

**Park Avenue Elementary
Parental Involvement Policy
2015 - 2016**

Park Avenue Elementary School understands the importance of involving parents, and the community as a whole, in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement.

Park Avenue Elementary staff will use various communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

- Classroom teachers will use homework planners. Information to be shared with parents will be sent home weekly in communication folders.
- The district's automated phone messaging system will be used to remind parents of upcoming meetings and other activities. Parents will be provided report cards every nine weeks and will receive interim reports half-way through each nine week period.
Other methods of increasing communication will be utilized including phone, mail, newsletters, the use of parents' email addresses, announcements in the local paper, local radio announcements, school marquee, (HAC) home access center, and the district website and school website.
- Teachers will keep a communication log to document communication between home and school.
- The school's principal will hold an Annual Parental Involvement Meeting to give parents a report on the state of the school and to review what students will be learning, how students will be assessed, what parents should expect from their child's education and how a parent can assist and make a difference in his child's education.

Park Avenue Elementary will hold parent meetings and activities throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts.

- Two parent/teacher conferences will be held each year. One during the first nine week period and one during the third nine week period.
- Kindergarten and new student registration will be held in the spring.
- To ease the transition from Pre-K to early elementary, Park Avenue Elementary will provide a literacy packet and a kindergarten handbook for children and families registering for kindergarten.
- Park Avenue Elementary will sponsor and encourage parents to attend open house, a family event, PTO meetings and other academic and enrichment activities.
- "Real Men Read," will be held during the month of February. Male relatives of students and male community members are invited to volunteer to read to classes, Pre-K through 4th grade.
- Instruction will be provided to parents on how to incorporate developmentally appropriate learning activities in the home environment.
- Park Avenue Elementary will facilitate the formation of a PTO that meets four times a year between August and May.

- Park Avenue Elementary will conduct an Annual Title I meeting for parents of the students who participate in the Title I, Part A Program. The meeting will be conducted separately from any other meeting or activity.

Park Avenue Elementary will encourage parents and community members to volunteer.

- A Parent Volunteer Survey will be distributed at signing day. Parents will be encouraged to complete the form that asks about hobbies, special interests and lists various volunteer opportunities and time preferences.
- Staff members will be encouraged to use these surveys that are housed in the library.
- Park Avenue Elementary will participate in the WATCH D.O.G.S. program to provide positive male role models for the students and to provide extra sets of eyes and ears to enhance school security and reduce bullying.

Park Avenue Elementary will provide opportunities for parents to be involved in the development, implementation, and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program.

- Parents and community members will be invited and encourage to assist school personnel on a variety of committees such as an Alumni Committee, ACSIP Committee, a committee that meets yearly to review and update the SPS Parent/Student handbook and a committee to review the school's Parental Involvement Plan.

Park Avenue Elementary will provide additional resources for parents.

- A Parent Resource Center will be located at PAE both inside and outside of the counselor's office and will contain parenting books, magazines, and other materials regarding responsible parenting. Current selections will be advertised and parents will have the opportunity to check out materials and use the computer.
- Park Avenue Elementary will distribute Informational Packets each year that includes a survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year, and information about the system that will be used to allow parents and teachers to communicate.
- Park Avenue Elementary's parental involvement plan will be available on the school's website.
- To promote and support responsible parenting, Park Avenue Elementary shall, as funds are available, purchase parenting books, magazines, and other informative materials regarding responsible parenting.
- Park Avenue Elementary will provide a handbook to all parents containing the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The Media Specialist at Park Avenue will serve as the parent facilitator.

- Classroom teachers will provide each parent a letter explaining “Renaissance Home Connect” and giving them a username and password so they may access their student’s work via the Internet.

Park Avenue Elementary will engage in the evaluation of parental involvement efforts.

- A Parent Satisfaction Survey will be distributed at the Parent/Teacher Conference held in February. A committee, including parents, will review the responses and make suggestions for the upcoming year.
- The school will use the results and review of the Parent Satisfaction Survey to plan the parental involvement activities for the upcoming school year.