

Title I Parent Involvement School Plan  
2018--2019

*Evergreen Elementary School*

Parental Involvement, Section 1118 of NCLB

<b>Title I Requirement</b>	<b>Evidence of Compliance</b>	<b>Participants</b>	<b>Activities/Strategies</b>	<b>Time/Date</b>
1. <b><u>Shall jointly develop</u></b> with and distribute to, parents of participating children a school written parental involvement policy. Sec. 1118(b)(1)	<ul style="list-style-type: none"> <li>• Copy of Parental Involvement Policy</li> <li>• Sign In Sheets from Open House</li> </ul>	<ul style="list-style-type: none"> <li>• SIT Members</li> <li>• Parents</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Policy Adopted</li> <li>• Policy Prepared &amp; Shared with SIT Members &amp; Teachers</li> <li>• Copies Sent to all Parents</li> <li>• Open House</li> </ul>	October 24 <sup>th</sup>
2. <b><u>Shall convene an annual</u></b> meeting to explain requirements and rights of parents to be involved. Sec. 1118(c)(1)	<ul style="list-style-type: none"> <li>• Title I Meeting Agenda</li> <li>• Title I Sign-In Sheet</li> <li>• Parent Nights</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders</li> <li>• Faculty</li> <li>• Administration</li> <li>• Parent Coordinator</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Title I Program Presented to Stakeholders</li> <li>• Agendas from Title I Meeting</li> <li>• Date and Time of Meetings publicized on school marquee, and sent out on School Messenger</li> </ul>	October 31 <sup>st</sup>
3. <b><u>Shall offer</u></b> a flexible number of meetings...and may provide transportation, childcare or home visits with funds for parental involvement. Sec. 1118(c)(2)	<ul style="list-style-type: none"> <li>• School Records</li> <li>• Teacher Documented Conferences</li> <li>• Migrant/ESL Documentation</li> <li>• Open House</li> <li>• Christmas Concert</li> <li>• Read to Achieve Night</li> <li>• Parent Coordinator Documentation &amp; Logs</li> </ul>	<ul style="list-style-type: none"> <li>• School Administration</li> <li>• Parents</li> <li>• Teacher</li> <li>• Parent Coordinator</li> <li>• Kelly Jones, Arts Director for CCS</li> <li>• Parent Advisory Board Members</li> <li>• Ronnie Strickland, Board Member</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Documented Conferences</li> <li>• Curriculum Nights</li> <li>• Open House</li> <li>• Title I Presentation</li> </ul>	Ongoing throughout the year

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4. <b>Shall involve</b> parents in the planning, review and evaluating and improvement of programs. (School Improvement) Sec. 1118(c)(3)	<ul style="list-style-type: none"> <li>• Title I Schoolwide Plan</li> <li>• SIT Meetings</li> <li>• SIT Minutes Sheet</li> <li>• Sign In Sheets</li> <li>• Advisory Council Meetings</li> <li>• School Improvement Plan</li> </ul>	<ul style="list-style-type: none"> <li>• SIT Members</li> <li>• Faculty &amp; Staff</li> <li>• Parent Representatives</li> </ul>	<ul style="list-style-type: none"> <li>• Plan shared with Central Office Planning Team</li> <li>• Plan shared with faculty and staff</li> <li>• Plan shared with all stakeholders</li> <li>• Parent serving on SIT</li> </ul>	October 24 <sup>th</sup> (Revisions to plan shared with Stakeholders throughout the year.)
5. <b>Shall provide</b> parents timely information about school programs; description and explanation of curriculum and parent conferences if requested. Sec.1118(c)(4)(A-C)	<ul style="list-style-type: none"> <li>• Student Handbooks</li> <li>• Internet (Website &amp; Facebook page)</li> <li>• School Messenger</li> <li>• Class/School Newsletters</li> <li>• Title I Meeting</li> <li>• Parent Nights</li> <li>• Documentation of Conferences</li> </ul>	<ul style="list-style-type: none"> <li>• School Administration</li> <li>• Faculty &amp; Staff</li> <li>• Stakeholders</li> <li>• Parents</li> <li>• Parent Coordinator</li> <li>• Kelly Jones, Arts Coordinator for CCS</li> <li>• ESL Translator</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date School Website</li> <li>• Up to date School Facebook Page</li> <li>• Parent Nights</li> <li>• Newsletters (Translated in Spanish when needed)</li> </ul>	Ongoing throughout year
6. <b>Shall submit to LEA</b> any unsatisfactory comments from parents regarding the school wide program (have a process in place.) Sec. 1118(c)(5)	<ul style="list-style-type: none"> <li>• Parents receive an open invitation to voice unsatisfactory comments though effective chain of communication.</li> </ul>	<ul style="list-style-type: none"> <li>• School Administration</li> <li>• Teachers</li> <li>• Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Open line of communication with school administration.</li> </ul>	Ongoing throughout year
7. <b>Shall jointly develop, distribute and discuss</b> school-parent compact forms annually (see requirements) Sec. 1118(d)(1,2)(A-C)	<ul style="list-style-type: none"> <li>• Copy of Compact</li> <li>• Meeting Agendas</li> <li>• Teacher Data Notebooks</li> <li>• Student Success Maker Data Notebooks</li> <li>• SIT Approvals</li> </ul>	<ul style="list-style-type: none"> <li>• SIT Members</li> <li>• Teachers &amp; Parents</li> <li>• School Administration</li> <li>• Students</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of Compact reviewed and signed by all stakeholders (Parent – Student – Teacher – Principal)</li> <li>• Compact on file in Teacher Data Notebook</li> </ul>	September 6 <sup>th</sup>  Ongoing throughout the year



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8. <b>Shall provide</b> assistance to parents in understanding such topics as Common Core, EOG and local assessments. Sec. 1118(e)(1)	<ul style="list-style-type: none"> <li>• Teacher Conferences</li> <li>• Parent Coordinator Logs</li> <li>• Webpages (School/District)</li> <li>• Local LEA Promotion/Retention Policy</li> <li>• Handbooks</li> <li>• Parent Nights</li> <li>• Interim Reports</li> <li>• Parent Contact Reports</li> <li>• PLC Minutes &amp; Schedule</li> <li>• Report Cards</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty and Staff</li> <li>• Stakeholders</li> <li>• School Administration</li> <li>• Parent Coordinator</li> <li>• Lead Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Conferences</li> <li>• Open lines of Communication with Stakeholders</li> <li>• Parent Nights</li> <li>• NC PowerSchool</li> <li>• Interim Reports signed &amp; returned</li> <li>• Report Cards signed and returned</li> <li>• Parent Contact Reports</li> <li>• SuccessMaker data shared with parents</li> <li>• PLC Meetings</li> </ul>	Ongoing throughout year
9. <b>Shall provide</b> materials and training to help parents to work with their children at home. Sec. 1118(e)(2)	<ul style="list-style-type: none"> <li>• School Communication</li> <li>• School/Teacher Webpage</li> <li>• School Facebook Page</li> <li>• Teacher Contact Log</li> <li>• District Migrant Resource Center</li> <li>• Parent Help Tip Videos provided by Parent Coordinator</li> <li>• Parent Nights</li> </ul>	<ul style="list-style-type: none"> <li>• School Administration</li> <li>• Faculty and Staff</li> <li>• District ESL Coordinator</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Website Resources</li> <li>• Teacher/Parent Communication</li> <li>• Centers for Resources</li> <li>• Parent Nights</li> </ul>	Ongoing throughout year

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10. Shall provide training for teachers, staff, and principals on how to work together in a joint effort to reach out, communicate with and work with parents as equal partners. Sec. 1118(e)(3)	<ul style="list-style-type: none"> <li>• Central Office PLC Sessions</li> <li>• County Wide Professional Development Sessions</li> <li>• School Wide Professional Development</li> <li>• Professional Learning Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Central Office Personnel</li> <li>• School Administration</li> <li>• Lead Teacher</li> <li>• Faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Development (County Wide and School Wide)</li> </ul>	Ongoing throughout year
11. Shall coordinate and integrate parent involvement programs activities with pre-school programs (see list) and conduct other activities such as parent resource centers... Sec. 1118(e)(4)	<ul style="list-style-type: none"> <li>• Parent Nights</li> <li>• Open House</li> <li>• SIT Plan</li> <li>• Web Page</li> <li>• FaceBook Page</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders</li> <li>• Faculty</li> <li>• School Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Open House</li> <li>• Parent Nights</li> <li>• Title I Night</li> </ul>	Ongoing throughout year
12. Shall ensure that information related to school and parent programs, meetings and other activities is sent to parents in a format, and language the parents can understand. Sec. 1118(3)(5)	<ul style="list-style-type: none"> <li>• Parent Information sent in English and Spanish</li> <li>• School Website and Facebook page</li> <li>• Teacher Newsletter</li> <li>• School Memos</li> <li>• Parent Coordinator Logs &amp; Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• School Administration</li> <li>• Teachers</li> <li>• ESL Translator</li> <li>• Parent Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Informational Letters sent home in English and Spanish</li> <li>• Home Connect Reports sent home in English and Spanish</li> <li>• Teacher Newsletters</li> <li>• Memos sent home as needed</li> </ul>	Ongoing throughout the year

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13. Shall provide such other reasonable support for parental involvement activities under this section as parents may request. (Process) Sec. 1118(e)(14)	<ul style="list-style-type: none"> <li>• Classroom Accommodations</li> <li>• PBIS (Positive Behavior Intervention Support)</li> <li>• Family Nights</li> <li>• STAT Meetings Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher</li> <li>• School Administration</li> <li>• Parents</li> <li>• Parent Coordinator</li> <li>• Counselor</li> <li>• STAT Team</li> </ul>	<ul style="list-style-type: none"> <li>• Open Lines of Communication with Stakeholders</li> <li>• Student Accommodations in Classroom</li> <li>• Behavior Modifications Plans</li> </ul>	Ongoing throughout the year