

TITLE I PARENT INVOLVEMENT POLICY

VAUGHAN ELEMENTARY SCHOOL

- I. Vaughan Elementary School teachers and staff realize the importance of parent involvement in creating greater student success. The involvement of parents is required in Title I, Migrant and ESL programs.

- II. Vaughan Elementary School will work towards achieving the following parent involvement goals:
 - A. To inform parents about programs, activities and events their children qualify for through PTA, Open House, Back to School Night, Family Reading Nights, Parent Education nights and Pre- Kindergarten home visits.
 - B. To provide effective and frequent communication with parents through: Connect Ed., newsletters, Class Dojo, memos from the principal, progress reports from the classroom teachers and parent conferences.
 - C. To increase parent involvement by creating numerous opportunities such as: fieldtrips, parent luncheons, parent education nights, PTA, School Improvement Team Meetings, conferences, newsletters, and volunteer activities.
 - D. To ensure parents understand local and state grade level expectations. Use parent education nights, Back to School Night, and PTA meetings to educate parents.
 - E. To involve parents in the planning and review of school programs through the School Improvement Team, PTA, committees, surveys, and parent education nights.
 - F. To provide parents with written information about teacher and teacher assistant qualifications at the beginning of the school year. To provide answers to parent questions about teacher certification in writing.

- III. Procedures and use of funds
 - A. Vaughan Elementary School will give each parent a Parent Involvement Policy. Parents will acknowledge that they received a plan. Parents will be asked to volunteer to work on the parental involvement policy for each year or to give input through the School Improvement Team Meetings.
 - B. Vaughan School will hold an annual Beginning of the Year PTA Meeting at which the Title I Program will be explained. The Title I program will also be discussed during Back to School Night, Parent Education Nights and at the Grade level meetings.
 - C. Vaughan School will schedule meetings and parent conferences at times that will be convenient for parents to attend. Meetings and times will be advertised well in advance of the meetings. Sign in sheets will be used to document meetings.

- D. Vaughan Elementary School will use the school-parent compacts at the beginning of each year. The school will inform parents of the Guidance Program and its resources and benefits.
- E. Vaughan School will provide materials and training to help parents work with their children through Parent Education nights and Parent Reading nights.
- F. Vaughan School will pay for parent involvement activities, training and refreshments.
- G. Vaughan Elementary School will provide multiple opportunities for parents to volunteer. Procedures for signing up to volunteer include being finger printed and being approved by the Central Office.

IV. Communication

Vaughan Elementary School will make every attempt to communicate with parents in a language they use and understand to foster parental involvement. The school will translate or use an interpreter to better communicate with Limited English Proficient and disabled parents.

- V. Vaughan School will provide each parent with the Parent Involvement Policy and the Student Handbook, so that they understand rules, procedures and operations of the school. Student Handbooks will be distributed to each student during the first week of school. The Parent Involvement Policy will be located in the student handbook and it will be accessible to all parents on the school's website.
- VI. Warren County Schools and NC DPI will review Vaughan Elementary School's Parent Involvement Policy and practices.

Title I Parent Involvement Plan Narrative Vaughan Elementary School

At the beginning of each school year VES holds its annual Back to School Night. At this meeting, parents are informed of the Title I program and its impact on the school and its successes. The Title I program is also shared at the first PTA meeting. The Pre-Kindergarten teachers conduct home visits with parents to make them aware of the Title I program.

The School Improvement Team crafts the Title I project. Input is gleaned from parents on the School Improvement Team. The team meets monthly at a time when parent representatives can be present.

Vaughan Elementary School follows an open door policy for parents. Parents visit the school at their convenience and discuss social and/or academic concerns with the principal and teachers. An evening is set aside at the beginning of each school year for parents to visit the school and meet their child's new teacher. This event is called Open House. Parents are also invited to luncheons throughout the school year for all grade levels. Parents are encouraged to attend two annually scheduled parent conferences which are held during the day and evening to accommodate a variety of parent work schedules. However, teachers send letters home requesting parent conferences whenever a need arises. For example, at midyear, teachers in grades 3-5 meet with the principal to discuss EOG and Benchmark data. At-risk students are identified at all grade levels and conferences are scheduled with the parents and the students to discuss tutoring opportunities and possible strategies for academic success.

The Pre-Kindergarten program has a very active parent involvement program. Parents attend parent conferences as well as activities such as: luncheons, breakfasts, holiday socials, programs, field trips and even in-class volunteering.

Annual surveys give parents the opportunity to formulate suggestions and participate in the decisions relating to the education of their children. Survey results are tallied and improvement decisions are made accordingly.

A Home/School Compact is used to address the school, parents', and students' responsibilities for high student achievement and parent involvement. The compacts are kept on file in each classroom as visual reminders of our teamwork approach to education. Our school web page addresses academic state standards, curriculum, parent involvement, report card schedules, and conference schedules. In addition, the state standards and curriculum are discussed and explained at the annual Back to School Night. Parents are encouraged to participate in school sponsored activities and parent training sessions.

Parents with limited English proficiency are contacted by and communicated with through letters and verbal conversations conducted by the Spanish teacher or the ESL teacher. During parent conferences, one of these teachers is available to translate.

The guidance counselor at the school provides access to services for parents provided by Social Services, Mental Health, Community Colleges, and the Employment Security Commission. Parent workshops are held annually at the school by classroom teachers on topics such as literacy, math and science. These workshops provide parents with specific methods by which they can work with their child/children to improve student achievement.

The Parent Teacher Association at Vaughan Elementary School is a very active organization. At these meetings, parents are informed of pertinent school information and are given suggestions on ways they can help their child/children be academically successful. The PTA provides yet another avenue for parents, teachers and the community to support student achievement. Membership dues must be paid annually to the Parent Teacher Association in order to vote and have a voice in the decision making at Vaughan Elementary School through this organization.