Flatwoods Elementary **Tuscaloosa County School System**

Parent Involvement Plan

2024-2025 School Year

The mission of Flatwoods Elementary School is: To prepare students to become productive citizens in society by providing learning opportunities that consider individual needs, culture, thinking skills and interests.

We know that parent involvement in our school can have a dramatic effect on the academic achievement of our students. This plan is developed with the goal of developing a strong partnership with all of our parents/guardians so that our children will be provided with the best possible education we can offer.

So that parents/guardians will better understand our school's program and how they may become actively involved, we have addressed key areas of concern. Please feel free to discuss any questions, comments, or suggestions you may have about this plan with your child's teacher or the school administration. We welcome your input and suggestions!

Parents' Involvement with the Tuscaloosa County School System Plan Development
Annually, an LEA (Local Education Agency) Advisory committee made up of faculty representatives and parents selected by the respective schools meet to review and update the Tuscaloosa County School System's parent involvement plan. The plan is then made available to parents through distribution at each local school's annual fall meeting as an attachment with the local school parent involvement plan. It is also placed on the school system website (www.tcss.net), available through the principal's office at each school, or upon request from the central office. It is also available on the Flatwoods Elementary School website https://flatwoods.tcss.net/

School's Use of Parent Involvement Funds
Flatwoods Elementary School will use its allocation of parent involvement funds for: purchasing supplies for parent workshops; purchasing materials for communication; and purchasing Title I literature for parents in the parent resource center. Parent involvement funds will also be used to support the literacy education of students by providing reading materials to engage with students at home.

Parents' Involvement in How Parent Involvement Funds Will Be Used
As part of Flatwoods Elementary school's annual meeting held each spring with parents and staff to update the Continuous Improvement Plan, the allocation of parent involvement funds is discussed. Funds are budgeted and expended based upon the goals and priorities set through that meeting.

Annual Meeting
Each Fall, Flatwoods Elementary school hosts parent/teacher night for each grade level. At this meeting the following is provided and explained to parents: 1) An explanation of the school's curriculum and expectations; 2) Assessments used in our school to measure student' progress; 3) Our school's parent compact; 4) Resources available for parents. The following information is also to be discussed: 1) Title I participation, its services, and parents' rights; 2) School's parent involvement policy. Parents are notified through the following sources: notices sent home with students, school intercom, daily announcements, postings on the outside marquee, the school website, lobby message boards, and school's monthly newsletter, Social Media, and School Status applications.

Flexible Schedule of Meetings
The leadership and staff of Flatwoods Elementary School have a strong belief in the importance of parental involvement. Our annual meeting for parents of participating children will be offered in August. This meeting will be held in the evening hours in order for working parents to attend and an alternate time will be offered the following morning. Additional workshops to be offered throughout the year include: Title I Parent Nights and Orientation. Parents are also encouraged to volunteer at the school. Volunteer orientation will be held twice a year to instruct volunteers on procedures of the school. Conferences with teachers are encouraged and may be set up by appointment during preparation periods or before/after school. **Contact**

should be made directly with an individual teacher. Parents may obtain information about their child's academic or social progress through phone calls, notes to teacher, e-mail (access addresses maintained on school website), communication folders, Power Schools (grades K-4), and participation in workshops or other family activities. Parents also receive progress reports every four weeks along with report cards each nine week grading period.

Involvement of Parents in Planning, Review, and Improvement of Title I Programs
Flatwoods Elementary School believes in parents being involved in every aspect of our program. We have two parent representatives on our school-wide leadership team. They are active participants in the development of the plan and sit in on periodic reviews of our Continuous Improvement Plan. All parents were given the opportunity to review the plan and offer their input before the plan was approved. Each year, the Continuous Improvement Plan, including the parental involvement plan, is reviewed and evaluated. Results of surveys are reviewed by the leadership team when reviewing and planning for the following year.

Timely Information About the Title I Program, the Curriculum, and Academic Assessments
At its annual meetings of parents at the beginning of the school year Flatwoods Elementary School will hold a general meeting via face to face and media/virtually where information will be presented about its Title I programs, the curriculum, and forms of academic assessments used to measure student progress. Teachers will also share with parents about our school's programs and the following subjects taught. We will review the *Tuscaloosa County School System Student/Parent Information Guide*, as well as our school's procedures, which includes more details on these topics and a copy of the parental involvement plan. Parents will also be offered opportunities to volunteer or become active as part of the School Title I parent advisory team.

Submission of Parent Concerns About Our Title Plan
In April/May of each school year, the Title I Advisory Committee will meet and review/revise the Parent/Teacher Compact as well as the Parent Involvement Plan for Title I. In addition to the Advisory Committee review, a parent survey is sent out to every household to get feedback on our Title I program. Representatives from the local school also attend the annual Title I Advisory at the central office.

School-Parent Compacts
Flatwoods Elementary School reviews its school-parent compact in April/May of each year. All parents will be given a copy of the new compact through orientation enrollment packets. Parents are given an explanation and encouraged to sign the contract at the August meeting. However, the contract may be sent home with students during the beginning of the school year and returned. A copy will be given to new students at the time of enrollment. The compact will be explained to the parents, and they will be asked to sign the compacts signifying their commitment to working in partnership with the school and their child in ensuring that their child is successful in school. The compacts will be discussed with teachers at faculty meetings. At the time of orientation in August, each teacher will be given the responsibility to explain the compact to the parents /students and obtain the students' and parents' signatures. The teachers will sign the compacts and house them in his/her classroom for use during parent-teacher and/or student-teacher conferences. A copy of the school-parent compact is found in the appendix of this plan.

Building Teachers' and Parents' Capacity for Strong Parental Involvement
To ensure effective involvement of parents and to support a partnership among Flatwoods Elementary School, parents, and the community to improve student academic achievement, our school:

(1) **Shall provide training for parents of participating children in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I, and how to monitor their child's progress and work with teachers to improve the achievement of their children.** Flatwoods Elementary will accomplish much of this through its annual parents meeting which is held during the first month of school each year and the Title I Parent Nights, Mathematics COS, and where applicable, the Alabama Literacy Act sessions. During these sessions, parents will receive information on these topics as well as standardized assessments in grades K-4. In addition, Title 1 information will be given to let parents know what services are offered. At the annual meeting the compact will be explained, and parents will

be asked to sign it. Parent(s) will also have the opportunity to meet their child's teacher and learn about the classroom procedures as well as how the parents can assist their child in academic success.

(2) **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.** Flatwoods Elementary provides resources through our counselor(s) on how parents can work with their children to improve student achievement. In the main office we have literature for parents regarding Title I and the programs that are offered. Our teachers will host workshops for parents on: Open House, Grade Level Orientation, Math Night, Reading Night and Science Night. We also have a parent resource center to assist parents. We will also encourage and recruit parent volunteers to assist at school.

(3) **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.** Flatwoods Elementary will continue to stress the importance of parent involvement and encourage partnerships through faculty meetings, grade level meetings, and in-services. Teachers will also call parents within the first 30 days of school to give positive feedback as to how the student is adjusting to the new school year.

(4) **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.** Flatwoods Elementary parent resource center will be available to all parents. We encourage parent participation in the parent volunteer program.

(5) **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.** Information on all school meetings is sent home by way of the students and is also posted on our web-site. Teachers notify parents to keep them informed through communication methods such as email and **School Status**. Meetings are posted on the marquee outside the school, monthly school newsletter, lobby message board, and school calendar which is sent home at the beginning of the year. For the 2024-25 school year we will continue using a school Social Media option for parents. Also, communications sent home will be translated into a language understandable to parents by our ESL department/Welcome Center at the TCSS Central Office.

(6) **Shall provide such other reasonable support for parental involvement activities as parents may request.** Flatwoods Elementary makes every effort to work closely with parents in meeting their requests as related to their involvement in their child's education. Parent surveys are sent yearly to receive feedback and recommendations from parents.

Participation of LEP Parents, Parents With Disabilities, and Parents of Migratory Children

Flatwoods Elementary School, to the extent practicable, provides opportunities for the participation of parents with limited English proficiency and parents with disabilities. Flatwoods Elementary School presently has EL served students who may or may not be English speaking students. We have bilingual teachers who are available to assist in verbal communications with these parents and students when needed as well as an ESL certified Specialist. Individual academic assessments, and the interpretation of those results, will be interpreted for parents in a language they can understand through the assistance of our ESL specialists and translators available through the Tuscaloosa County School System. At this time, Flatwoods Elementary School has zero migrant students. Every effort is made to accommodate parents of students with disabilities. IEP's are written each Spring for the upcoming year and presented to parents prior to the end of school. If needed, all reports are provided in the language the parents speak. Flatwoods Elementary opened in 1975 and the building and entry to the building meets codes related to handicapped access. The Tuscaloosa County School System policy for homebound is followed as needs exist for homebound services. Parents requiring such assistance should contact the counselor or administration for referral forms and assistance with the application process. Homebound services are provided through the central office of the Tuscaloosa County School System.

Parents' Right-to-Know

The *Every Student Succeeds Act* (ESSA), signed into law on December 10, 2019 requires schools that are supported with Title I funds to inform parents if their child's assigned teacher has not met certification and licensure requirements at grade and/or subject level if they instruct the child for four or more consecutive weeks including requirements obtained through alternative certification routes.

Mary Jean Sutton Principal