

May 10, 2007

FAIRVIEW ELEMENTARY
PARENT INVOLVEMENT PROCEDURES

FAIRVIEW ELEMENTARY SCHOOL'S PARENT INVOLVMENT POLICY

Fairview Elementary School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

1. The Title I program will develop a survey focused on obtaining information from parents of participating students as well as input from students, staff and the community, on how the Title I program is running and what are the perceived needs of the surveyed.
2. The district will schedule meetings as necessary to redefine and review the Title 1 Parent Involvement Policy as needed.
3. The Fairview Elementary School will hold an annual meeting to inform parents of the school's participation in the Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in the Title I, Part A Programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, so that as many parents as possible are able to attend. The school will invite all parents of children participating in the Title 1, part A programs to this meeting.
4. Upon receiving the Parental Notification information, an announcement of the Annual Meeting will be included.
5. Parents will be provided a means to notify the Title 1 office for an alternative meeting time to be informed of all information included on the Annual Meeting Agenda. Every effort will be made to provide various meetings to meet the needs of the families.
6. The Fairview Elementary School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
 - a. Information concerning curriculum, assessments and proficiency levels will be explained at the Annual Meeting.
 - b. Scheduled Parent/Teacher conferences as well as Parent/Teacher meetings will provide an opportunity to discuss assessments and proficiency levels.
 - c. Instructional Support Team meetings with parents will provide an opportunity to discuss assessments and proficiency levels.

7. The Fairview Elementary School will at the request of parents, provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
 - a. Scheduled Parent/Teacher conferences
 - b. Parent/Teacher meetings at the request of the parent or teacher
 - c. Phone conferences
 - d. Part of the Instructional Support Team process
8. The Fairview Elementary School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by mailing to each family a Parent Home Report.
9. The Fairview Elementary School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by including a document signed by the principal stating the right to highly qualified teachers with the Parent Notification information.
10. The Fairview Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as:
 - the state's academic content standards,
 - the state's student academic achievement standards,
 - the state and local academic assessments including alternate assessments,
 - the requirements of Part A, Note: where is this information?
 - how to monitor their child's progress, and
 - how to work with educators:
 - a. providing helpful information in the Parent Handbook
 - b. providing helpful information during registration
 - c. providing helpful information in the school newsletter
11. The Fairview Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement and foster parental involvement by:
 - a. Encouraging families to participate in Family Literacy events
 - b. Providing suggestions at Instructional Support Team meetings
 - c. Providing materials and training at Parent/Teacher conferences
12. The Fairview Elementary School will, with the assistance of its parents, educate its teachers, pupil services personnel, principal and staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of

contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- a. utilizing educational opportunities provided by the Act 48 committee
- b. discussions at faculty meetings
- c. information and programs provided by the administration when applicable

13. The Fairview Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, home Instruction Programs for preschool Youngsters, the parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- a. providing information and programs by the administration when applicable
- b. providing opportunities for parents and families to utilize the educational facilities, for example the Media Center

14. The Fairview Elementary School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of the participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- a. using public service announcements
- b. providing information on the district web site
- c. information provided in the Parent Handbook
- d. information provided in the weekly newsletter