



# **Strategies to Increase Parental Involvement**

Mary Weeks Burroughs Elementary School  
Mobile County Board of Education

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## **Introduction**

All Title I Schoolwide and Targeted Assistance Schools must complete the following diagnostics: the Stakeholder Feedback Diagnostic, the Parent Involvement Diagnostic, the Coordination of Resource/Comprehensive Budget Diagnostic, and EITHER the Title I Targeted Assistance Diagnostic OR the Title I Schoolwide Diagnostic. Parent Survey must be done annually, but it can be done electronically or by paper.

## **Strategies to Increase Parental Involvement**

### **1. Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents involved.**

During the first semester that school is in session, M. W. Burroughs Elementary School holds its required annual meeting for all parents of participating children in the Title I School-Wide Program. Parents are notified of the meeting through (1) notices sent home by students, (2) school messenger (3) website notices and (4) school marquee and other public postings in English and other languages (when needed). Topics to be discussed at this year's meeting are: Parental Involvement (1% Set-Aside), LEA Title I Plan, Parental Involvement Plan, ACIP, School Compact, Parents Rights to Know, Annual Evaluation of the Parenting Plan and Parental Involvement (Local & District Parent Advisory Committees).

### **2. Describe: 1) How there will be a flexible number and format of parent meetings offered; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school.**

M. W. Burroughs has a strong belief in the importance of parental involvement and therefore has put measures in place to offer parent meetings on a flexible schedule. Parent meetings (Annual Title I, PTO, Parent Advisory, Parenting Classes & Parenting Day) will be offered at different times to accommodate parents and allow them to attend meetings throughout the year. We also believe in involving parents in all aspects of the Title I school-wide program. We have an open-door policy and strongly encourage parents to serve on the Parent Advisory and on the CIP committees. The CIP parent representatives are active participants in the development of the plan. In addition, all parents are given the opportunity to review the plan and offer their input at any time. Parents are also surveyed each school year seeking their input on activities, training, and materials needed that the school should provide for the next school year. Burroughs Elementary will use their parenting funds (\$1625.03) for the following: supplies and materials such as but, not limited to: parent laptop, copy paper for parent newsletters, construction paper, laminating film and bulletin board paper for family projects.

### **3. Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children.**

A school-wide K-5 parent orientation events and the annual Title I meeting are held at the beginning of the school year. During these meetings, information is presented about the Title I program, the curriculum, and forms of academic assessment used. The parents are also informed of the expected achievement results and learn how they can participate in decisions related to the education of their child. The parents also receive a copy of the parent handbook, which includes more detailed information on these and other important topics. A copy of the parental involvement plan is distributed to every student in the Title I Schools Parents-Right-to-Know packet. During Parent Orientation nights, parents are invited to visit their child's classrooms and meet their teachers. During this time teachers provide information on the subjects they teach and how students are individually assessed. Two parent conferences are required for all students and parents may schedule a conference at any time. The ESL teacher will assist in communicating with the parent or guardian of any ELL students.

**4. Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated).**

M. W. Burroughs School will review, revise and update (if necessary) its school-parent compact each year with input from the parenting committee and the Parent Advisory Committee. All parents will be given a copy of the new compact from their child's homeroom teacher. 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 in ensuring that their child has a successful academic year. The compacts will be discussed with teachers at faculty and/or PST meetings. Each teacher will be given the responsibility to explain the compact to the students and obtain the students' signatures. The teachers will house the compacts in his/her classroom for use during parent-teacher and/or student-teacher conferences.

**5. Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.**

M. W. Burroughs Elementary School holds mid-year and yearly CIP reviews to evaluate, and revise its school-wide plan. A copy of the plan is available upon request electronically. Two parents are on the committee to represent all the parents of the school. During the review process, all parents are notified of the review and their parent representatives through notices on the school website and via the school newsletter. These notices make parents aware that the plan is under review and that they have the right to give input regarding the plan. If a parent finds the plan to be unsatisfactory, they can talk with the parent representative or submit their concerns in writing to the school. The concerns will then be forwarded to the School Improvement Specialist. M. W. Burroughs School parents may also request a meeting with the principal and/or CIP facilitator to discuss any concerns.

**6a. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**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. (Describe)**

M. W. Burroughs School will increase parental involvement through its annual Title I Meeting, Parent Orientations, PTO Open House and other parent meetings held at the beginning of the school and throughout the year. During these meetings, the parents will receive an overview of the state's academic content standards, academic achievement standards, and various assessments given throughout the school year. Teachers also discuss ways the parent can assist the students and how to monitor their child's progress with the 3-week progress reports and report cards. In addition, an explanation will be given regarding Title I, what services will be offered, and how parents have the right to be involved in their children's education. At any time, a parent may receive additional information by setting up a conference with the classroom teacher and/or the administrator.

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**6b. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**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. (Describe)**

BES provides materials needed by students when reported during PST meetings. Parenting skills are discussed at each PTO meeting along with parenting tips in the weekly school newsletter throughout the year on various topics including, but are not limited to; reading with your child, creating a home learning environment, working as a partner with your child's teacher, testing tips and health & safety tips. We also offer computer and other training (as suggested by the parents) and provide computers for parent use in the temporary Parent Center. Other books and literature are also available.

**6c. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**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. (Describe)**

M. W. Burroughs School will continue to work with its teachers through in-services, PST & faculty meetings, and/or grade level meetings in learning the importance of parental contributions and how to reach out and communicate with parents/guardians as valuable partners in their child's academic achievement. All staff members are expected to welcome parents to the school, as appropriate, and to work with the parents in educating their child. A parent orientation will be offered at the beginning of the year for each grade level. All teachers will communicate regularly with the parents through a class newsletter issued each week and via text and email when applicable.

**6d. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**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.(Describe)**

M. W. Burroughs School coordinates its parent involvement program for all Title I parents to ensure that activities are aligned with our CIP. We encourage all parents to be actively involved in our parenting activities and programs. Parents are asked to participate in parenting activities, attend Reading and Math Nights, and attend the various parent workshops. Parents are also welcome to visit the temporary Parent

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Center to utilize materials and computers to help in the education of their child.

**6e. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**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. (Describe)**

M. W. Burroughs School ensures that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and to the extent practicable, in a language the parents can understand when requested and/or needed. An interpreter can be used to verbally assist in communicating with the ELL parents.

**6f. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall provide such other reasonable support for parental involvement activities as parents may request. (Describe)**

M. W. Burroughs School makes every effort to work with parents in meeting their requests as related to their involvement in their child's education. The parent survey is utilized to ensure that every parent can have a voice. The school offers many ways for the parent to be involved in their child's education. Parents are invited to attend Reading and Math nights which help build a firm foundation in the curriculum and help parents to better understand new concepts and skills the students are learning during the regular school day. To ensure an effective partnership with the school and the parents, the parent compacts are referred to during parent meetings. Community stakeholders are part of the CIP committee and serve as guest speakers during the Terrific Kids/Honor's Assemblies and throughout the year for career motivation.

**7. Describe how the school will ensure the provision for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students; including providing information and school reports in a format and, to the extent practicable, in a language that parents can understand.**

M. W. Burroughs School recognizes that parents may be diverse in culture, language, and needs. At BES, to the extent practicable, we provide opportunities for these parents to be a part of their child's education. BES recognizes its responsibility to eliminate barriers that may impede family involvement in school programs. BES has an assigned ESL teacher who is available to assist in verbal communications with parents of ELL students and an interpreter is available when needed. Trans-Act is also utilized for parents requiring notifications in another language (when requested). At this time, M. W. Burroughs School has no migrant students, but will work with these parents to help their children be successful at school when needed. Every effort is made to accommodate parents with disabilities. M. W. Burroughs School is a handicap-accessible building.