

Castlen Elementary

Parental Involvement Plan

During the first quarter of school, Castlen Elementary will hold its annual Title I meeting. Parents will be notified of the meeting through teacher bulletins, school messenger, and on our website. Topics to be discussed at the year's meeting are: Title I program, its services, and parents' rights; the school curriculum; the ACIP plan; parental involvement plan, school-parent compacts, parent surveys, school safety plan, classes, innovation plan, and parent meetings.

The leadership and staff at Castlen Elementary has a strong believe in the importance of parental involvement and have put measures in place to offer our parent meetings on a flexible schedule. The annual Title I meeting will be held at two different times-once during the school day and once after school. Our parent meetings will also be held at varying times to include both morning and afternoon sessions. Parenting Day will also be utilized in October to provide parents and teachers the opportunity to observe instruction. Parents are strongly encouraged to serve on the Parent Advisory Committee, and to serve on the ACIP committee. Funds allocated for parental involvement are used to purchase parent resources.

During the annual Title I meeting , information will be presented about the school-wide Title I program, the elementary curriculum, the innovation plan, the Alabama College and Career Ready Standards (ACCRS), and various types of assessments. Parents will learn how to access the elementary curriculum, the ALCOS, how to schedule parent meetings, and how they can participate in decisions related to the education of their child. Progress reports go home every 4 ½ weeks to keep parents aware of the educational progress their children are making. Parents are given a copy of the Parent-Student Handbook, which includes a detailed description of these topics, as well as a copy of the Parental Involvement Plan.

After the plan is finalized and approved, if a parent finds the plan to be unsatisfactory, they have the right to submit their concerns in writing to the school, and the school will submit their concerns to the central office. Castlen Elementary School parents can also request a meeting with the principal and/or Title I teacher to discuss concerns with the Continuous Improvement Plan. The concerns will be addressed and the parent will be informed of the date for the next ACIP meeting. During the ACIP meeting, the concerns may be addressed with the group and the concerns may be resolved.

Castlen Elementary will also offer an Open House meeting wherein parents will be given the opportunity to meet their child's teachers and learn about individual class assessments, our discipline policy, and what their role will be in helping their child to succeed. Any parents not signing the Parent Compact at registration will be encouraged to do so at this time. In addition to the Annual Title I Meeting, Castlen Elementary School will hold quarterly Title I parent activities.

The ACIP committee works diligently to ensure that all parent trainings and materials are closely aligned with the schools identified needs. The parent resource center is located in the media center. A computer with internet access is available to parents daily during normal school hours. Laptops are also available for parents to use during interactive parent and teacher meetings/in-services. A list of parent resources available in the center is posted on the school website and in the parent resource center.

Castlen Elementary will continue to work with its teachers through in-services, faculty meetings, and grade-level meetings in understanding the importance of parental involvement and that parents are our partners. This year, our ACIP committee placed special emphasis on the need to ensure a closer connection between our schools identified goals and our parent involvement activities. Office personnel and staff members are included in these faculty meetings. The principal will set the expectation that teachers work closely with our parent representative to welcome parents to the school as appropriate, in planning parent involvement activities and meeting parents' needs for their children.

Castlen Elementary coordinates its parent involvement program for all parents through the parent resource center that supports parent involvement. In addition, our school presently has a PTO, which often provides a focus on parental involvement activities. Our parent representative regularly meets with the PTO, PST Committee, and the ASSIST Committee in an effort to maximize the benefit of all offered parental involvement activities and to ensure that all activities are aligned with our school goals. Our counselor includes activities with such outside agencies as SWAT (Students Working Against Tobacco), Mobile Police Department Crime Prevention, University of South Alabama, Helping Families Initiative and the Family Counseling Center throughout the year. Castlen Elementary also integrates activities from the Alabama PIRC (Parent Involvement Resource Center) and the MCPSS Office of Home School Involvement as well as the Jennifer Claire Moore Foundation.

Parents of all participating children are informed at school and parent activities through diverse communications. School website, teacher websites, school messenger, MCPSS website, Parent Planner, newsletters, newspapers and radio are all used to contact parents regarding any activities they should be involved in for the benefit of their child. At the present time, Castlen Elementary has a small percentage of ELL students. Information is provided to parents of these children in Spanish. In addition, the EL resource teacher provides all parent information in Spanish.

Castlen Elementary makes every effort to work with parents in meeting their requests as related to their involvement and their child's education. Parent needs and activity suggestions will be reviewed by the ACIP committee and parent advisory committee. Parental activities will be planned for the school year as based on the Parental Advisory Committee meeting.

Castlen Elementary School, to the extent practicable, provides opportunities for the participation of parents with limited English proficiency and parents with disabilities. Castlen presently has a small percentage of ELL students; therefore, all parent notifications are sent to parents of these children in their home language when practicable. In addition, we have an EL teacher who is available to obtain assistance in verbal communications with these ELL parents. Every effort is made to accommodate parents and students with disabilities; this is a handicapped-accessible building.