**Evans Elementary School – Parent Involvement Plan 2013-2014\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1) It is the goal of Evans Elementary School to continue the strong partnership with the home and community of the students we serve. The school promotes active parent involvement throughout the school year with a variety of programs and meetings that are meaningful to all parents. Evans offers Family Science Night where students and parents have an opportunity to learn and experience hands on science experiments. Evans also participates in Read Across America, in which parents and community leaders come into our school throughout the day to read to our students and stress the importance of literacy and developing the joy of reading. Career Day is another opportunity for our parents and community to speak to our students about their future and possible careers they may be interested in.

2) Evans Elementary welcomes parent and community involvement in all aspects of its Title I programs. The Systems Parent Involvement Specialist is an extremely helpful resource in the development and implementation of successful parent relations. Our Parent Involvement Action Team is responsible for the development of our Parent Involvement Section of the Continuous Plan. The Stakeholder Action team ensures parent involvement in the planning, review and improvement of the Title I Program. The purpose of this team is to meet periodically to discuss important issues that may arise and to gain valuable input from members as we make decisions. This team meets approximately 3 to 4 times during the school year. There are a total of nine individuals who represent various groups within our school and a community member who make up the stakeholder action team. The parent involvement plan is reviewed and revised according to the parent surveys given at each school. The final plan is distributed to our stakeholders at the annual parent orientation meetings and presented to each new family enrolling a student in our school.

During the annual parent orientation meeting, parents are provided with information about school and system-wide procedures. Parents are invited to visit their child’s classrooms for additional information on the subject areas and curriculum, daily schedules, grading procedures, etc. An interpreter is on hand to assist Spanish-speaking parents. Parents are also given a copy of the parent/student handbook, available in both English and Spanish. During the Annual Title I Parent Meeting, parents are provided with information about what it means to be a Title I school, Title I program offerings, and how Title I funds are allocated. Before any standardized assessment, parents are notified of the dates and times of testing and are given at-home tips for ensuring a more successful assessment experience for their child. There is also a parent meeting held in January of each year to provide additional information about state assessments. This communication is sent home in both English and Spanish. Throughout the school year, parents can request a parent/teacher conference at any time to discuss their students’ progress or any other concerns. Teachers and administrators also contact parents when they feel a conference is necessary to solve problems and increase student academic performance. When necessary, conferences are conducted with an interpreter. All meetings are held at the parent's convenience.

The Evans Elementary School-Parent Compact is revised annually by the Stakeholders Action Team (SAT) consisting of parents, teachers, students, and community leaders. The new compact is given to parents at the annual orientation meeting at the beginning of the school year. The compact is explained to parents and students as an agreement to follow the guidelines approved by the S.A.T. Our goal is to have a 100% participation of all parties signing the compact. The compact is filed with the student records kept in each teacher’s classroom and used throughout the year to record any parent conference, student discipline or general notes regarding the student.

At the end of each school year, the Stakeholder Action Team is asked to review, revise, and evaluate the School Parent Involvement Policy allowing them the opportunity to review any revisions made and to offer suggestions for change by viewing a copy of the ECIP in the main office, media center, or the Albertville City Schools Central Office. If a parent does not agree that the plan is acceptable, they have a right to submit a grievance to the school principal. If the matter is not resolved at the school level, the parent is referred to the Federal Programs Coordinator for further review on the procedures for filing grievances and concerns. This plan is posted on the Albertville School Website.

Evans Elementary employs a part-time Parent Involvement Specialist that is available during the school day. The specialist provides scheduled meetings on topics most requested by parents. These meetings are held at times that are convenient for all parents and guardians. There are also parenting materials and pamphlets, in both English and Spanish, available through the Parent Involvement Specialist, covering a range of topics relevant to productive parenting and improving student achievement. In addition, each student is assigned a pin number that allows the parent to check student grades and progress through STI Home. Evans Elementary also has a very successful volunteer program. At the beginning of each year, parents are asked to fill out a Parent/Community Involvement Survey, indicating the areas they would like to assist. These parents are then called upon when their area of interest comes up.

Evans continues to offer the teachers and school staff in-service, grade level team meetings, and action team meetings to encourage the successful implementation of parental involvement in bridging the gap with the home-school connection. Office Personnel are in-serviced, system-wide, on the correct way to meet parents and students. In-service is provided on removing the barriers to enrolling in our schools. Our teachers have coordinated the Family Fun Nights with the math and science teachers so parents and students will be engaged in learning experiences that take place at school each day. The teachers work closely with the Parent Involvement Specialist to set up parent conferences at a time that is most convenient to our parents. The Parent Involvement Specialist and teachers also send notes, make telephone calls, and send emails on a daily basis to establish a positive tie between the home and school.

Evans focuses parental involvement programs and activities on ALL parents. We seek ways to involve our EL parents in our parental involvement program and Grandparents as Caregivers. Parents are encouraged to participate in the After School Homework Help that is coordinated through the Albertville City Schools Community Learning Center.

All information from Evans, when possible, is translated into the language most understood by the parent, for parent sessions, and workshops. The Albertville City Schools Central Office has a bilingual translator who assists in communication with our non-English speaking parents. The Transact Program is used to translate in languages most understood at home. School Messenger and Hispanic radio are tools used to communicate information as well.

Evans, to the extent possible, accommodates all parent requests as related to their child’s education. Information gained from parent survey results are incorporated, when possible, into our total school program

Evans Elementary School provides opportunities for participation of parents with little English language skills, parents with disabilities, and parents of migratory students. All parent notifications, handbooks, permission forms, and any school sponsored events are sent to parents in a language in which they understand. The Central Office provides a bilingual translator that is available to assist in any verbal communications with these parents. Evans Elementary School is a handicapped-accessible building that makes every effort to accommodate all parents with disabilities.

During the Annual Title I Parent Meeting, information is given about what it means to be a Title I school, Title I program offerings, and how Title I funds are allocated. This meeting is held in September. All meetings are scheduled at various times during the day and evenings to accommodate all of our working parents.