

**MANILA ELEMENTARY SCHOOL PARENT INVOLVEMENT PLAN
2014-2015**

Manila Elementary school understands the importance of parents in promoting higher student achievement and general good will between the school and those it serves. Therefore, Manila Elementary School will strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and community. To achieve such goals, the school will work to:

1. Remove all barriers to positive parental involvement.

- The school will pay attention to the policies that effect students and parents who are economically disadvantages, disabled, limited English proficient, limited literacy, or who are of a racial or ethnic minority.
- School policies will be reviewed and revised if necessary.
- The high school will send parent surveys in student packets.
- The district will employ an English-Spanish liaison.

2. Welcome parents into the school and seek parental support and assistance.

A. The school should not have any school policies that would discourage a parent from visiting the school or from visiting a child's classroom. For the safety and education of the students and staff, parents must follow established rules for visiting the school or classroom.

- Student handbook policy, CONTACT WITH STUDENTS WHILE AT SCHOOL.

B. The school staff should be encouraged to use volunteer surveys to compile a volunteer resource book which:

- a). Lists the interests and availability of volunteers.
- b). Determines how frequently a volunteer would like to participate, including the option of just one (1) time per year.
- c). Includes options for those who are available to help at home
- d). Helps to match school needs with volunteers' interests.

Volunteer brochure sent home in student packet addresses requirements.

3. Recognize that communication between home and school should be regular, two-way, and meaningful.

A. The school shall prepare an informational packet to be distributed annually to the parents of each child in school, (appropriate for the age and grade of the child) describing and including:

- a). The Parent Involvement Program
- b). The recommended role of the parent, student, teacher, and school.

c). Ways for the parent to become involved in the school and his/her child's education.

d). A survey for the parent regarding his/her interests concerning volunteering at the school.

e). Some of the activities planned throughout the year designed to encourage parental involvement. (The complete list will be reviewed and revised throughout the year.)

- Open House
- Parent Teacher Conferences
- Back to School Bash
- Parent speakers
- School Assembly
- Parent meetings
- PBIS Celebrations
- Chaperones for trips
- End of year celebrations

f). A system to allow the parents and teachers to communicate in a regular, meaningful and two-way manner. (The complete list will be reviewed and revised throughout the year).

- Newsletters
- Report Cards
- 5 week progress reports
- School's Web- site
- OnCourse Grade Keeper
- Office Notes
- Calendars
- End of Year Parent Meetings
- Back to School Bash
- Counselors Newsletter
- Teacher correspondence (letters sent home)
- E-mail
- Teacher's web-site
- School phone system

B. Develop with parents a student/parent/school/compact outlining:

a). Parents, staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve.

b). How the school will provide high quality curriculum in a supportive and effective learning environment that will enable the children to meet the school's achievement standards.

c). How each parent will be responsible for supporting their child's learning and participating, as appropriate, in decisions relating to the education of their children and positive extracurricular time.

C. The school may plan and implement other activities (determined by the school) to be beneficial to encourage communication with parents.

4. Recognize that a parent is a full partner in the decisions that affect his or her child and family:

A. To encourage parents to participate as a full partner, the school shall provide:

- a). At least two parent teacher conferences.
- b). Frequent reports to parents on their child's progress. (The complete list will be reviewed and revised throughout the year.).
 - Two parent teacher conferences; October and March
 - Report cards
 - Web site with OnCourse grade keeper
 - E-mail
- c). Reasonable access to staff
 - E-mail
 - phone calls
 - web pages
 - individual conferences
- d). Opportunities to volunteer and participate in child's class
 - volunteer brochure
 - chaperones
 - guest speaker
- e). Opportunities to observe classroom activities
 - Academic Fair
 - Open House
 - Parent Teachers Conferences
 - Lessons sent home for parents to review

B. Include in the school's policy handbook, the school process for resolving parental concerns, including:

- a). How to define the problem
- b). Who to approach first
- c). How to develop solutions

C. Engage in other activities that will encourage parents to participate as full partners (as determined by the school).

5. Promote and support responsible parenting.

A. To promote and support responsible parenting, the school shall, as funds are available:

- a). Purchase parenting books, magazines, and other informative materials regarding reasonable parenting through the library, advertise the selections, and give parents an opportunity to borrow materials for review.
- b). Create parent centers

- c). Set a parenting CD's
- d). Parenting books

6. Acknowledge that parents plan an integral role in assisting student learning. To help the parent in assisting students, the school shall (The complete list will be reviewed and revised throughout the year).

A. Schedule an annual parental involvement meeting at which each parent is given a report on the state of the school.

- Open House
- Board meeting

B. Schedule other parental involvement meetings at which parents are given overview of:

- a). What students will be learning
- b). How students will be assessed
- c). What parents should expect for their child's education.
- d). How a parent can assist and make a difference in his/her child' s education.

- Parent/teacher conferences
- Open House
- Classroom syllabi
- Athletic Events
- Web-sites
- Correspondence from teachers

C. Engage in other activities that (as the school determines) will help parents assist in student learning.

7. To undertake efforts to ensure that Parental Involvement is recognized as an asset to the school.

A. The Superintendent of each district will designate for each school one certified staff member who is willing to serve as a parent facilitator to:

- a). Help organize meaningful training for staff and parents
- b). Promote and encourage a welcoming atmosphere to foster parental involvement in the school.
- c). Undertake efforts to ensure that parental participation is recognized as an asset to the school.
- d). The certified staff member serving as a parental involvement facilitator shall received supplemental pay for the duties as required by law.

B. Engage in other activities that (as the school determines) will ensure that parental involvement is an asset to the school.

8. Recognize that community resources strengthen school programs, family practices and student learning. To take advantage of community resources the school shall:

A. Consider recruiting alumni from the school to create an alumni advisory committee to provide advice and guidance for school improvement. (The complete list will be reviewed and revised throughout the year).

- Alumni Association
- Leadership team
- PLC's

B. Enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. Consider using leaders of this organization as a resource when making appropriate decisions affecting children and families (The complete list will be reviewed and revised throughout the year).

- Booster Club
- Hosting of tournaments

C. Engage in other activities that, the school determines, will use community resources to strengthen school program, family practices, and student learning.
(The complete list will be reviewed and revised throughout the year).

- Lions/Leo Club
- Fire department
- Police department

9. The school will conduct an annual review of the Parental Involvement policies to examine their effect on promoting higher student achievement. This will be done by a committee consisting of parents, community members, certified staff and administration.

10. This policy shall be part of the School's Title I plan and shall be distributed to the district's parents and provided, to the extent possible, in a language that parents can understand.