



## *Hollydale Elementary School*

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Principal – Debra James    Head Secretary – Traci Rector    Secretary – Sue McGregor

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### **Parent Involvement Plan** **Hollydale Elementary School Title I Program**

Hollydale Elementary is a schoolwide Title I School. All students are eligible for Title I services. The Title I program at Hollydale Elementary School is a collaborative effort involving the student, the teacher and the parents who work together to achieve high student performance. Many opportunities are provided for parents to be involved in their child's education and in the total school program. Below are listed our commitments to parent communication and involvement. These are divided into Title I and schoolwide opportunities; within each are opportunities for participation and input ranging from a program level to an individual student level.

#### **Title I Parent Communication and Involvement:**

- Title I notices will be translated as needed into the foremost home languages for the school's students other than English, (currently Spanish).
- Along with notification of Title I services, parents will receive a School/Parent Compact that is to be signed for each student. This compact will outline the responsibilities of the school staff, parent, and student for achieving improved student academic performance.
- An annual meeting will be conducted by the end of November. For this meeting, interpreters will be provided for the foremost home languages, other than English, as needed. The meeting topics will include the following:
  - notification of this Parent Involvement Policy
  - redistribution and review of the Title I School-Parent Compact
  - orientation as to the structure and functioning of the Title I program and services to students
  - an opportunity to ask questions, provide input about the program and to have any questions or concerns addressed
  - workshop for parents on how to support their children's reading development at home
  - an opportunity for representative parents to join the school Title I Advisory Committee
- The Site Council, which includes parents, teachers, specialists, Educational Assistants and the principal shall serve as the Title I Advisory Committee. The committee will be responsible for the following:
  - reviewing the Parent Involvement Policy, providing ideas for revision/improvement of the policy, and reaching agreement upon the provisions of the policy
  - reviewing the structure and effectiveness of the Title I program
  - reviewing, revising, and approving the Title I School-Parent Compact
  - reviewing the school district's Title I parent involvement policy in order to ensure that the school is carrying out all provisions of that policy
  - responding to any program-level concerns/input provided by parents of students receiving Title I services
  - determining if additional Title I parent meetings or parent workshops are to be conducted
  - identify other means for parent input and involvement in the Title I program and their child's education

- Parents of students served through Title I will be informed of contact people for the Title I Program, including all members of the Title I Advisory Committee and a district-level Title I contact. This notification will be distributed to parents by December 15 each year.
- Parents shall be informed of their right to request regular Title I parent meetings.
- Parents shall be informed of their right to submit dissenting views to the district regarding the Title I program.
- Student progress reports for Title I will be provided each grading period.

### **School-wide Parent Communication and Involvement:**

- Home Language Surveys are given to parents at the time of enrollment of new students to identify students for whom English is a second language. In addition to initiating needed services for students, the survey helps us facilitate communication with parents.
- A “Back to School” open house will be held in September of each school year.
- Homework guidelines are provided to all families in the fall. These include clear expectations for consistent at-home reading. At-home reading is also encouraged.
- A school newsletter is sent home with all students once a month. The newsletter includes school program information, school achievement reports, parenting tips, and other helpful parent communication.
- The school website is available to any parents having internet access at home or in another location. The site includes basic information about the school, updated calendars, newsletters, student achievement information, and teacher websites. Teacher websites include educator profiles, class schedule information, and other information specific to the classroom.
- The Oregon State Report Card for Schools is published for parents each year. Parents receive a copy of the school’s and the district’s report cards.
- The Parent-Teacher Club (PTC) meets monthly during the school year. All parents are invited to attend and participate. Monthly Principal’s Reports inform parents of important aspects of school functioning. Through the PTC, parents are invited to give input about school programs.
- The school’s Site Council, is responsible for overseeing the school improvement process, and is composed of staff and parents. Two parent representatives, elected by the school’s PTC, serve on the council.
- The school is represented on the District Advisory Committee (DAC) by two parents elected by the PTC. These parents attend the DAC meetings, make reports to PTC, and gather input at PTC meetings to share at the DAC meetings. Other parents are invited to attend DAC meetings as well.
- Through the PTC Parent Volunteer Coordinators, all parents are encouraged to be actively involved in the school culture and to provide support as a volunteer in classrooms and for school events.
- Parents are provided information about their children’s academic progress and assessment results through parent-teacher conferences once a year and written report cards each trimester, as well as through informal discussions throughout the year and team meetings as needed.