

## **Francis A. Higgins Parent Involvement Policy**

Francis A. Higgins has involved parents in the joint development, review, and improvement of this Higgins Parental Involvement Plan. This plan will continuously be reviewed and improved upon.

Higgins Elementary will convene and encourage parents to attend an annual Title I Meeting in the fall. This meeting will be offered twice; once in the morning and once in the evening to accommodate parent's schedules. Information about Title I program, their rights of involvement and their role in planning and program evaluation will be included. Child care will be available to all families.

Higgins Elementary will regularly involve parents in the planning, review, and implementation of Title I programs. This includes planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide plan. This involvement will take place via:

- meetings where questions, comments and input is invited and sought;
- surveys regarding programs, services, plan, and parent involvement;
- involvement in our School Improvement Plan and the sharing of our goals and progress;
- parents will also be welcomed as volunteers in our school and in our classrooms;
- a parent survey to identify Higgins Elementary strengths, weaknesses, and allow parents to share suggestions and ideas for parent involvement activities that could take place throughout the school year;
- a copy of the Higgins Parent Involvement Plan and an opportunity to review, evaluate and comment on the plan. Prior to the meeting, parents will be given the opportunity to receive a copy of the plan electronically or stop by the office to pick up a hard copy.

Ongoing opportunities provided:

- At Title I parent events, surveys will be distributed to all parents in attendance in order to evaluation the program attended.
- Evaluation of the Higgins Elementary Title I Parent Involvement Plan will take place at the end of the school year at the last Parent Teacher Club organizational meeting. At this meeting, parents will be given the opportunity to review, evaluate, and comment on the effectiveness of the current plan. Parents will be given the opportunity to make suggestions through a survey form. Prior to the meeting, parents will be given the opportunity to receive a copy of the plan electronically or stop by the office to pick up a hard copy.
- A copy of the Higgins Parent Involvement Plan will be available on the L'Anse Creuse Public Schools website. Copies will also be available in the school office.

Higgins Elementary will provide parents with timely information. This includes information regarding:

- Programs, events, policies, and expectations at the school
- Curriculum and assessment which is used at the school
- Resources and ideas which parents can utilize to help their children at home
- School and community resources which are available to families
- Academic, social, and emotional information and reporting which is pertinent to families

Higgins Elementary will provide a description and explanation of the curriculum in use at Higgins Elementary (Common Core State Standards and L'Anse Creuse Public Schools Curriculum), the forms of academic assessment (Michigan Literacy Progress Profile, Qualitative Reading Inventory, DIBELS, STAR Math, Science/Social Studies Common Assessments and MEAP) used to measure student progress and proficiency levels students are expected to meet. Examples of leveled books and common assessments will be provided to help parents understand the proficiency levels students are expected to meet.

Higgins elementary will accept and welcome parent requests for meetings with teachers or school personnel regarding formulation of suggestions or decision making relating to the education of their children. Teachers will respond to requests and suggestions as soon as practically possible.

Higgins Elementary will ensure that if the schoolwide program plan is NOT SAFISFACTORY to the parents of the participating children, the school will welcome address and submit any parent comments on the plan when the school makes the plan available.

Higgins Elementary, and parent representatives, have jointly developed a school-parent compact. This school-parent compact outlines the following:

- How the entire school staff, parents and students will share the responsibility for improved student academic achievement
- The means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

The school-parent compact is shared with all parents each fall. The school-parent compact is presented and discussed at our Fall Title I parent meeting. In addition, each teacher discusses the school-parent compact at fall conferences as it relates to the individual child's achievement.

Higgins Elementary will provide frequent reports to parents on their children's progress. This information will be disseminated through the timely distribution of:

- Student Report Cards
- Progress Reports
- Michigan Literacy Progress Profile (MLPP) Assessment Data
- MEAP Assessment Data

- Information shared by teachers during parent-teacher conferences, notes home, phone contacts and emails.

Higgins Elementary will afford parents reasonable access to staff, opportunities to volunteer and participate in their child's class, and opportunities to observe classroom activity. Some examples are as follows:

- Meetings or communications with staff members via phone, email or in person
- Opportunities to volunteer in classrooms and observe classroom activities
- Plan building events and activities
- Participation in parent run projects such as our Wonderfully Exciting Books program (WEB Cart) where students check out books at their level for use at home

Higgins elementary will provide assistance to parents of Higgins students in understanding: State's academic content standards, state academic achievement standards, state and local assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children. This will be done via:

- Providing the grade level Parent Guide to Understanding the CCSSs
- Discussing state and local curriculum and assessments at Curriculum Night, Annual Title I meeting, and Parent Teacher Conferences
- Offering assistance or individual meetings with parents who are in need of assistance in understanding this information
- Sharing of the Annual Education Report (AER)

Higgins Elementary will provide materials and training to help parents work with their children to improve their children's achievement.

- Offer Parent Outreach Evenings to model skills and strategies for helping children at home
- Offer Parent Outreach Evenings in order to provide parents with resources for home use
- Provide families with web-based education opportunities that students can access from home to support learning, such as, Raz Kids, Dream Box and other approved and recommended mathematics and literacy links.
- Offer tips for ways parents can help their children at home via classroom and school newsletters.
- Provide supplemental materials for students who are below grade level
- Parental opportunities to gain knowledge of how to improve their child's achievement will be offered at varying times and on varying days in order to provide opportunities for all to attend

Higgins Elementary will, with the assistance of its parents, educate teachers, pupil services personnel, principal and other staff in the value and utility of parents' contributions. Educators will also receive guidance in ways to reach out to parents

in order to, communicate and work with parents as equal partners, to implement and coordinate parent programs and build ties between parents and school by:

- Setting aside time during Higgins staff development or staff meetings to discuss how to reach out to and communicate with and work with parents as partners.
- Seeking workshops on ways to reach out to parents via outside organizations such as MISD, CARE, Love and Logic Presenter, etc...

Higgins Elementary will coordinate and integrate, as feasible and appropriate, parent involvement with our feeder early childhood centers and other local preschool programs. We will conduct this via the following methods:

- District Kindergarten Orientation at centralized district location; informational night for parents to learn about kindergarten curriculum, services, and district programs. Parents also pick up enrollment packets to be returned to home schools. (Site directors post flyers and communicate dates.)
- In the spring prior to kindergarten, Kindergarten students visit Higgins for “Kindergarten Orientation” which is an informal visit to acquaint students with the school and classroom and to acquaint parents with the procedures, expectations, and happenings of the school.
  - Families are provided with the following:
    - Get Ready for Kindergarten Kit (provided by the MISD)
    - A Guide to Fun for Families (Free from the MISD)
    - List of books about kindergarten transition
    - Information specific to Higgins regarding routines, expectations, and activities to utilize over the summer to prepare students for beginning Kindergarten.
    - A tour of the building
    - An introduction to the Kindergarten staff, speech teacher, social worker and principal
    - An opportunity to ask questions and/or communicate concerns
    - An invitation to the upcoming Higgins Art Fair/Ice Cream Social
    - Preschoolers are encouraged to write a letter to the kindergarten teacher or create an “All About Me” book for sharing with the kindergarten teacher.
- Invite all pre-k students to an open house at the elementary building.
- Read stories about kindergarten to students and regularly rotate books on transition in the reading corner in out local early childhood centers
- Conduct summer learning opportunities/sessions for incoming pre-school students and kindergarten students. (Preschool summer programs at Burdi and LC-ECC.) (Get Ready for Kindergarten offered through LCPS Summer School Program) (Beth Linenberg’s ELL Ready for Kindergarten Summer Program).
- Invite incoming Kindergarteners to school social events. (Example: Art Fair/Ice Cream Social)

- With Preschool teachers, preschoolers visit Higgins for snack in the cafeteria, playing on the playground and visiting a kindergarten classroom or listening to kindergarten students read.
- Advertise district Kindergarten Orientation to incoming parents through local papers, district website, letters to incoming kindergartners, etc.
- Send home a letter introducing teacher and staff to each student.
- Survey parents to get their opinion on the transition process. Include suggestions for improvement.
- Survey preschool families to determine home school which will be attended in the fall.

Higgins Elementary will ensure that information related to school and parent programs, meetings and other activities are sent to the parents of participating children in a format and to the extent practicable, in language the parents can understand. This will be accomplished through the use of:

- Higgins School Newsletter
- School/District Website
- Teacher Classroom Newsletters
- Information fliers/invitations to activities and meetings
- Reminders posted on the building marquee
- Information posed on school calendars
- Parent Club (PTC) letters/notices
- Mention of upcoming events at the Parent Teacher Club monthly meetings

Higgins Elementary will consider all requests for parent involvement activities based on number of requests, impact on student achievement, and reasonable cost. We will encourage parents to share comments, feedback, suggestions, and requests through phone calls, emails notes, surveys, student agenda books, and parent/teacher meetings held throughout the year.

Higgins Elementary will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children in a format and to the extent practicable, in language the parents can understand. This includes:

**Limited English Proficiency:**

Conferences at Higgins Elementary may include an ELL tutor or translator to assist in explaining a student's achievement, assessment results, successes and concerns. Upon request, handouts, information, newsletters or other correspondences can be translated in the home language for parents.

**Parents with Disabilities:**

Higgins Elementary is equipped with handicapped accessible facilities. Accommodations, such as handicap accessible doors and restrooms are in place. Conferences can be held over the phone in the event that someone is physically unable to get to the building.

#### Migratory Families:

Higgins will support these parents by providing an ELL translator if needed, supplying handouts, information, newsletters and other correspondences in the home language of the parents. We will reach out to parents by partnering them with another family who speaks the same language, and meet with the parents to provide an opportunity to become acclimated to the school and the services we provide.

#### Literacy Issues:

The staff at Higgins Elementary takes time to provide parents with opportunities to meet individually with those who request further explanation of their child's progress throughout all curricular areas. The staff will make all attempts to ensure parents have a clear understanding of their child's progress.

#### **Higgins Elementary will use the following additional strategies to increase parent involvement:**

- Higgins will hold its annual Curriculum Night in August/September. During this time parents will get a chance to meet the classroom teacher and discuss grade level expectations and curriculum.
- Parents will be invited to attend Higgins's annual Title 1 meeting in the fall. Parents will receive an invitation in their child's enrollment packet in August and they will receive fliers and other reminders through the communication devices mentioned above.
- School wide parent teacher conferences that occur in November and March.
- The Higgins Elementary PTC holds monthly meetings each month. All parents will be notified and encouraged to attend and participate.
- Report cards will be sent home at the end of every card marking in November, March, and June. The spring conferences are student led and students share their academic progress at that time under the direction of the classroom teacher.
- Progress reports are sent home approximately half way through each card marking. Individual conferences can be scheduled at the request of the teacher or parent.
- School activities and information will be sent home in a monthly building newsletter and will also be posted on the L'Anse Creuse Public Schools website at [www.lc-ps.org](http://www.lc-ps.org)
- Extracurricular activities used to attract parents include: Muffins with Mom, Doughnuts with Dad, Fall Harvest Fest, Santa Event, Art Fair/Ice Cream Social, Skate Nights, etc...