Gateway North Elementary
Title I School-Wide Parent Involvement Policy

Part I: Plan Involvement

Gateway North Elementary School believes that strong partnerships between parents and school staff are imperative for high student achievement.

Representatives of Parents and staff of Gateway North Elementary worked together to develop this Title I School-Wide Parent Involvement Policy. The Parent Team and Gateway Staff will continue to have input in order to update and revise our School-Wide Title I program.

1118(b): Parent Involvement Policy:
Gateway North Elementary will:
- Create a team of parents and teachers to write a Student/Teacher/Parent compact and gather ideas for a Parent Involvement Policy.
- Present the plan to parents and other staff to gather feedback.
- Share the final policy and compact with parents, students and staff annually.
- Evaluate and improve our School-Wide Title I parent involvement plan annually.

1118 (c)(1): Annual Title I Meeting:
Gateway North Elementary will:
- Hold an annual school-wide Title I meeting in the Fall of each school year at our Open House/Curriculum Night.
- Present the School-Wide Title I plan, hand out Title I brochure, review our Parent Involvement Policy and introduce the Student/Teacher/Parent Compact—which will be revisited and reviewed with parents during a parent-teacher conference.
- Meet annually with our Parent Team and staff representatives to review our School-Wide Parent Involvement policy and compact.

1118 (c) (2): Flexible Meetings:
Gateway North Elementary will involve all parents by offering the following activities at various times of the school year. Activities will be offered during the evening hours, as well as various day time hours.
- Open House/Curriculum Night
- Parent Workshops
- Family Reading Nights
- Parent Teacher Conferences
- PTO activities
- Flexible IEP times
- Contact with counselor
- Classroom Volunteers
1118 (c)(3) Involve parents in planning, reviewing, and improving the School-Wide Title I program, including the School and District Wide Parent Involvement Policy:
Gateway North Elementary will involve parents in the planning and reviewing the School-Wide Title I program by:
- Reviewing Parent Involvement Policy and compact at Kindergarten Orientation/Open House/Curriculum Night.
- Posting Parent Involvement Policy at Fall Parent Teacher Conferences.
- Providing a suggestion box at the school or an email address for feedback.
- Conduct a parent survey at Spring conferences to gather overall parent perceptions of Gateway North Elementary, Title I services and parent involvement.
- Expanding the school website to include Title I information
- Adding a Title I meeting mid-year in addition to one in the Fall.
- Revising Parent Involvement Policy after reviewing parental suggestions.
- Including parent representatives at planning meetings.

1118 (c)(4)(A) Provide Timely Information:
Gateway North Elementary will provide timely information through:
- Kindergarten Orientation in the Fall
- Open House for all students before school starts in the Fall
- Curriculum Night in the Fall of each school year
- Fall Kindergarten Transition program
- Monthly school and classroom newsletters (more often as needed)
- Monthly Data folders
- Daily/weekly folders
- E-mail/phone calls as needed
- Parent Workshops at least twice per school year

1118(c)(4)(B) Provide a Description and Explanation of Curriculum in use at the school, Academic Assessment, and Proficiency levels of students.
Gateway North Elementary will provide information through:
- Parent-Teacher Conferences with all parents met with in the Fall and at least one other time (January or April) during the school year with additional times available upon parent request. Student achievement data is shared with parents in a format they can understand.
- Data Folders sent home monthly to inform parents of student behavior and academic progress.
- Phone calls/email—as needed to update parents on student progress/behavior
- Curriculum Night held in the Fall of each school year to share behavior expectations and academic standards with parents.
- School/Classroom newsletters will be sent home at least monthly to share curriculum and classroom/school activities.
- Report Cards will be sent home at the end of each trimester.
- District/School website will make the compact and parent involvement policy available for parents to read.
1118(c)(4)(c) Provide parents opportunities for regular meetings to formulate suggestions regarding decisions related to the education of their children and formulate responses to these decisions:
Gateway North Elementary will provide parents the opportunity to interact with their child’s school by:

- Suggestion box in office/on website
- Include School-Wide on PTO agenda monthly
- Title I meeting mid-year at flexible times
- Parent Teacher Conferences three times per year
- Telephone calls, emails, written correspondence between parents and staff
- Annual Perception Survey
- Annual Title I Intervention Survey
- Parent Advisory Team meetings as needed

1118(c)(5) Revise the School-Wide plan to meet student and parent needs and share revisions if parents find plan unsatisfactory.
Gateway North Elementary will provide parents the opportunity to submit comments by:

- Suggestion box in office/website that will be reviewed monthly with administrators responding via email, phone call or conference.
- Parent Survey at Title I meetings to provide feedback on parent workshops and the Title I program.
- E-mail/Written correspondence between parents, teachers and administrator.

1118(d)(1) Develop jointly with parents and teachers a School/Parent/Student Compact.
Gateway North Elementary will develop a School/Parent/Student compact:

- The Parent/Teacher/Student compact is developed by a Parent/Teacher team and reviewed annually. Revisions are made based on surveys and suggestions.
- The Compact is reviewed with parents at Fall conferences where teachers and parents discuss how it relates to the child’s success in school. This sharing allows for all stakeholders to have their voice heard.

1118(d)(2)(A) Review compact at Parent Teacher Conferences.
Gateway North Elementary will provide the opportunity to review the compact:

- Introduce the compact at the Fall Curriculum Night to all stakeholders.
- Give compact to all parents at Fall Parent Teacher Conferences. Teachers and parents discuss contents to foster a strong home-school connection
- Meet annually with staff representatives and Parent Advisory Group to revise the compact to ensure improved achievement for all students.
1118(d)(2)(B) Provide frequent reports to parents on their children’s progress.
Gateway North Elementary will provide progress reports through:
- Report cards (November, March, June)
- Parent Teacher conferences (October, January, April)
- Phone calls/emails as needed
- Data folders monthly
- Individualized Education Program (IEP’s) yearly meetings, where the plans for students receiving Special Education services are reviewed and new goals based on current data are written with parents/staff.
- Instructional Support Team meetings which review current student data and strategizes how to further support academic and behavioral growth of struggling students. Meetings are held as needed and at a time when parents are available.

1118(d)(2)(C) Afford parents reasonable access to staff. Provide opportunities for parents to volunteer, participate and observe in their child’s classroom.
Gateway North Elementary will encourage parent participation by encouraging parents to attend:
- PTO (Parent Teacher Organization) meetings which are held monthly.
- Room parents/helpers volunteer to work with students or help the teacher using their strengths
- Chaperones on field trips
- Field Day activities where parent volunteers are need to run various outdoor activities.
- Room observations by request to principal
- Reading Night with families coming to school to read together at least once per year.
- Muffins with Moms/Donuts with Dad where parents come to school to interact with each other and their child. This will be held once per year.
- Classroom parties are held three times per year and parents volunteer to attend and help in the classroom.
- Parent Teacher Conferences are held once for all students and parents attend one other time per year (Jan./Apr.) or as requested by teacher or parent.
- Daily/weekly folders
- Email/phone calls as needed

1118(e)(1) Provide information and assistance to parents regarding the state and local academic standards, assessments and monitoring their child’s progress
To inform parents about academic standards and assessments, Gateway North Elementary will provide:
- Fall Curriculum Night to share Common Core State Standards, MEAP proficiency levels, DIBELS assessment (Benchmark and Progress Monitoring) district level assessments, and information on how to use these data points.
- Title I meeting to share how Title I was developed, how students qualify and the goals for exiting the program.
• Title I brochures providing information on Title I programming, parent involvement opportunities and school contact information.
• Parent Teacher Conferences/Title I staff available at conferences

1118(e)(2) Provide materials and training to parents.
Gateway North Elementary provides training and materials to parents in the following ways:
• At Parent Teacher Conferences/Curriculum Night parents will be provided a parent friendly curriculum guide.
• At Title I Parent Nights, parents will be provided with materials and training specific to their child’s needs.
• Will train and host interested parents to participate in a “walk through” of classrooms up to 3 times per year. Parents will gain a better understanding of classrooms and build insight into specifics of instruction and curriculum.
• Parent Workshops will be offered twice per year. Parents will be provided with Title I programming information, interactive activities to do with their child, and the opportunity to provide feedback on Title I services.

1118(e)(3) Educate teachers, Title I staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs.
In order to ensure that quality parent involvement is part of Gateway North Elementary’s professional development plan, staff will participate in the following:
• Parent Panel Discussions will be conducted by the Title I parent representatives and teachers to answer questions regarding the Parent/Student/Teacher compact, how to organize for homework, and various other topics of interest.
• Book Study completed by staff that focuses on parent involvement, effective communication and understanding the culture of our students/community.
• Family Engagement Resources from Michigan Department of Education will be shared at monthly staff meetings
• MiBLSi Parental Involvement Resources will be shared at monthly School Improvement meetings
• Classroom web site training provided at professional development in May 2013 where teachers learn how to develop a website which facilitates more effective communication with parents.

1118(e)(4) Coordinate parent involvement activities with other programs
To ensure success for our students, Gateway North Elementary will coordinate the following programs:
• Great Start Readiness Program blended with Head Start and possible tuition based preschool on campus for Fall 2013.
• Preschool visitation will include Gateway North teachers hosting a dinner for area preschool teachers to foster a stronger relationship between local preschools and their students coming to St Johns Public School. Preschool students visit Gateway each Spring to begin the transition to Kindergarten.
• Special Education staff visits with families and teachers of incoming Kindergarten students at Clinton County Regional Education Services Agency.

1118(e)(5) Inform parents of school and parent programs in a timely and practical format in a language they can understand.
To inform parents in a timely and user-friendly manner, Gateway North Elementary will provide:

- Daily/weekly take-home folders
- Class/school newsletters in parent-friendly language
- Translators for Parent Teacher meetings/newsletters will be provided by Clinton County RESA.
- Conferences available upon request by the parent.

1118(e)(14) Provide support for parental involvement at their request.

Gateway will provide:

- Handicap accommodations as appropriate (early arrival/preferential seating) as requested via email or phone to child’s teacher or building administrator.
- Flexible meeting times during the school day and evening and requested by parents via phone calls, emails or note to child’s teacher.

1118(f) Parent involvement activities accessible to all parents, including those with disabilities, migratory and parents who use English as their second language in a language they understand.

Gateway North Elementary will provide:

- Flexible meeting times as requested by the parent.
- Handicapped accessible facilities
- Phone conferences
- Classroom/school/district newsletters written in parent-friendly language
- Collaboration with community agencies (ie, Community Mental Health) as requested by parents or as agreed upon with parents at an Individualized Educational Program or Instructional Support Team.
- Translators will be provided as needed by Clinton County RESA.
- Services for Migrant Families from the Mid-Michigan Migrant & ELL programs. Interpreters are available through this program, as well as Ell testing and support for those students that qualify.