

F.E. Burleson Elementary School Parental Involvement Plan 2018-2019

1. Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents involved.

An explanation of the Title I Program is presented at F. E. Burleson's parent orientation meetings and during our Title I Parent Meeting. A parent orientation and Title I Program explanation was presented in Spanish for parents who speak a second language. Additionally, an annual Back-to-School Open House is held at the beginning of the school year and all F. E. Burleson families are invited to attend. Parents are invited to these meetings through announcements on social media, newsletter announcements, public postings, and website announcements. During this meeting, the principal and Title I Teacher explains to parents about the school's participation in Title I and the requirements as well as their right to be involved.

2. Describe: 1) How there will be a flexible number and format of parent meetings offered, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school.

1. F. E. Burleson Elementary School believes in the importance of parent involvement and communication. The school provides opportunities for parent involvement through various meetings throughout the school year.

- Meet the Teacher will be held before the school year.
- Each grade level will hold orientation meetings. Meetings for specific grade levels are held on different days and times during the week. Parents of any grade level are invited to visit the school for new parent/student orientation meeting at the prior to the start of school.
- Teachers provide parent conference at times agreed upon by both the parents and teachers.
- A translator is provided as necessary at parent conferences and during a parent orientation meeting.
- Parents are invited to attend quarterly PTO board meetings.
- Parent resources are made available during Meet the Teacher, Open House, Book Fair Night, and parent orientation meetings.

2. F. E. Burleson believes in involving parents in all areas of our Title I Program. Parents are given the opportunity to submit input on the plan. Parents are given surveys seeking their input on:

- The Culture and Climate of the School
- Awareness of Standards and Testing
- Helping Your Child at School

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- Parents as Partners
- Communication
- Schools Open to Parent Involvement

Parent input from the surveys, Title Advisory Board Meetings, PTO Board Meetings, and other parent meetings help drive the decisions made for the Title I program.

3. Parent involvement funds are used to update and supply the parent center with brochures and other helpful literature.

3. Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children.

All students can participate in F. E. Burleson's Title I Program. The school provides parents with the following:

- The F. E. Burleson School Compact is sent home with each student for completion during the first semester of school. This compact communicates the role students, teachers, and parents play in the education of students at the school.
- Handbooks outlining school policies and procedures are provided to each parent.
- Teachers send home weekly newsletters.
- Progress Reports are sent home for each student at the mid-point of each nine weeks grading period.
- Report cards are sent home each grading period.
- Assessment data (Scantron Performance Series, STAR, DIBELS, etc.) is provided to parents in a timely manner with additional explanation as needed.
- The INOW Home Portal is a helpful tool utilized by parents to track grades, behavior, and attendance at any time. Instructions and passwords for accessing this system are made available to parents.
- All documents are translated in the parent's native language as needed.
- Parents and teachers schedule conferences as needed to discuss student progress and any academic concerns.
- The school and teachers maintain webpages and use technology to inform parents about curriculum and other school related information.
- The school maintains social media sites to communicate important dates and information with parents.

4. Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the

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School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated).

The F. E. Burleson Elementary School Compact is updated in April of each year. The advisory board which is comprised of teachers, parents, students, the principal, intervention teachers, and the federal programs director review the compact and suggest changes/updates if needed. These changes are made and a final draft is presented for approval. School compacts are provided to each student at the beginning of the school year. The compact clearly states the responsibilities of the students, parents, and teachers as well as the school. Teachers keep these compacts on file and use them to facilitate student and parent meetings.

5. Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.

AdvancED Surveys and a Title I Parent Survey were used in developing the Continuous Improvement Plan (ACIP). A copy of the ACIP will be available in the school library, the school office, and Hartselle City Schools Central Office. Any parent who is dissatisfied with the Continuous Plan must submit their comments or suggestions in writing to the school.

6a. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

F.E. Burleson Elementary School will build capacity for parent involvement through meetings and regular communication. Burleson's first PTO meeting is held at Open House in September. Parents are encouraged to volunteer at the school during Open House, Meet the Teacher Night, PTO meetings, and during parent orientation. At the beginning of the school year, classroom teachers review information about academic content standards, testing, goals, procedures for attendance, policies, and disciplinary procedures at open house and parent orientation. All parents are supplied a copy of the F.E. Burleson Elementary Handbook and the school compact is sent home with each student.

Throughout the school year, teachers schedule parent conferences as needed. Parents may request a meeting with their child's teacher at any time during the school year. Teachers have web pages to keep parents informed and provide parents with their email address to foster communication. Weekly newsletters, graded papers, and behavior logs are given to parents to

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assist with monitoring their child's academic and behavioral progress. Progress reports are sent home every 4 1/2 weeks and report cards are sent home every 9 weeks. The Parent Portal of INOW is available for parents to login from home and view grades, attendance and behavior.

6b. Shall educate teachers, office personnel, and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

F.E. Burleson works continuously with its teachers through faculty meetings, data meetings, grade-level meetings, professional development/workshops, etc. to educate all teachers and staff members of the importance of family involvement and how it relates to student success. Burleson has many parent volunteers and family nights are held quarterly. We have a strong PTO which actively involves parents and teachers. Teachers are encouraged to update the INOW parent portal with grades and information weekly so parents can stay up-to date with their child's progress in academic areas. The school's website, teacher websites, and social media is kept current throughout the year.

6c. Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

F. E. Burleson's School ACIP Team works to ensure all parent materials and training is closely aligned with our school's identified goals. Title I family nights, PTO meetings, and parent information workshops will be offered throughout the year. Meetings will address issues such as internet safety, strategies to increase parental involvement, and accessing the reading and math series from home. A parent center is located in the library which provides parents with free materials as well as books and materials for check-out.

6d. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

The F. E. Burleson parent involvement plan includes all parents. Our campus houses an OSR Pre-K program with is funded with federal monies. These parents are included in all parental involvements and meetings as well. At the present time, FEB has 24 EL students. Information on all school meetings, parent notices, etc., is made available in their native language. In addition, an EL aide is available to meet the needs of students who receive EL services and their parents. We have a parent center which provides booklets, brochures, books, and DVD's to help parents with their children's success.

6e. Shall provide such other reasonable support for parental involvement activities as parents may request.

F. E. Burleson Elementary School makes every effort in meeting parent request as related to their

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involvement in their child's education. Parents are giving the opportunity to complete a survey indicating which parental involvement activities they would like to see offered. Parental involvement meetings are held throughout the school year. Burluson makes every effort to encourage parent involvement and considers parent involvement activities that parents may request.

7. Describe how the school will ensure the provision for participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. (See ESSA Sec. 1117(f))

F. E. Burluson ensures the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students by providing them with information in a format or language the parents can easily understand. Every effort is made to accommodate parents with disabilities. F. E. Burluson is a handicapped accessible building and is in compliance with ADA regulations. Parents with limited reading abilities may meet with school personnel and have information verbally explained to them. Parents with limited English proficient have access to a Spanish speaking aide and all documents and information is translated into a language that is understood by the parent. We work to ensure all parents are aware of the school's activities and the services available to them.