

HATHERLY ELEMENTARY SCHOOL
35201 Davison Street
Sterling Heights, MI 48310
586-825-2880

PARENT INVOLVEMENT POLICY

GENERAL EXPECTATIONS

Hatherly Elementary agrees to implement the following statutory requirements:

- Hatherly Elementary will put into operation programs, activities and procedures for the involvement of parents (in with) Title 1 programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with Section 1118, Hatherly Elementary will work to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Hatherly Elementary will incorporate this school parental involvement policy into its school improvement plan developed under Section 1112 of the ESEA.
- In carrying out the Title 1 parental involvement requirements, to the extent practicable, Hatherly Elementary will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the school improvement plan for Title 1, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, Hatherly Elementary will submit any parent comments with the plan when the school submits the plan to the State Department of Education.
- Hatherly Elementary will be governed by the following statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with this definition.

Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, ensuring –

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.

DESCRIPTION OF HOW SCHOOL WILL IMPLEMENT REQUIRED PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Hatherly Elementary will take the following actions to involve parents in the joint development of its parental involvement plan under Section 1112 of the ESEA:
 - Parents were invited to a meeting, held in the fall to discuss the Title I services, successes, failures, or concerns in regard to their involvement at Hatherly. This meeting and a follow up meeting in the spring will be held annually.
 - Teachers will continue to take every opportunity to ask parents for feedback involving parent involvement at Hatherly.
2. Hatherly Elementary will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - Lines of communication will continue to be open between administration, parents and teacher. The SIP Committee includes the entire staff and is led by a steering core group made up of the principal, teachers, a parent and a secretary. SIP data has been gathered from surveys given to parents, teachers, students, graduates, and members of the local business community. The staff has used this data to help develop our school improvement goals and to address concerns and needs.
 - Teachers, the principal and parent volunteers serve on the District School Improvement Committee, Curriculum Committees, District Heritage Committee, and the Crisis Response Committee. School Improvement self assessment tools also help the staff to see how Hatherly fits into the "big picture".

- Our PTC continues to be the voice of both parents and teachers; working together to ensure Hatherly is the best that it can be! The principal and teacher representatives attend the monthly meetings. Past goals are reviewed and updates of objectives are done on a yearly basis. Both internal and external stakeholders are engaged in formulating Hatherly's priorities and goals.
 - Teachers will include the topic of Parental Involvement on their agenda for Conferences, being sure to invite parents to participate in school, and asking for their suggestions on how we could make it easier for them to be involved.
3. Hatherly Elementary will provide the following necessary coordination, technical assistance, and other support in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
- With respect to our two-parent working families, flexible scheduling of conferences and other meetings will prevail, whenever possible.
 - Notification of classes offered or meetings scheduled will, if possible, be sent in a language appropriate for our population.
 - The district has provided staff members with the Language Line Services in order to assist in translating updates on student progress, key information regarding student activities at school, etc.
 - Title I Funds will be used to pay for babysitting at our Latchkey Facility, so that parents will be able to attend the training classes offered.
4. Hatherly Elementary will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title 1 School. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Hatherly Elementary will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

5. Hatherly Elementary will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

Hatherly Elementary will, with the assistance of its Title 1, funds, provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described below.

- the State's academic content standards,
 - the State's academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Title I,
 - how to monitor their child's progress, and
 - how to work with educators:
- MEET THE TEACHER NIGHT:
- Each year, our school year begins with Meet the Teacher Night. At this first meeting, teachers clearly outline expectations and processes that will be integrated during the year.
 - Parents are shown how they can help their child achieve the outlined expectations.
 - A copy of the report card is given and reviewed in total, so that parents will know how their child will be evaluated.
 - Parents are given the opportunity to ask any questions they might have, so that family and school are on the same page.
 - Teachers will let the parents know they are eager to work with them, to help their child become the best that he/she can be.
 - Teachers will explain that they can be contacted through phone messages, or e-mails, and teachers make it clear that they will be happy to meet with parents if ever the teacher or the parent feels there is a need.
 - A booklet of Grade Level Content Expectations for the State of Michigan for the particular grade level will be presented to the parents.
- WCS PARENT HANDBOOK:
- Warren Consolidated's handbook, which will be distributed in the beginning of the school year, outlines all expectations and will be reviewed.
- BABYSITTING:
- Title I funds will be used to cover babysitting costs at our latchkey, during meetings set up to teach and explain various academic assessments used during the year.

□ PARENT TRAINING AND COMMUNICATION:

- Hatherly Elementary will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - School Support Staff held a Parent Training Session for parents on how to effectively help students with homework and promote student/school success.
 - Hatherly Elementary will, with the assistance of its parents, educate its teachers, pupil services personnel, principal, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and school by:
 - The staff will continue to listen to their co-partners (the parents) and refer any recommendations they have, to the principal. If there is a major area of concern, a speaker, an expert in the particular area, will be invited to our Staff Training Days, to help us understand and be better equipped to implement and coordinate parent programs.
 - Hatherly Elementary will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with the Parents, and conduct other activities, such as parent resource centers, which was developed to provide parents the opportunity find books that will help them be the best possible parents. These books are for parents to borrow at any time.
 - At Conferences, all parents are asked to sign a Parent-Teacher-Student Compact. This Compact is between the student, the teacher, and the parents. The responsibilities of all are outlined clearly on this Compact, and all three parties must read and sign their part. This clearly commands a commitment on the part of the student, the teacher, and the parent, and a promise to be very involved and to work together as a team, to help the child become the best that he/she can be.
 - At Meet the Teacher Night, teachers outline the many different opportunities available within the school to parents who want to be involved in their child's education. The teacher makes it clear that parents are more than welcome at Hatherly. We ask for Library Volunteers, Computer Volunteers, Field Trip Chaperones, Camp Chaperones, Lunch Moms, and Classroom helpers.

- Following are different programs that have been created at various grade levels, to encourage the involvement of parents:

Kindergarten:

***KINDERGARTEN ORIENTATION:**

September 7, 2010. Parents attended the first day of Kindergarten with their child. Parents and students participated in an introduction of our morning routine, completed a project with their child, and enjoyed a snack in the café to review lunchtime procedures. Parents then separated from their child for presentations by Mr. Konal, the Hatherly PTC, the school Nurse and our Hatherly support staff.

***MONTHLY NEWSLETTERS:**

Monthly newsletters are sent home by each teacher updating parents on what is being taught in the classroom as well as any other happenings going on in Kindergarten. They also receive a monthly calendar for each classroom.

***BOOK IT READING PROGRAM:**

Book It Reading Program by Pizza Hut. The Kindergarten classes participate in this reading program encouraging parents to read daily with their child.

***AT-HOME IDEAS:**

At the completion of the first card marking parents were supplied with a letter of at-home ideas of literacy and math activities to complete with their child, flash cards of letters and numbers, and a skill practice book.

***SCOOPS FOR SUCCESS:**

Beginning in the third card marking students are supplied with flashcards and lists of sight words for students to learn. As each list is mastered, students are rewarded with scoops of paper ice cream to be added to their paper cones in the classroom. Upon completion of program students are rewarded with an ice cream party. Parent involvement is vital to the students learning these words. Students and parents in Mrs. Agini's class have been given flashcard rings to practice their sight words weekly.

***WEEKLY READING BAGS:**

At the beginning of the third card marking the students will be bringing home weekly reading bags to be read with a parent. Parents are given a list of ideas of how to help their child as they learn how to read.

1st grade:

***HOME INVOLVEMENT BAGS:**

- MATH SACK - This sack contains games good for support of Math skills, as well as decks of cards.
- WRITING SACK - This bag contains a Journal, a camera, and small rubber toys to encourage creativity in story writing.
- READING SACK - In this bag, the family will find CDs of various books, a CD player/listening center for all family members to listen together.
- PHONICS SACK - This bag contains cut out letters of consonants and vowels, and examples of words are included as a guide for the parents. Students are to form new words.

***READ-AT-HOME JOURNALS:**

Journals go home every Monday, and must be brought back the following Monday. Parents are to write the names of the books read, and the amount of time read each day. 20 minutes daily is expected. Parents must sign each week. The *Book-It* program from Pizza Hut rewards children for achieving goals set by the class.

***ACTIVITIES:**

Parents are encouraged to support 1st grade teacher throughout the year. Parents are invited to handle/conduct different academic centers, help with tie-dying of class shirts, and join in/teach different games.

***PARENT NIGHT:**

First Grade is creating a Parent Night with center-based activities for Reading and Math.

2nd grade:

***READ AT HOME BOOKS:**

Consist of students reading 7 nights a week, keeping a log of minutes read and title of the books. Parents sign at the end of week. Students receive Book-It free Pizza Hut pizza for four weeks of reading.

***INTERACTIVE HOMEWORK BAGS:**

Bags are sent home Mondays, returned Thursdays. Bags are then rotated, so each child has a bag every night. Bags include: Book Reports (with instructions), Science Bag; Games (Math skills), Listening, and many others. Parents received a note regarding these bags and are required to sign a form showing that they understood the importance of these activities.

***AGENDAS:**

Students utilize Agendas to keep their school day organized and to increase parent communication/involvement.

***MONTHLY NEWSLETTER:**

Students utilize Agendas to keep their school day organized and to increase parent

3rd Grade:

***HOME INVOLVEMENT BAGS:**

Parents are required to sign a form, indicating what activity they did with their child. Some activities are: Reading Book Bag Program; Take Home Game Bag; Interactive Subject (remedial) bags; Social Studies/Science projects; Book Reports to be completed with a family member.

***STUDENT AGENDAS:**

Parents and teachers read and sign daily.

***BOOK-IT:**

Student incentive for reading.

***STUDY SKILLS/PARENT INVOLVEMENT TRAINING**

Meeting will be held in the Spring of 2011.

4th Grade:

***NEWSLETTERS:**

Monthly Newsletters are sent home to parents and www.schoolnotes.com is used to communicate with updates and activities.

***AGENDAS:**

Daily agendas are signed by parents.

***WEBSITES:**

Communication is encouraged through classroom websites.

***BOOK-IT:**

Students incentive for reading.

***READ-AT-HOME BAGS:**

Read at Home bags are given to at-risk students.

5th grade:

***AGENDAS:**

Daily agendas are signed by parents.

***WEBSITES:**

Communication is encouraged through classroom websites.

***TAKE-HOME MATH BAGS**

Math Bags have been created as a tool to reinforce skills and involve families as partners in education.

***OUTDOOR EDUCATION AT CAMP MICHINDOH:**

This outdoor education experience unites students, camp counselors, teacher, and parent chaperones with a common goal: to provide meaningful, rich academic and lifeskill opportunities in a novel setting.

***D.A.R.E.**

D.A.R.E. (Drug Abuse Resistance Education), is highly acclaimed program that gives kids the skills they need to avoid involvement in drugs, gangs, and violence. This program is offered to us by the Sterling Heights Police Department. A Parent Informational Night and Student Graduation ceremony is held for parents and students.

***PARENT INVOLVEMENT PAGES**

Parent Involvement Pages are presented at the beginning of each new concept of math, reading, social studies, and science.

***PEARSON SUCCESS / STUDY ISLAND**

Parents and students are given information and training on how to access 5th grade content, practice, informational videos and interactive, online copies of the textbooks through www.pearsonsuccess.net and www.studyisland.com. Students and parents are both given copies of the usernames and passwords to access the systems.

TOTAL SCHOOL:

***MEET THE TEACHER NIGHT:**

Held on the very first day of school, this evening gives the parents the opportunity to become completely aware of this year's expectations and responsibilities. It is on this evening that the teachers will make it clear they would like parental involvement in many ways, providing various opportunities for them to do so.

***TITLE I MEETING:** A meeting of parents of Title I students will be held in the fall and spring to discuss the Parent Involvement Policy and gather input from the parents on ways to improve the educational opportunities for our at risk students and foster a strong home – school connection.

***GIZMO NIGHTS:**

Gizmo's (an excellent, community Teacher Store) comes to the school, trains the teachers in various games, and then teachers play the games with parents and children. Parents see how playing these games provides a wonderful opportunity for their child to review math and reading skills, while having family fun! Parents may then purchase the games if so desired.

***CONFERENCES:**

With current economic circumstances, it is necessary for both parents to work. Taking this into consideration, teachers are very accommodating, making sure to be as flexible as possible when scheduling conferences with parents. Conferences provide a one-on-one opportunity to ensure the parents know what is going on, and have the tools necessary to help their child.

***TALENT SHOW:**

Hatherly's parents enthusiastically pushed for this activity. A few parents have taken responsibility for it, and teachers work with them to promote and encourage participation. The entire student body, as well as the parent community, looks forward to this production each year!

***HAPPENING:**

Hatherly holds monthly school wide assemblies called the Happening, which allow the students, staff, and parents, a time to find out what is occurring in every classroom and to honor people in the Hatherly family for accomplishments within the school and community.

***NOTICES FOR ESL FAMILIES:**

Memos and notices are sent home in other languages when necessary, but usually the students themselves work with their parents to be sure that they are understood.

***HATHELRY PARENT / TEACHER CLUB:**

Our PTC sponsors successful fundraisers each year. This year we held our second, extremely successful, Fun Run! These fundraisers are used to help fund such things as field trips, playground equipment, additional school furnishings, school assemblies, books for classroom and many other items.

***LATCHKEY;**

Hatherly houses a before and after school Latch Key program for children of parents who work. There is also a preschool and nursery school program at Hatherly.

***RED RIBBON WEEK:**

During Red Ribbon Week (Say "No" to Drugs!), various events are planned to promote a Drug Free Lifestyle.

***WINTER FESTIVAL:**

Teachers, students and their families, enjoy a fun, relaxing evening together, strengthening the bond of our Hatherly family.

***SCOUTING:**

Brownies and Girls Scouts are a part of the Hatherly Family.

***NEWSLETTER:**

Each month the school sends out the Hatherly Newshawk, our school newspaper. Parents will find information on school events, important dates, student achievements, the lunch menu, a column by one of our counselors, and often articles on parenting skills.

***STUDENT COUNCIL:**

Representatives from each grade level participate in this student government, which helps guide our school on promoting monthly life skills, facilitates a recycling program and organizes various fund raising activities to help the needy.

Hatherly Elementary will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

*Whenever possible, translations into appropriate languages will be completed in order that informational fliers can be understood by all parents. The language line is utilized and in some instances, the assistance of the Google translate program.

*Title one funds will be set aside to cover expenses occurred when translations of documents are deemed necessary for the involvement and understanding of our parent community. Miss Mary Ward and Sonila Shkemi are often available as an interpreter for us.

Hatherly Elementary's Parental Involvement Policy has been developed jointly with input from teaching staff and parents, with particular emphasis on parents of Title 1 students.

This policy was adopted by Hatherly Elementary during the school year of 2010-2011 and will be in effect for the period of that year, as well as next. Hatherly Elementary will distribute this policy to all parents of participating Title 1, Part A children during the winter of 2011.

Joseph Konal, Principal