

Title 1 Parent Involvement Policy

Seymour Jackson Elementary School

School Level Policy:

Seymour Jackson Elementary intends to follow the parental policy guidelines in accordance with No Child Left Behind Act of 2001 as listed below. Seymour in the Title 1 program and it will be updated periodically.

Policy Guidelines:

*Convene an Annual Meeting/Explain the Requirements and Rights of Parents.

At the annual meeting, the requirements and the rights of parents will be explained. For parents unable to attend the annual meeting, this material is available at Parent Teacher Conferences. For Seymour Community Schools, a minimum of one parent conference is conducted each semester.

*Offer a Flexible Schedule of Meetings

Meetings are conducted periodically. Parent meetings also can occur in the evening. Title 1 and building staff will also make individual appointments to meet with parents on an as need basis.

*Involve Parents in an Organized, Ongoing, and Timely Way to Plan Review and Improve Programs such as: Parent Involvement Policy

Seymour Jackson uses surveys/questionnaires to gain more insight into parent perspectives. The Parent/Teacher Organization is very active at Jackson and conducts meeting on an ongoing basis. These meeting are utilized to convey and solicit information from parents. Parents are involved frequently with a variety of school improvement initiatives.

*Provide the Parents of Participating Students with Timely Information

The following methods of communication are used at Jackson School:

Weekly Newsletters, Midterm Reports, Report Cards, Inserts in Report Cards with Specifics about Case Conferences, One Parent/Teacher Conference each Semester, Individual Conferences with Parents as Scheduled by the Teacher or Requested by the Parents, Email Correspondence, Web Page Announcements, Newsletters, and Phone Calls.

***Provide Parents with a Description of the Curriculum to be used**

Parents will be provided and shown how to access grade level state standards through a link on our school website while attending our Title I Parent Involvement Night. Parents will also be mailed a paper copy of the Indiana College and Career Ready Standards along with their Title I annual letter. Currently there is a collective effort among parents, teachers, community members and administrators in the developing of our vertical and horizontal curriculum within Seymour Community Schools.

***Provide Parents with the Forms of Academic Assessment Used to Measure Student Progress**

Parents will have access to check their child's grades electronically through Information Now which will be linked to our school website. Parents will also receive a paper copy of a quarterly progress report to measure student progress.

Individual Classroom Newsletters provide parents with information that includes not only the assessments used, but the timeline for the administration of these assessments. Seymour Community Schools participate in the following assessments as a corporation:

ISTEP , LAS Links Testing (Once Per Year), MClass, and Acuity (All Three Times Per Year) Information or Clarification can be obtained on these assessments from classroom teachers, building administrators, or The Director of Curriculum and Instruction.

Building Phone Number: 522-5709 Central Office Phone Number: 522-3340

Justin Brown, Principal

Lisa Ferguson, Director of Curriculum

Karla Bohle, Assistant Principal

Diane Altemeyer, Director of Federal Programs

***Provide Opportunities for Decision-making Related to the Education of their Children**

Parents participate in case conferences, individual conferences, serve on committees, and attend parent-training sessions.

***Provide Materials and Training on How Parents Can Improve Their Child's Achievement**

Parent Involvement activities are consistently offered at Seymour Jackson Elementary. The content of the training is based upon needs of the parents and school improvement goals. Seymour Jackson also provides information for the home over the summer months.

***Educate School Staff on How to Build Ties Between Home and School**

Seymour Jackson Elementary utilizes staff meetings, email correspondence, book studies, and teacher professional development days to share information about effective parent involvement.

*Coordinate and Integrate, as appropriate, parent involvement with Head Start, Even Start, Public Pre-School Programs and develop appropriate roles for Community-based Organizations and businesses to promote partnerships with elementary, middle, and high schools.

Programs Seymour Jackson currently work with to promote parent involvement are: Centerstone, Meadows, Department of Child Service, United Way 211, Community Partners, Child Care Network, Provisions Food Bank, Gleaners, Cummins, Soles for Souls, and Trinity Cougar Den, Goodwill Industries, Wal-Mart Programs, Anchor House, First Steps, Big Brothers/Big Sisters, Girls Inc, and Boys and Girls Club

*Ensuring, to the extent possible, that information sent home is in a language parents can understand

Information sent home to parents is translated into Spanish and Japanese as needed. Seymour Jackson has translators on staff to help during individual parent conferences and to do translating for information sent home. For languages other than Spanish, translators have been hired on an hourly basis to meet the language needs of our families.

*Respond to any Parent Suggestions as soon as Practically Possible

Building and corporation level administrators handle parent suggestions, concerns, or requests for information. Documentation of the request, concern, or suggestion is kept on file at our Central Administration Office along with the resolution of the request, concern, or suggestion.

Any comments indicating parents' dissatisfaction with the school Title 1 program must be collected and submitted along with the Title 1 Application for Grant to the Indiana Division of Compensatory Education.

Parent Compacts, stating what schools and parents are each to do to support student achievement, are sent to each family. Signed copies of the document are on file in the school office.