



906 Idle Hour Drive, Phenix City, Alabama 36867  
Phone (334) 298-7097  
*Aretha McDonald, Principal*  
*Brandon Averett, Assistant Principal*

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## Sherwood Elementary Parent Engagement Policy

2024-2025

### **School Parent Involvement Plan for Shared Student Achievement:**

**What is it?** This is a plan that describes how Sherwood Elementary will provide opportunities to improve parent engagement to support student learning. Sherwood Elementary values the contributions and involvement of parents in order to establish an equal partnership for the common goal of improving student achievement and creating opportunities for parents to participate in activities and events to promote student learning at school and at home.

**How is it developed/revised?** Sherwood Elementary welcomes parent input and comments at any time regarding this plan, as well as the Title I SchoolWide Plan. Parent input forms will be available to all parents of students enrolled at Sherwood Elementary to involve parents in the development of this plan, district plan, the school wide plan, and the use of the parent involvement funds. All parent feedback will be considered in the revision of all plans. The plans will go home with all students at the beginning of the school year. The Parent Involvement Plan will be posted on our school website for parents to view and send feedback throughout the year. We also distribute an annual survey asking parents for their review of our Title I Program and School-Wide Continuous Improvement Plan. This survey helps to guide how funds are spent and parents also have an opportunity to give feedback during our Annual Title I Meetings as well as our Parent Advisory Committee.

**Who is it for?** All students participating in the Title I, Part A Program. All student and their families are encouraged and invited to fully participate in the opportunities described in the PIP, Meadowlane Elementary will provide opportunities for participation of parents with limited English Language skills, and parents with disabilities.

**Where is it available?** At the beginning of the year, the PIP will be sent home with students in their parent/teacher communication folders, posted on the school website, and school office.

### **Development of the School-Wide Plan/Parental Involvement Plan**

#### **Sherwood Elementary School will:**

- Involve parents in the development of the School-wide Title I Plan
- Parents are members of the School-Wide Title I Advisory Committee and are integral in the development of the School-Wide Plan, which includes the Parental Involvement Plan.
- Involve parents in the joint development of the Parent Involvement Plan.
- Provide an open forum for information and decision-making at PTO meetings.
- Ensure that information related to school and parent programs is sent to parents, to the extent practical, in a language that parents can understand.

#### **Provide parents with information at the beginning of year that provides information regarding the following:**

- The school's parental involvement program The recommended role of the parent, student, teacher, and school
- Ways for the parent to become involved in the school and his or her child's education

- A survey for the parent regarding volunteering at the school, activities planned throughout the school year, and a system to allow the parents and teachers to communicate in a regular, 2-way meaningful manner with the child's teacher and principal.

**Hold Parent Involvement Meetings in which a report is given to parents with an overview of:**

- What the students will be learning
- How the students will be assessed
- What the parents should expect for their child's education
- How a parent can assist and make a difference in his or her child's education.

Administer a Parent Needs/Evaluation survey in the spring of each year seeking input about the effectiveness of the overall school-wide program and parental involvement plan.

Information collected is used along with other data in the comprehensive needs assessment to determine the overall effectiveness of the school-wide program and the parental involvement plan before submission to the LEA.

Make available to parents and the local community the Title I SchoolWide Plan which includes the Parental Involvement Plan. The School-wide Plan is made available to parents in the following venues:

- School website
- School office

Parents are notified at the annual meeting, on the website, and in the school-wide document that they can make comments if they disagree with any aspect or component of the Title I Plan which includes the Parental Involvement Plan.

Parents are notified at the annual Title I meeting that the Spring Needs/Evaluation survey is an excellent opportunity to make comments and suggestions for program improvement. A comment section is provided for narrative response.

District provides a parent involvement specialist to facilitate parent workshops etc.

**Annual Parent Meeting and Opportunities for Participation**

**Sherwood Elementary School will:**

- Convene an annual meeting that will encourage and facilitate parent attendance for the purpose of informing parents about the school-wide program and Title I requirements and offerings.
- Invite all parents to an annual meeting during the fall to explain the School-Wide Title I Plan. Included in this explanation are the benefits and activities, federal guidelines, and the role, rights and responsibilities of all parents in the education of their children.
- Notify parents of their rights to know the qualifications of their child's teacher and if that teacher is highly qualified. Parents are also notified if their child is taught by a paraprofessional.
- Offer opportunities to address Title I during the day and in the evening.
- Provide training, at least annually, for volunteers who assist in an instructional program for parents.
- Provide materials and training to help parents work with their children to improve academic achievement.
- Educate teachers, principals, and other staff in the importance of effective communication, as well as the value and utility of parent contributions.
- Coordinate and integrate organized, planned "Academic Events" throughout the year at varied times to encourage parent and student participation. These activities will engage parents to help them assist in his or her child's learning. These opportunities include: Annual Title I Meeting, Open House Two (2) Parent Teacher Conferences, Family Literacy Night, Parenting Day, STEM Family Night, Coffee & Tea Hour of Power Meeting, Get the Scoop on Aspire Assessment (Ice Cream Social), Donuts for Dads,

Muffin for Moms, Career Day, Field Trips, Fifth Grade Tour Day, Career Day, Monthly PTO Meetings, End of the Year Academic Awards Celebration, Honor Awards Day (every nine weeks)

- Involve parents, in an organized, ongoing, and timely way, in the planning review and improvement of the school wide program
- Provide parents with the opportunity to be a part of the local PTO, which fosters parental and community involvement within the school. Leaders of this organization will be utilized in appropriate decisions affecting the children and families of the school.
- Parents are members of the School-Wide Title I Advisory Committee and are integral in the development of the school-wide plan, which includes the Parental Involvement Plan.
- Administer a Parent Needs/Evaluation survey in the spring of each year seeking input about the effectiveness of the overall school-wide program and parental involvement plan.
- Provide parents timely information about programs, curriculum, assessment, and achievement expectations; if requested by parents, opportunities for regular meetings to review and assist in improving student progress.
  - School Calendar
  - Newsletters
  - Telephone calls
  - invitations
  - School Digital Sign
  - School website
  - E-mails/ Conferences

#### **Procedures to Submit Comments of Dissatisfaction with the School Parent Involvement Plan**

- Parents are notified at the annual meeting, on the website, and in the school-wide document that they can make comments if they disagree with any aspect or component of the School Involvement Plan and the School-Wide Title I Plan.
- Parents are notified at conferences that the Spring Needs/Evaluation survey is an excellent opportunity to make comments and suggestions for program improvement. A comment section is provided for narrative response.
- Parent Involvement Specialist administers, a Parent Needs/Evaluation Surveys and those surveys are compiled with other surveys to inform the school comprehensive needs.

#### **Building Capacity**

To ensure effective involvement of parents and to support a partnership among Meadowlane Elementary School, parents and the community that enhances student academic achievement, we:

Shall provide parents with opportunities to understand state academic and achievement standards, state and local assessments and student progress through two (2) annual Parent/Teacher Conferences, Annual Title I meeting, periodic parent meetings that are held during the day and in the evening at which time the school will explain how to understand:

- State School Report Card
- Student Report Cards
- Student Progress Reports
- iReady Assessments
- mClass Assessment
- ACAP Assessment
- Weekly Assessments

**Opportunities will be provided to train parents, faculty, staff and administrator on a continuous partnership for improved student achievement:**

- Embedded professional development for all faculty and staff
- System-wide sponsored parental involvement specialist
- Shall educate faculty and staff through in-service opportunities of the importance of working with parents as equal partners to build ties between parents and the school.
- Embedded professional development (Parental Involvement Training)
- Grade-level Meetings

**Shall ensure, to the extent possible, that information sent home is in a parent friendly language that can be understood.**

- EL translator for district
- Documents created in Spanish Parent Facilitator to explain information
- May provide reasonable support for parental involvement activities under this section as parents may request. May conduct meetings at a variety of times to maximize opportunities for parents to participate in school related activities.
- Shall provide other reasonable support for parental involvement activities as parents may request.
- Shared Responsibilities for High Student Performance

**Sherwood Elementary School shall develop a school-parent-student compact.** The compact shall outline how parents, school faculty and staff, and the student will share the responsibility for improved student achievement. It will also provide means by which the school and parents will build a partnership to help students build and achieve the state's high academic standards. The School Parent Compact will be provided in languages that all parents can understand. The compact will be discussed with teachers at a faculty meeting. Parent/Student/School Compacts will be revised annually and parent input will be solicited through newsletters and website. Parents will be invited to submit input in writing or to attend revision meetings.

### **Accessibility**

The school district will provide an EL teacher and EL assistant for students English Language Learners. The EL teacher and EL assistant will provide parents with appropriate communication methods with the school faculty and staff to ensure academic progress and interpretation of assessment results. These methods will be incorporated in writing when necessary. Parents with disabilities and parents of migratory students will be provided with information in an easy to read format and assistance will be provided for understanding their child's needs and academic progress.

### **Parents' Right-to-Know**

A Parent's Right-to-Know letter is included in the registration packet. This information is also covered at an annual meeting and periodically at additional parent training. Sherwood School will provide parents information about their right to know the qualifications of their children's teachers, paraprofessionals, or substitute teachers. Notice of this right and of any person who does not meet the highly qualified criteria required by No Child Left Behind will be forwarded to parents each year. Parents have the right to know that their children are being taught by a paraprofessional. When a student is being taught by a teacher who is not highly qualified for four (4) or more consecutive weeks, a notification letter is sent home to the parents of those children. When a substitute has been in the classroom for four (4) or more consecutive weeks and is not highly qualified, a notification letter will be sent home to parents of those children. In addition, the school shall provide parents with written notices (in multiple languages) about the school's identification (Whole School, Targeted Improvement, subpopulations and subjects) if placed in School Improvement within 14 days prior to the beginning of the school year.

**(see) School-Parent Compact**