



Jefferson Elementary School

Manistee Area Public Schools

515 Bryant Avenue, Manistee, MI 49660

(231) 723-9285 Fax (231) 398-2021

Kevin Schmutzler, Principal

PARENT INVOLVEMENT POLICY IMPLEMENTATION

Parent Involvement Policy

Jefferson Elementary recognizes the extensive educational research that supports parent involvement in students' learning. We consider parents/guardians as necessary partners in the development of each child. We celebrate the following student benefits of such involvement:

- better attendance
- less disciplinary actions
- more positive attitudes towards school
- improved grades and test scores
- higher rates of homework completion
- higher graduation rates and increased post-secondary enrollment.

In addition, there are many benefits to a school culture where parent involvement is present. These include:

- positive changes in student achievement
- improve all staff morale (principal, teacher, and para-professionals)
- better ratings of teachers by parents
- improved community perceptions

With this in mind, Jefferson Elementary School implements the parent involvement activities outlined in Manistee Area Public School Board Policy #2261.01 and #2112 as the main focus of our school's policy. School leadership and parent committee groups will develop and implement a parent involvement plan, which may include both school and home activities.

Recognizing that parents are the first teachers, we believe that parent involvement in our school is not limited to, but includes:

- Instilling an appreciation for the value of a sound education and a sense of individual responsibility for learning and achievement (Ex: Positive Behavior Supports, Chippewa Stars, Classroom Constitutions, Standard based report cards, etc.)
- Emphasizing the importance of daily attendance, attention in class, completion of all assignments and compliance with rules of conduct (Ex: Attendance awards, Weekly celebrations, Class of the Week, Chippewa Star Postcards, etc.)
- Preparing the child for school by building positive home conditions that support learning and appropriate behaviors (Kindergarten home visits, Back to School Open House, Parent Night, Parent-Teacher Conferences, Handbook, Assemblies, etc.)
- Volunteering for and attending school-related activities, functions and events, including parent/teacher conferences, etc. (Ex: Action Team for Partnerships, Family Reading Night, Father/Daughter Dances, Winter Carnival, etc.)
- Serving on school-based committees and assisting in decision-making roles (Ex: Action Team for Partnerships, School Improvement Team, etc.)

In order to facilitate a collaborative partnership, the school's staff and administration are committed to:

- Involving parents, students, and community members in advisory groups and committees at the school level (Ex: Action Team for Partnership, School Improvement Team, etc.)
- Maintaining an on-going effort to provide parents, students, and the community with information about our school (Ex: School website, local newspaper, weekly school newsletters, radio, etc.)
- Establishing effective two-way communication with all families, respecting their diversity and various needs (Safenet with Community Mental Health, LRBOI, etc.)
- Providing multiple ways in which parents, students, and community volunteers can support our schools and contribute to our students' education and well being (Ex: Volunteering, Fundraising, Mentoring, Kids Hope, Big Brother-Big Sisters, etc.)
- Developing strategies and learning experiences to enable parents to participate actively in their children's education (Action Team for Partnerships, Parent Teacher Conferences, Open House, Jefferson staff booklet with e-mail contact information, etc.)
- Providing support and coordination to implement and sustain appropriate parent involvement through their child's attendance in our school and participation in our programs (Ex: Daily secretary phone calls home)
- Utilizing the school to connect students and families with community resources that provide educational enrichment and support (Ex: Safenet, Community Mental Health, ISD, etc.)
- Coordinating the services and resources from other programs to maximize support to the parents and students (Ex: Title 1)
- Annually evaluating the effectiveness of parent involvement strategies to identify and address barriers to participation and use the results to redesign the strategies for maximum participation (Ex: Action Team for Partnerships, School Improvement Team, etc.)

To provide parents with opportunities for participation in our Title I program and services, the school and administration will:

- Convene an annual meeting to explain the Title I program and to inform parents of their right to be involved in the program (Ex: Annual Title 1 Parent Meeting)
- Involve parents in the planning, implementation, and review of the school's Title I program and parent involvement plan as appropriate (Ex: surveys)
- Provide information about the Title I program and describe curricula, student assessments, and proficiency levels in a language that parents can understand (Ex: Annual Title 1 Parent Meeting)
- Provide parents with opportunities to submit dissenting views about the school's Title I program and parent involvement policies and practices (Ex: Annual Title 1 Parent Meeting)
- Offer a flexible schedule of meetings (Ex: Action Team for Partnerships, School Improvement Team, etc.)
- Provide support or training to parents to build their capacity to be more involved in their child's education and to be able to help their child's learning at home (Ex: weekly newsletters, 20-20 Reading program, Action Team for Partnerships, etc.)
- Provide support or training to build the staff's capacity to effectively involve parents.
- Create collaborative school-parent-student agreements (compacts) which outline the responsibilities of the school, the parent and the student for a true partnership for improved student academic achievement (Ex: School-Parent-Student Compact)

- When necessary, accommodate parents with disabilities, parents who are limited English proficient and parents of migratory children so that they can become more involved.

Jefferson staff will provide various and multiple parent involvement activities this school year. Parent involvement strategies have been guided by the research on Parent Involvement by Joyce Epstein (6 Types of Parental Involvement: Parenting, Communicating, Volunteering, Learning at Home, Decision Making, & Communicating with Community). A parent involvement policy and student/parent/school compact are used by Jefferson Elementary's Title 1 program. Below is a calendar of parent involvement activities planned for the current school year; additional events may be added during the year. Parent and student surveys will be distributed and evaluated by staff.

Type 1-Parenting: Assist families in understanding child and adolescent development and in setting home conditions that support children as students. Also, assist schools in understanding family backgrounds, cultures, and goals.

Activities	Date	Grade level	Evidence
Newsletter	Weekly	All	copy on file
Family PBIS	All year	All	copy on file
Parent Resource Library	on going	Parents	Record of books
School-Parent Compact	September	All	signed form
Autism Workshop	January	All Parents	sign in
Love & Logic Workshop	February	Parents	sign in
ELA & Math Night	March	All	sign in
Pre-School Readiness	April & August	PS	sign in
Nutrition & Fitness Workshop	May	All	sign in
Behavior Awards	May	All	copy on file
Attendance Awards	May	All	copy on file

Type 2-Communicating: Communicate with families about school programs and student progress using school-to-home and home-to-school communications. Create two-way channels so that families can easily contact teachers and administrators.

Activities	Date	Grade level	Evidence
Kindergarten Home Visits	August	K	teacher list
Back to School Night	September	All	sign in
Chippewa Star Postcards	All year	All	teacher list
Weekly Newsletters	All year	All	copy on file
Daily Communication Folder	Daily	All	NA
Jefferson Staff Directory Booklet	September	All	copy on file
Grade Level Brochures	September	All	copy on file

Parent Teacher Conferences	Nov & Mar	All	sign in
Progress Report	Nov & Mar	All	CA-60
ATP Invitations	Nov.	All	participation
Report Cards	Jan & May	All	CA-60
Kindergarten Round-Up	April	All	K registrations
Staff Surveys	TBD	All	survey results
Student Surveys	TBD	All	survey results
Parent Surveys	TBD	All	survey results

Type 3-Volunteering: Improve recruitment, training, activities, and schedules to involve families as volunteers and audiences at the school or in other locations to support students and the school's programs.

Activities	Date	Grade level	Evidence
Classroom Helpers	Daily	All	sign in
Swish	Mondays	All	sign in
Weekly Celebrations	Tuesdays	All	sign in
Slushy Day	1st Tues/month	All	sign in
Action Team for Partnerships (ATP)	2nd & 4th Tues	All	sign in
Popcorn Day	3rd Tues/month	All	sign in
Fieldtrip Chaperones	All year	All	sign in
Library Helper	All year	All	sign in
Parent Supervision	All year	All	sign in
Mini-funds:			
*Sunny D	Sept. thru Nov.	All	
*Oleson's Receipts	All Year	All	
*Capri Sun	All year	All	
*Campbell's Labels	All year	All	
*Spartan Labels	All year	All	
*My Coke Rewards	All year	All	
*Box Tops	All year	All	
Mileage Club	All year	All	
Closet Clean-Up	All year	All	sign in
Great Lakes Fundraiser	September	All	sign in
Book Fair	Sept & May	All	sign in
Mentoring	Oct-May	2nd-3rd	sign in
Picture Day	October	All	sign in
Secret Santa Holiday Shoppe	Nov.	All	sign in

Winter Carnival	Jan. or Feb.	All	sign in
Mother/Son Event	Feb. 04, 2011	P - 5	sign in
100 Day	February	All	sign in
Father/Daughter Dance	Apr. 08,2011	P - 5	sign in
Kash for Kids	April	All	sign in
Teacher Appreciation Week	May	All	sign in

Type 4-Learning at home: Involve families with their children in academic learning activities at home, including homework, goal setting, course and program choices, postsecondary education plans, and other curriculum-related activities and decisions.

Activities	Date	Grade level	Evidence
Newsletter	Weekly	All	copy on file
TIPS Homework	Weekly	1st - 3rd	teacher
Family Night (Reading)	September	All	sign-in
Daily Activity Calendar	Sept-May	All	
Info. to Monitor Homework	Sept-May	All	
Website Resources:	Sept-May		
20-20 Reading Program	Oct-April	All	calendars
Early Literacy Wkshp. w/ Parents	March	All	sign in
End of the Year SPLASH	May	All	sign in
Summer Packets	May/June	All	

Type 5-Decision Making: Include families as participants in school decisions and advocacy activities through PTA/PTO, committees,councils, and other parent organizations. Assist family representatives to obtain information from and give information to those they represent.

Activities	Date	Grade level	Evidence
School Improvement Team	1st Monday	All	agendas
ATP	2nd & 4th Tues	All	agendas
Title 1 Schoolwide Team	5 days	All	agendas

Type 6-Collaborating w community: Coordinate the resources of community businesses, agencies, and cultural, civic, and other organizations to strengthen school programs, family practices, and student learning and development. Enable students, staff, and families to contribute service and projects to the community.

Activities	Date	Grade level	Evidence
Field Trips:			
Fire Station	October	K	sign-in
Paint the Town Pink	October	All	sign-in
Public Museum	December	All	sign-in
Coast Guard	April	K	sign-in
Public Library	April/May	All	sign-in
Sleeping Bear Dunes	May	2nd	sign-in
Ludington State Park	May	1st & 3rd	sign-in
Kids Hope	All year	All	sign-in
Safenet	All year	All	sign-in
Love, Inc.	All year	All	
Big Brothers/Big Sisters	All year	All	sign-in
Guest Readers	All year	All	sign-in
Handwashing	Fall	All	sign-in
Resource Directory	Sept	All	
Kiwanis Dictionaries	October	3rd	sign-in
LRBOI Drum and Flute	Nov. 18,2010	All	sign-in
Leader Dogs	March	All	sign-in
MSU Extension Nutrition	March-May	All	sign-in
Mini-Relay for Life	May	All	sign-in
Peace Pole Celebration	May	All	sign-in
Team Program Mi State Police	TBD	1st & 3rd	sign-in