

Gillett Elementary School
School Parental Involvement Policy 2016-17

Gillett Elementary School, DeWitt School District

Title I School

Percent of Free & Reduced Students for 2015-16 school year: 63%

School Improvement Status: Achieving

Grade Levels: PREK-5

Rachel Mitchell, Principal; Sandy Cloninger, Parent Involvement Coordinator; Joli Holzhouer, PTA President and Parent Representative; Mike Dodson, Community Representative; Melissa Whiting, Parent Advisory; Melissa Grantham, Parent Advisory; and Joni Phillipp; Comunity Representative.

- I. Our school communicates with parents in many ways. Listed below are a few examples:
- A parent newsletter/bulletin is sent home at least once monthly, but often more as needs arise.
 - At open houses and other school events, tables are set up in an effort to provide parents with information such as How to Help Children be Successful in School, Study Strategies, and much more.
 - The district maintains a website through which the school can add information updating parents on past, present, and future events. A link on this website will also all parents/visitors to click on the *Gillett Elementary Link*, to gain further information about our school. Also through this website, parents can also connect to an online grading system to stay informed on their student's grades and progress. Menus, important dates, etc. are also things that are on the GES website.
 - The school uses the AR (Accelerated Reader) Program. Parents can sign up for email notifications that update them on their student's progress with this program.
 - The school uses a school lunch internet program which can notify parents of school lunch payment status and balance of school lunch accounts electronically.
 - Teachers in all classrooms use a daily parent-teacher communicator folder in which parents sign a daily slip and return to school with their student the next day. This is to help communicate from school to home the homework and grades that are being handed down. There is also a student planner that students complete and take home to document what is required of them that week.
 - A week-ahead type letter goes home each Monday in each student's folder to update parents of events, and important information regarding homework, spelling lists, and tests for the week.
 - Teachers contact parents regularly via phone and/or email as needed to discuss needs for a particular student or to update them on student progress.
 - The school provides a progress report every four weeks containing information on the student's school progress.
 - The school and district widely use the district website, student handbooks, local media outlets, etc. to get information out to parents about the school's Title I plan and the services that the school provides.
 - Many teachers use the Remind App to send reminders via smart devices to send messages to the parents to keep them informed.
 - Students use student planners in Grades 1-5 to help communicate school work and important dates.
 - SchoolReach is a notification device that sends texts, phone calls, and emails to parents. Messages can range from details about events in the district to school closings.

II. Some events past/present that help increase parental involvement and build staff and parent capacity are listed below:

- A table with a Title I representative is set up at Parent Open Houses and at all Parent Teacher Conferences to hand out information packets dealing with key issues such as How to Help Your Child Succeed in School, How to Help Your Child Study, etc. Other information about services offered to families by the DeWitt School District will also be available at this time.
- Meetings that involve parents and students will be scheduled at various times to allow many opportunities for parents to be involved.
- A guest speaker with expertise in topics such as depression, bullying, self-esteem, study habits, etc., will come to the school and address students, parents, and often times community members. This happens each winter.
- A school-wide assembly for PC the Patrol Car is scheduled for 2nd Semester for parents and students to help be informed on the effects of drug use and how to say no.
- Two parent teacher conferences are to be held this year on the following dates: October 18, 2016 and February 16, 2017. These conferences will help parents and teachers communicate on student needs and progress. Parents will be given opportunities to participate in upcoming events.
- The school will plan an upcoming meeting along with other schools in the district to report to the public stakeholders on statewide assessments, standards, and accountability measures as long as data from previous tests.
- The school will hold an annual "pass the test" activity the week before state standardized tests to promote success and stress the importance of doing well.
- Throughout the year, the school will encourage parents to participate in the following roles and activities to increase the involvement and support for student learning:
 1. Reading buddies
 2. Mentors/Tutors
 3. Special Parent appreciation lunches
 4. book fair helpers
 5. awards day helpers
 6. Field Day helpers
 7. Open-House Volunteers

III. Our school will provide information to the parents and public about volunteer opportunities:

- Our school will offer parent training meetings touching on topics such as drug prevention, grief and suicide prevention, homework strategies, safety in a rural area, and many more..
- The schools in the district, GES, DES, and DMS and local pre-schools will hold annual transition conferences to help provide a smooth transfer from one school to the next. These meetings will be individualized and will help raise parent awareness of each school's procedures and related activities. Schools will also host orientations for students to allow them to tour facilities and host Open Houses to allow students and parents to meet staff.
- Staff Development will be planned to trained in the area of parental involvement and host activities with parents to meet the minimum 2-Hour Professional Development criteria.
- Information about volunteer opportunities will be available at all school events held outside the regular school day: Ex: Parent Teacher Conferences, Open House, Math/Literacy Night...

IV. Each year at the end of the school year, school staff, parents and students will work together to develop a school-parent-student compact. This compact will outline how parents, school staff, and students will share the responsibility for improving student achievement and student success. Through several meetings, the committee can come up with a compact that will be posted as mission statements and visions in the school's handbook and the district's websites.

V. This year, as in years past, the school has planned to organize several committees such as handbook committees, scheduling committees, and Title I and ACSIP committees.

The school has an organized Parent-Teacher Organization that helps foster parental and community involvement throughout the school year. The organization will be made up of current parents and staff as well as community members and alumni of the school.

The school offers programs such as ABC Pre-School Program to give parents and students a chance at student achievement. These parents are also included in the committees.

VI. The school provides resources to the parents in many ways.

A resource center used to house parent materials such as magazines, books, etc. is a need that this school may address this year. A room is on hand for a such center. Volunteers and many planning meetings will need to be held to see this to the future.

Savanna Foster, staff of GES, was designated to be the parent facilitator. Ms. Foster has and will continue to attend informative meetings and plan parental involvement trainings.

The school handbook communicates many things with parents and students such as how to define a problem, where to take concerns and whom to contact, and the process for developing concerns.

The school will use funds to purchase parent resources such as magazines, books, and other informative resources that will be placed in the school's library and hopefully a future parent resource center.

Surveys are sent out annually to parents and the information collected is used to develop future changes and additions to the school.

Other resources, such as backpack programs and coats for kids are issued as a need-be case by case situation.

VII. The school will engage parents in the evaluation of our parental involvement efforts by having them take and evaluation/survey, and using the data to help guide our actions and decisions for the future. This will help us determine if some activities/programs should be added, eliminated, and altered. The editing of our annual Parental Involvement Plan as well as the school's ACSIP will follow based on stakeholder feedback.

VIII.

The results from parent interest surveys will drive many decisions at the school. Decisions made on the effectiveness of programs, the elimination of some programs, planning of the parental involvement activities throughout the year, planning of professional development, and the editing of the the school's ACSIP plan will all involve data taken from parent interest surveys.

IX. The school will hold an annual Title I Meeting for parents and students who participate in the Title I-Part A Program. This meeting is held before the annual Open House Meeting in the Fall. The sign-in sheet is retained for record of the event. Parent informational packets are passed out and staff and parents are able to discuss types of services that a student can be a part of to help them succeed.