

Ellijay Elementary School
2015-16 Parental Involvement Plan

Ellijay Elementary School believes that education is a shared responsibility and that our students' families are a vital part of the education process. The EES faculty and staff are committed to empowering students and their families through positive two-way communication.

The EES Parental Involvement Coordinator, Aimee Cribbs, reviewed the Parental Involvement Guidelines provided by the LEA to draft a Parental Involvement Plan intended to build parents' capacity to be involved. [The Parental Involvement Committee](#), [The School Governance Team](#) and [parent volunteers](#) reviewed data from the 2015 Parent Survey to update the 2015-16 plan.

This document was designed not only to meet federal requirements, but also to serve as a living representation of our commitment to building and maintaining a strong home-school connection.

Objective I: EES staff and faculty will use a variety of communication strategies in order to support academic achievement and increase parental involvement.

- All classroom teachers will create and distribute a monthly newsletter outlining topics of study and expectations in all content areas. [Newsletters will include upcoming events, links to the EES website](#) and provide study skills and tips related to student achievement.
- Parents will be notified of special events in a variety of timely ways, including: classroom and school wide newsletters, [student agendas](#), the EES Facebook page, the EES website, the office informational slide show, text alerts, phone messages, [emails](#) and the school sign.
- Every classroom teacher will send home a weekly folder. This home-school folder will include graded assignments, newsletters and other notifications. Parents will be required to sign and return the folder each week.
- 2nd, 3rd and 4th grade students will each be supplied with a personal agenda to allow daily home-school communication. Students will be responsible for recording weekly academic activities, assignments and tests, [upcoming events and reminders](#) in the agenda. Both teachers and parents will check the agendas regularly.

- Teachers will have a minimum of two parent/teacher conferences per year.
- EES will send home quarterly grade reports. All grades below a 70 will be accompanied by a teacher comment. EES will also send home Parent Involvement information with each report card.
- EES will report results of state standardized tests through a friendly letter sent home as soon as the school receives scores. The letter will include scores and an explanation of what the scores mean.
- EES will create a handbook to be distributed at Open House and/or the first week of school.
- EES will create a slideshow to be shown continuously in each room at Open House. The slide show will include Title I-related information.
- EES will hold an annual Title I meeting for parents.
- EES will organize curriculum-based Family Nights.
- The EES Parent Involvement Coordinator will create a monthly office slide show with upcoming events.
- The EES Parent Involvement Coordinator will create a quarterly newsletter for parents.
- EES will maintain and update the EES website regularly.

Objective II: EES will provide materials and training to improve student achievement.

- EES will hold an Open House, during which parents and students can meet teachers and become acquainted with expectations for the school year.
- EES will create a slideshow to be shown continuously in each room at Open House. The slide show will include Title I-related information.
- EES will hold a Curriculum Night, during which each grade level will provide a parent orientation.
- EES will maintain a Family Center.
- EES will conduct at least one Reading Night per year.
- EES will conduct one STEM Family Night per year.
- EES will provide parent training sessions as determined by parental need.

- The quarterly Parental Involvement Newsletter will specifically address academic achievement.
- Family Nights will be address specific content areas, making learning fun while giving parents ideas for what to do at home.
- The Parent Involvement Coordinator will maintain the PARENTS page on the EES website and update resources regularly.

Objective III: EES will provide a variety of activities for family involvement.

- Mentors
- Parent Lunches
- Book Fair
- Yearbook
- Awards Day
- Family Reading Night
- STEM Night
- Open House
- Curriculum-Based Family Nights
- Themed Movie Nights
- Chorus Concerts and Grade Level Music Performances
- Annual Student Art Show
- Twelve Days of Christmas
- 3rd Grade Christmas Craft Day
- 2nd Grade Mad Scientist Day
- Field Trips
- School Dances

Objective IV: EES will provide a variety of volunteer opportunities for parents and families.

- All EES parents will be invited to participate in the School Governance Team and/or local Parent Involvement Committee.

- All EES parents will be given the opportunity to volunteer in a variety of ways. During the first week of school, each student will take home a volunteer application outlining the variety of volunteer options.
- The EES Parental Involvement Coordinator will maintain, encourage and monitor volunteer activities through phone calls and email.

Objective V: EES will utilize a school-parent compact.

- The compact will be developed jointly by EES parents, administration and faculty.
- The compact will address the importance of communication and provide parents reasonable access to staff and opportunities to volunteer.
- The annual Parent Survey will address the effectiveness of the compact.
- Results from the survey will be analyzed and used to review and update the compact through the School Council, [the Parent Involvement Committee](#) and other parent volunteers.

Objective VI: EES will provide an opportunity for parents to engage in the Title I Program decision-making process.

- All parents will be invited to participate in the School Governance Team and/or local Parent Involvement Committee.
- EES will hold an annual Title I informational meeting.
- EES will address Title I related issues in the handbook, on the EES website and in newsletters as applicable.
- The administration of EES will provide an annual Title I presentation to the School Governance Team.
- Parents will be invited to participate in the Title I decision-making process through the annual Parent Survey.
- The annual Parent Survey will gather parents' opinions about the Title I decision-making process. Results will be reviewed by the School Governance Team [and Parent Involvement Committee](#) in order to make improvements to practice the following school year.

Objective VII: EES will engage parents in evaluation of parental involvement efforts.

- EES will maintain a parent suggestion box in the front office.
- EES will conduct an annual Parent Survey. A paper version of the survey will be sent home with each student, while the link to the online version will also be available through the Parent Involvement Newsletter, classroom newsletters, the EES Webpage, the EES Facebook page and on the office computer.
- Results of the survey will be gathered and reviewed by the School Governance Team, [Parent Involvement Committee](#) and parent volunteers.
- Results of the survey will be used when revising the Parental Involvement Plan for the upcoming school year.

Objective VIII: The administration and Parental Involvement Coordinator will provide the faculty of EES the means and knowledge to communicate effectively with parents.

- Faculty meetings and professional development meetings will include informational sessions about parent communication topics, including: use of agendas, “good notes” home, proper phone/email techniques and parent conferences.
- The EES administration will supply articles and information through email to enhance school-home communication.
- [EES will maintain a Parent Involvement Committee, made up of teachers from all school grades/areas.](#)