**Johnson Elementary Parent Involvement Plan**

***In accordance with The No Child Left Behind Act of 2001***

We as members of the Johnson Elementary School Community believe all children can learn. Children learn best when families and schools work together as a team and parents are included in the decision making process. Together (family, school, community) our mission is to inspire, empower and grow leaders. Our vision is to create and provide a happy, caring, and safe environment for all students. Our young leaders will be empowered to become interdependent, passionate thinkers and achieve their full potential to be successful now and in the future.

Parents, staff, and the building administrator have developed this Parent Involvement Plan in accordance with NCLB Section 1118 activities which are accomplished at Johnson Elementary School in the ways listed in each section.

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| **NCLB Section** | **Ways in Which** Johnson Elementary School **Staff Accomplish these Activities** |
| **1118 (b)** Jointly develop a school -parental involvement policy with parents, and share with parents of children participating in a Title I program. | At Johnson Elementary School we involved parents in the development of the Parent Involvement Policy/Plan in various ways:   * During the 2016-2017 school year, our team met on May 24 to create our Title I Parent Involvement Policy. We discussed the current activities in the building and suggested additional activities that would support parent involvement. We asked for feedback from the parents on our Johnson School Improvement Team as well as parent input at our Title I Annual Meeting, and our monthly Johnson Parent Teacher Association meetings. * Our Title I parent involvement policy is written in simple, concise language, and will be updated periodically to meet the changing needs of students, parents, and the school. * The Title I Parent Involvement Policy will be updated and made available to the local community via the Johnson Elementary website. |
| **1118 (c) (1**) Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved | At Johnson, we hold our Annual Title I Meeting at the beginning of the school year. Parents are notified of the meeting through invitations, Listserv/Skyward email message center, information on school website, teacher newsletters, Facebook, and Twitter site. We include the following information in the Annual Meeting:   * Share the Title I Parent Involvement Policy/Plan and ask for feedback * Share the Title I School/Family Compact and ask for feedback * Further explain specific Title I eligibility and services available * Ask for parental input/suggestions regarding our programming needs, which determine meeting topics for future Title I Parent Informational Meetings. |
| **1118 (c) (2)** Offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parent involvement | At Johnson Elementary, we offer flexible meeting times and encourage parental involvement in the following ways:   * Host an annual Curriculum/Parent Night, along with Leader in Me Information night * Hold Title I Parent Informational Meetings throughout the school year * Offer Kindergarten Orientation, K-Days, Leader in Me activity events, and Open House * Conduct Parent/Teacher conferences twice per year (Fall and Spring)   Invite parents to leadership events such as “Mission Possible” where families developed mission statements   * Hold monthly Johnson Parent Teacher Association meetings at varied times, based on parent survey feedback * Hold parent learning and training sessions (i.e., Math/Reading Night), which focus on math and reading strategies to support students’ learning * Offer movie nights, Family Picnic, Curriculum Night, and Open House * Encourage parents to volunteer and participate in classroom and building activities (i.e., classroom projects/activities, Fun Run Day, etc.) * Host a family celebration at the end of the year * Flexible IEP times * Contact with school social workers * Host social activities throughout the year such as Monster Mash, Shamrock Shake, and movie nights * Host family training events including “Mission Possible” night * Encourage participation in the summer reading program |
| **1118 (c) (3)** Involve parents in an ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the development of the Parent Involvement Plan and schoolwide Plan | At Johnson Elementary we encourage our parents to review and provide input to our program in the following ways:   * Review and solicit feedback on the Parent Involvement Policy/Plan in various ways (i.e, Title I Annual Meeting, PTA, Parent Nights, etc.) * Share the school Parent Involvement Policy at the Parent Curriculum Night, Title I Annual Meeting, Johnson Parent Teacher Association meetings, Johnson Website * Post a suggestion box for parents to give their thoughts and opinions * Have a Title I section in the monthly school newsletter to share important information regarding policy, parent participation, services available, (i.e. Title I Annual Meeting dates, interventions, Resource Night, etc.) * Parent Compact will be distributed to parents at fall conferences. Parents will initial/sign to ensure that they have reviewed the document * Parents will be given time before their conference to complete the Title I Parent School Partnership Survey * Annual online parent survey is conducted. Computers and paper copies are also available to encourage participation. * Review and revise the Parent Involvement Policy to incorporate suggestions based on the parent survey results * Utilize all avenues of communication with parents (school newsletter, classroom newsletters, phone messages, Facebook, Twitter, district publications and website) to increase parent involvement * An Annual Title I meeting will be held to review programming, the Parent Involvement Policy, and to ask for suggestions |
| **1118 (c) (4) (A)** Provide parents of Title I children timely information | Johnson Elementary School will provide timely information to parents through:   * Open House prior to start of school * Annual Title I meeting prior to Fall Curriculum/Parent night (childcare provided) * Report Cards * District web site – Policy and compact available on website * School / Classroom newsletters /District newsletters, Message Center * Facebook and Twitter * Parent Conferences as needed--meet intervention specialists / see intervention programs / discuss student’s progress thus far * Weekly Communication Packets * Personal contacts by teacher and/or principal - telephone calls / e-mail correspondence |
| **1118 (c) (4) (B)** Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet | Johnson Elementary School will provide timely information about curriculum and assessment to parents through:   * Annual Title I meeting prior to Fall Curriculum night (childcare provided) * Curriculum Night/Parent Night * Johnson Newsletter, and Message Center * Parent conferences fall and spring--Additional conferences upon parent/teacher request * Report cards * Skyward/Family Access * Parent workshops * Daily Take Home Folders and Student Agendas/Planners to be reviewed/signed daily * Johnson Elementary Website – Policy and compact available on website. * School / Classroom newsletters /District newsletters /District Web Site * Early Parent Conferences as needed- meet intervention specialists / see intervention programs / discuss student’s progress thus far * Kindergarten Orientation, K-Days * Parent Meetings, phone calls, email correspondences * Title I information will be added as a standing agenda at the PTA monthly meetings * Parent curriculum link on district website to inform parents of specific grade-level curriculum and state standards * Reference to curriculum found on Oakland County and State of Michigan websites * Student data binders |
| **1118 (c) (4) (C)** Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child’s education, and to respond to any suggestions as soon as possible | Johnson Elementary School will provide parents an opportunity to interact with their children’s school by:   * Having a parent suggestion box located in the entryway * Encouraging parents to email suggestions to the school administrator * Including Title I as a regular agenda item at Johnson Parent Teacher Association meetings. Go through Parent Suggestion Box at monthly PTA meetings to discuss both suggestions/positive notes * Utilizing parent feedback to revise and update our Title I program to meet the needs of all parents and students * Collecting and analyzing parent perception data through annual School Improvement Surveys * Sharing suggestions and comments with the Johnson staff and act on suggestions as appropriate * Encouraging other individual correspondence between parents and school staff including telephone calls/e-mail correspondence * Hosting fall and spring conferences to discuss student progress, achievement, Student Action Plans, Title I School-Family Compact, goals, Leader and Me initiative and the 7 Habits and interventions * Having Extra conference times are available upon parent/teacher request * Having a Title I corner in the monthly Johnson Newsletter to share important information regarding policy, parent participation, services available, (i.e. annual meeting dates, interventions, Resource Night, etc.) * Utilizing the suggestion box through the district website * Gathering anonymous parent feedback at Title I Annual Meeting and through an annual online survey |
| **1118 (c) (5)** Ensure that if the schoolwide program plan is not satisfactory to parents of participating students, submit any parent comments on the plan when the school makes the plan available to the Local Education Agency | Johnson Elementary will provide parents an opportunity to submit concerns regarding the Title I plan by:   * Providing a Parent Suggestion Box located in a visible location where parents make suggestions or comments for improvement regarding the Title I Program * Including Title I information as a regular agenda item at PTA meetings * Conducting parent surveys * Conducting parent surveys during family events and training workshops such as Leader in Me * Communicating to principal through individual correspondence such as phone calls or e-mail correspondence * Principal will meet with Director of State and Federal Programs and Deputy Superintendent to share parent concerns * Title I principals meet on a regular basis to address concerns and needs of Title I parents * School board liaison visits Johnson on a regular basis to receive and update on the needs and concerns of Title I parents |
| **1118 (d) (1)** Jointly, with parents, develop a compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement | Johnson Elementary School developed a School/Parent/Student compact:   * The Parent/Teacher/Student compact was developed by the parents and staff and is reviewed annually. Parents review our compact at the Annual Fall Title I Meeting. Revisions are made based on parent survey results and additional suggestions provided by parents and Brooks staff. The Compact and Parent Involvement Plan was also sent to the Title I Parent Committee for feedback |
| **1118 (d) (2) (A)** Include a schedule for Elementary Parent/Teacher Conferences, at least annually, during which the Compact will be discussed with parents as it relates to the individual child’s achievement | The Parent/School Compact will be shared annually at Parent/Teacher Conferences each fall. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child’s learning at home and school.  At Johnson Elementary, we will:   * Host fall conferences and include a review and discussion of the School-Family Compact and student progress. Spring conferences are held to discuss student progress, as well. Conferences are also available by request * Include a review of the School-Family Compact in the Title I Annual Meeting to create awareness and parental feedback * Post a suggestion box by the plan, for parents to give their thoughts and opinions about the School-Family Compact * Solicit feedback about parent-friendly language at the Title I Annual Meeting (Parents are asked to review the language on the compact and indicate if anything was not clear or needed to be clarified. Compacts with feedback can be turned in at the meeting or at a later time) * Gather anonymous parent feedback through an annual online survey * Ensure that the Compact includes parent-friendly language for clear understanding * Make progress reports and Skyward Family Access student progress data available to all families * Create action plans with parent and teacher input at the fall conferences * Provide IEP and 504 plans to qualifying students |
| **1118 (d) (2) (B)** Provide frequent reports to parents on their child’s progress | At Johnson Elementary School, we provide families with student progress:   * Skyward Family Access provides 24 hour updated information available for parents to review student progress * Three district electronic report cards are available per year. Hard copies are available upon request. * Student planners are used daily to communicate progress, as well as informational and assessment information * Parent phone calls and emails are used to communicate as needed * Fall and spring conferences are held to discuss student progress, School-Family Compact, achievement, Student Action Plans, and interventions. Additional conferences are also available by request * Various support resources are used for student academic practice, which also reports student progress, such as Xtra Math, Moby Max/Literacy, and Math Expressions Online * Classroom newsletters/websites and Message Center are used to remind parents of important upcoming dates and information directly related to student progress * Daily Behavior Plans, IEP’s, IEP progress reports, and 504 plans are used for individual students as needed |
| **1118 (d) (2) (C)** Afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child’s class, and observation of classroom activities | At Johnson Elementary School staff ensures parents have access to communicate with them about their child’s education in a variety of ways including:   * We have an open door policy for parents with both staff and administration * Staff invite parents to contact them through email and daily planners/daily folders * Parents are encouraged to participate in many school activities, such as room parents, chaperones for field trips/class activities, assistants/participants in various events (i.e., Math Pentathlon, Leader in Me Family Nights, Fun Run, Mileage Club, Popcorn Friday Poppers, etc.) * Social Work referrals allow for parents to contact social worker and request support * Parents are a valuable part of our safety plan, as they serve as lunch aides, and classroom helpers * Johnson Parent Teacher Association is an open group which encourages parent involvement on many levels, including ongoing roles, in addition to project based opportunities |
| **1118 (e) (1)** Shall provide assistance to parents served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress | At Johnson Elementary School, staff annually shares the State’s content expectations with parents, the state’s annual assessment (M-STEP) with parents, and how to monitor their child’s progress:   * Parent/Teacher conferences twice per year (Fall and Spring) to discuss student progress and share information about standards, goals and assessments * Additional conferences are available upon parent/teacher request * Information is shared at Parent (curriculum) Night in the fall * Student assessment data profiles are generated from Illuminate, * M-STEP and NWEA/MAP test information communications are sent (i.e., letter home, Listserv, newsletters, Message Center) * Family Access is used to share assessments scores with parents * A family night is offered to provide explanation on using Family Access to access their child’s assessment scores, data and report cards * The monthly Johnson Newsletter, Message Center or teacher websites will include explanations on how to interpret scores on student assessments * Academic standards and assessment information are shared electronically via report cards and Skyward/Family Access. Hard copies are available upon request * Communications are sent through the Huron Valley Schools District Website, Skylert, Skyward, Johnson Newsletters, Message Center, Facebook, and Twitter * Monthly school newsletters, Message Center and classroom newsletters communicate standards and assessment information * Parent workshops and enrichment opportunities (i.e., Reading/Math Night, Leader in Me activity nights) offer opportunities for teaching assistance to parents regarding academic standards and assessments * Kindergarten Orientation, K-Days, and provide assessment information for our youngest learners and new families to support their child’s learning * Parent meetings, phone calls, and email correspondences are additional means for providing information * The Parent Curriculum Link is scheduled to be on the district website to inform parents of specific grade level curriculum and state standards * A link to the Math Expressions online website is on the Johnson website * Reference to the curriculum is found on the Oakland County and State of Michigan websites * Data shared at Individualized Education Plan (IEP) team meetings for students requiring IEP services |
| **1118 (e) (2)** Shall provide materials and training to help parents work with their children at home to improve their children’s achievement | At Johnson Elementary School staff will provide parents with appropriate materials and offer training in our school to enable them to support their child’s academic progress. These include:   * Technology Training—Presenters from the Huron Valley to train parents in effective uses of technology for supporting student learning. using Family Access, and finding other district information * Family Literacy Night—Parents learn strategies and activities to support their child’s literacy development. Parents receive games to play and an age appropriate book to use when working with their child * Family Math Night—Parents learn strategies and activities to support their child’s math development. Parents receive math games to use at home with their child * Materials and training are provided to kindergarten parents/families at Kindergarten Orientation, K-Days, and Parent Night * Curriculum is shared through a fall curriculum night held at each grade level * Academic standards and assessment information are shared electronically via report cards and Skyward/Family Access. Hard copies are available upon request * The Parent Curriculum Link is scheduled to be on the district website to inform parents of specific grade level curriculum and state standards * Various materials and training opportunities are shared through the Huron Valley Schools District Website, and Johnson Elementary School website/blog * Monthly school newsletters, Message Center and online classroom newsletters communicate opportunities to support parents/families with materials and training * Parent Meetings, phone calls, and email correspondences are additional means for providing materials and information. This is done for large groups of students, as well as individual students |
| **1118 (e) (3)** Shall educate staff in the value and utility of parents’ contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school | On-going professional development for staff on effective ways to increase parent involvement occurs annually.   * All staff at Johnson Elementary School respect and value the home-to-school connection and parent and family involvement. There are many components integrated into our programming and School Improvement Plan. The demographics of our school community present some challenges with parent involvement, therefore, staff is committed to learning and implementing best practice research and new strategies and ideas for successful parent involvement and communication. Working closely with parents and families is a high priority and we consistently work together in all situations that involve our school community. In addition to continuing our work in learning effective strategies when working with families in poverty through research and book/article studies, we refer to an Oakland Schools consultant to offer PD on best practice strategies and approaches. These training sessions are open for all staff to attend, including all ancillary staff (ie: paraprofessionals, lunch monitors, social workers, custodians) * District Title I Family Learning Events for example: ADHD, parenting workshops and Math Expressions |
| **1118 (e) (4)** Shall coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children | At Johnson Elementary School, coordination with other programs for parent involvement includes:   * The Johnson Parent Teacher Association meets monthly, parents are encouraged and invited to be involved in the school programming and activities * Parents are informed about school activities during the District Title I Parent Meetings for example: Math Expressions, Parenting Workshops, Parent Resource nights through Oakland ISD, and ADHD Parent Workshop * Math/Literacy and Activity Parent events offer opportunities to involve families with academic support * Junior Kindergarten - During Kindergarten Orientation, parents are informed of the opportunity for their child/children to participate in our Junior Kindergarten program. * Family Literacy Nights—The purpose of Johnson Family Literacy Nights is to provide strategies for parents of all students to support literacy growth in the home. This event is for all Johnson students, including special education students, ELL students, etc. * Blessings in a Backpack—The Huron Valley Optimist Club plans to provide weekly backpacks of food for our students receiving free and reduced lunch * Holiday Giving Tree to provide holiday support to families in need |
| **1118 (e) (5)** Shall ensure information is shared with parents in a language and format they can understand | At Johnson Elementary School, information is shared with parents in a language and format they can understand. Examples include:   * Message Center, monthly newsletter, Facebook, Twitter and classroom newsletters regularly inform of school/parent programs and important information * Daily planners and folders communicate progress, programming and information to families * Newsletters are translated when needed and interpreters are used for school events, programs, informational meetings, conferences, etc. * Accommodations for parents who are non-English speakers are available when needed * Title I Parent meeting is conducted to discuss school and Parent Involvement Programs * Information is shared during Curriculum/Parent Night through principal and teacher presentations * Electronic communications are done through Listserv, Message Center, and the school and district website * Information is also shared at Kindergarten Orientation, and K-Days |
| **1118 (e) (14)** Shall provide other reasonable support for parental involvement activities as parents may request | Parents are provided with other reasonable support such as:   * Johnson Elementary School will make every effort to support our parents and make sure their needs are met in order to foster positive parent involvement. Parents can make their request through contacting the teacher, principal, or office staff * We have an open door policy with both administration and staff * Parents can schedule conferences with principal and teachers at their convenience throughout the school year |
| **1118 (f)** Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children | Staff provide opportunities for full parent participation:  At Johnson Elementary School:   * Johnson Parent Teacher Association meets monthly and offers various times for meeting. * Interpreters are available for families needing assistance at school activities, conferences, parent meetings (i.e., Spanish Speaking families, Sign Language Interpreter) * Johnson is a handicapped accessible facility, door opening assistance, and a handicapped accessible restroom * Accommodations are made as necessary for parents with disabilities * Skyward/Family Access provides families information related to their child’s, including attendance, food service, student progress, and report cards. Hard copies are available upon request (as offered through newsletter, beginning of the year information, and Parent Night) * Various materials and training opportunities are shared through the Huron Valley Schools District Website, Johnson Elementary Website, monthly newsletters, and Message Center * Monthly school newsletters and classroom newsletters communicate opportunities to keep all families informed * Partnerships with community agencies provide Johnson families with services and support (i.e., Huron Valley Youth Assistance, Community Sharing, and Huron Valley State Bank) Parents of students with an IEP are provided with an abbreviated version of their IEP in addition to their full IEP * Parents of students with migratory status would be offered additional opportunities for parent education, information about the school and assessment, and other information provided in native language and/or with translation. Additionally, should there be migratory students enrolled, community resources fitting this population would be provided regarding housing, food, medical and other care as well as academic supports and intervention available regardless of enrollment time or duration of enrollment * For those parents who lack literacy skills, we are planning face to face conversation to ensure that the information was shared in a manner that is meaningful to them |