



# Forest Hills Global Elementary School

## Parent Involvement Policy

Reviewed 8/9/2018

### I. Developing the Parent Involvement Policy

- Forest Hills Global Elementary School's Title I Parent Involvement Policy was developed by Forest Hills' School Improvement Team (SIT) with input from grade levels and departments. The Forest Hills Global Parent Involvement Policy supports New Hanover County Board of Education [Policy 9060](#). The policy is reviewed annually at the end of each school year with input from parents on the committee. Revisions are made to the policy for the upcoming school year.
- Parents are informed of all SIT meetings, PTA, and parent meetings via the school's website, school newsletters, automated calling system, and social media. Parents are notified of other special events taking place during the school year primarily through classroom newsletters and social media.
- Parents who attend the PTA/Title I meetings are able to vote at the meetings. Other parents will be given the opportunity to participate in decision making at Forest Hills Global Elementary school via the School Improvement Team. Contact information for members of this team is provided to all parents.

### II. Annual Information Meeting

Forest Hills Global Elementary Annual Title I Meeting is held in September.

The Title I Annual Meeting includes the following information:

- *Title I Requirements*
- *Rights and privileges of parents to be involved in the education of their children*
- *School performance profile data*
- *State Performance Standards and proficiency levels students are expected to meet*
- *Instructional Focus for the school year*
- *Parent Involvement Policy*

### III. Flexible Meeting Times

There are opportunities for parents to schedule time to meet with teachers to discuss student progress. The instructional time of all students during the school day is always protected. Parents are given the opportunity to schedule conferences before school, during a teacher's planning period, after school, and on teacher workdays. When no time is convenient, a parent may be offered a phone conference or a visit to the parent's home may be scheduled with the school social worker.

### IV. Title I Part A Planning

The Title I Annual Meeting is held during the September PTA meeting. Parents are asked to volunteer to serve on the School Improvement Team. A letter of interest is sent home to parents via all students prior to the meeting. Parents that are interested in serving on the SIT return the letter of interest. Ballots are then created with the names of parents who volunteered to serve on the team with provisions for the writing in of names suggested at the Title I Annual Meeting. Ballots are distributed and a minimum of five parents are elected to

serve on the School Improvement Team. All parents are notified of meeting dates for the year through the school website and social media, school newsletters, and classroom newsletters.

## V. Parent Information and Opportunities

- We will provide information and materials to parents about the following:
  - The State's Content Standards*
  - The State's Student Performance Standards*
  - State and Local Assessments*
  - Ways to monitor your child's educational progress*
  - Ways to improve the academic performance of your children*
  - How to participate in educational decision making*
- Title I parent meeting dates will be published in the following ways: school website, social media, monthly calendar/newsletter, teacher newsletters
- Parents will be informed of meetings and activities by flyers, emails, newsletters, the school website, and social media accounts.
- At the First Open House / PTA meeting, each grade level discusses the North Carolina Standard Course of Study K-5 Curriculum with parents. Parents are informed of the expectations and state standards for each grade level. This meeting also provides parents the opportunity to ask any questions regarding requirements for each grade level.
- Parent workshops to help parents work with their children to improve academic achievement are scheduled with each PTA meeting. Additional workshops may be organized by grade levels and other departments based on student or parent need or request.
- Written progress reports that go home every four weeks will be signed by an adult. When reports are not returned in a timely manner, follow up contact will be made, which may include a phone call or home visit to ensure the understanding of their importance.
- Meetings may be requested by students, teachers, parents, administrators, or specialists to discuss student progress. Meetings are scheduled with parents throughout the year to discuss progress in the area of academics, behavior, discipline, attendance, and social and emotional development. If students are experiencing difficulties, the Multi-Tiered Student Support (MTSS) process is started in order to develop strategies to improve student performance.
- Required parent-teacher conferences are held a minimum of two times per year typically during the first quarter and again at the midpoint of the school year. However, parents may request additional time for discussion as needed to promote student success.

## VI. School-Parent Compact

- Teachers discuss Parent/Teacher/Student compacts with parents and students during the opening quarter of the school year. The compact communicates the shared partnership between teachers, parents and students. Compacts written in Spanish will be provided to parents and students as needed. The Data Manager includes a compact in all registration packets and provides families with a brief summary of the document.

## VII. Building Parent Involvement

- In order to build Parent Involvement, teachers give all parents a summary of volunteer opportunities at Forest Hills Global. The information is tallied by the PTA officers and a master list of volunteers specific for each task is created.
- Parents wishing to volunteer in classrooms may also make arrangements with the classroom teacher to assist with special projects and/or attend special events. Classroom celebrations, award ceremonies, field trips, musical performances, literary performances, and Field Day are examples of opportunities for involvement. Participation varies by grade level; therefore information about parent involvement will be made available by the teachers through classroom newsletters and websites.

- Parents may also contact staff through letters, e-mails, phone calls, and conferences.
- Guided observations may be arranged with the principal.

### **VIII. Limited English Proficient (LEP), Students with Individualized Education Plans (IEP) and Parents with Disabilities**

- The English as a Second Language (ESL) teacher assists in arranging an interpreter to attend parent conferences where the parents speak little or no English. The ESL teacher will be available at meetings, workshops, and will arrange for the ESL parent liaison to be present. Materials for workshops and meetings will be given to the ESL teacher to translate into other languages as needed .
- Meetings are scheduled on an annual basis to review the Individualized Education Plan (IEP) for all students receiving services through the Special Education Department. Parents may request additional meetings for IEP reviews.
- Home visits will be made to share information with disabled parents who cannot come to the school. Families are asked to make the school aware of this need.

### **IX. Reservation of Funds**

#### **A. Funds reserved for parent involvement**

- The school sets aside 1% of its Title 1 allotment for parent involvement. This amount is set aside when the budget is developed for the school year.

#### **B. Parent involvement activities**

- Parent involvement activities are planned based on the needs of the school and parent community. Parents who serve on the Forest Hills Global School Improvement Team will have input into how Parent Involvement funds are spent. Other avenues for input from parents include the PTA, School Improvement Team, and parent surveys.

### **X. Parent Requests**

- Parent requests or suggestions for improvement may be given to the principal, staff, or School Improvement Team (SIT) for consideration. Comments are considered and may be placed on the SIT agenda if the issue relates to student achievement. Suggestions may also be addressed individually if not directly related to the School Improvement Plan (SIP) goals. Parents will receive feedback in a timely manner through meeting notes. Meeting notes will be posted on the school website once approved by SIT.

### **XI. Annual Evaluation**

- Parents on the Forest Hills Global Elementary School Improvement Team are asked for their input on the Parent Involvement Policy annually. Input from parents and staff members throughout the school year as well as results and/or comments from the Title 1 Parent Survey are used in planning for the upcoming school year.