to help teachers in the classroom, assist in the cafeteria, etc. The 100 Black Men of West Tennessee also assist in the cafeteria weekly.

4. Learning at Home

- Parents are provided books to read to their children, LightSpan, an educational software, that they can sign out allow their child to use in their homes. Discovery Learning (ThinkLink), Study Island, Tumblebooks, Treasure Bay - You Read, I Read and Odyssey are educational programs that can be used at home, if they have access to a computer.

5. Parenting

- WES provides pamphlets to our parents on parenting. This information is helpful to parents of Pre Kindergarten to Middle School students. Teachers and parents have access to this information. These brochures and pamphlets are located in the teacher's lounges and in the parent corner in our lobby.
- WES advises parents on getting training for jobs, helping them to help their child with homework, coping skills, etc. through our PTI Team meetings, in newsletters, and community activities where teachers and parents have the opportunity to speak.
- We are focusing heavily on getting male parents involved through such events as our annual IMAGE (Improving Male Attitudes Goals and Education) banquet for the middle school boys and their fathers or uncles, mentors, etc. We also host an annual LADIES (Ladies Achieving Dynamic Educational Success) banquet for the middle school girls and their mothers.

6. Collaborating with Community

A parent volunteer is in charge of collaborating with the community. Through diligence, we have acquired a new partner in education, Corrections Corporation of America (CCA) of Hardeman County. WES collaborates extensively with the community. We have several events where the entire community works with the school.

- Local veterans are recognized on Veterans Day with a luncheon and a program.
- Grandparents are invited to “Eat Lunch with the Grandchildren” during the week of Grandparents Day.
- Career Day features many local professionals.
- People Link Under God (P.L.U.G.) is a local organization that volunteers at the school at the Fall Harvest Festival, Stew Dinner and Spring Fling.
- CB&S Bank donates gifts for the graduating 8th grade students and special gifts for the valedictorian and salutatorian.
- Three local churches (Union Springs, Antioch, and El Canaan) are involved with WES students and parents through a Tennessee grant by Rep. Johnny Shaw. These churches have 10 computers each for the use of students with no computer or internet access at home. Each church will be open 2 times per week after school hours for homework help and research using the computers. Parents are also allowed to use the computers during the day for technology training and research.

EXHIBIT I

***WHITEVILLE ELEMENTARY SCHOOL
PARENT-STUDENT-TEACHER-ADMINISTRATOR
COMPACT
2011-2012***

PURPOSE:

As a requirement of the No Child Left Behind Act of 2001 (NCLB), Whiteville Elementary School (WES) has jointly developed a partnership between the entire school staff, parents, and students to share in the responsibility for the improvement of student academic achievement. This partnership and the responsibilities of all parties are specified in this written Parent-Student-Teacher-Administrator Compact.

PARENT/GUARDIAN AGREEMENT:

I want my child to achieve. Therefore, I shall encourage him/her by doing the following:

- See that my child is on time and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Read with my child and let my child see me read.
- Find a quiet place for schoolwork and make sure the work is done daily.
- Communicate and work with the teachers and the school staff to support to support and challenge my child.
- Participate in decision-making related to my child.
- Respect school staff and the cultural difference of others
- Attend school activities provided for parents.
- Help my child learn to resolve conflicts in safe, positive ways.

Signature: _____ Date: _____

STUDENT AGREEMENT:

It is important that I work to the best of my ability. Therefore, to be successful, I shall strive to do the following:

- Attend school regularly.
- Complete and return homework assignments and homework folder daily.
- Help to keep my school safe.
- Come to school each day with the necessary supplies for learning.
- Observe regular study hours daily.
- Follow the rules of student conduct.
- Promise to respect and cooperation with parents, students, and teachers to help me succeed.

Signature: _____ Date: _____

TEACHER AGREEMENT:

It is important that students achieve. Therefore, I shall strive to do the following:

- Have high expectations for all students.
- Provide high quality standards-based curriculum and instruction to meet state and federal student academic achievement standards.
- Provide homework assignments for students that reinforce classroom instruction and ongoing assessments.
- Communicate with parents on a regular basis and always be available to provide necessary assistance to parents and students.
- Use special activities in the classroom to make learning enjoyable.
- Provide a safe, supportive, and effective learning environment for students.
- Provide parents with frequent behavior and progress reports.

Signature: _____ Date: _____

PRINCIPAL AGREEMENT:

I support this form of parent, student, and teacher involvement.
Therefore, I shall strive to do the following:

- Provide an environment that allows for safe, positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction and prepare students for assessments.
- Encourage students to do their best work in order to be the best they can be.
- Give parents reasonable access to staff, to volunteer, to participate, and to observe in the child's class.
- Provide parent-teacher conference each semester to discuss parent-school responsibilities related to their child's achievement.

Signature _____ Date: _____