



School-level Family and Community Involvement Policy



School Year: 2011-2012

L. P. Vaughn Elementary/Middle School

Principal: Cynthia L. Cole

La shonda Berryman

Family Involvement Contact Person

May 24, 2011

Date of Approval

Agendas will be given to students the week

Method of Distribution

May 24, 2012

Planned Date of Evaluation

Mission Statement

“Home, School, Community – We Care About Education”

Belief Statements

If we teach everyday, students will learn everyday.

Introduction

L. P. Vaughn Elementary/Middle School will provide academic and other supporting school activities to ensure that parents play an integral part in their child’s education as evidenced by the school-level family and community involvement policy.

1. Hold annual meetings, at convenient times, for the purpose of keeping family members informed and involved in school planning as well as their child's education process.
 - A. Open House – Introduction of teachers, planned events of year, Opportunities to participate, Teacher expectations of students. Sign-Up for MSIS online Data Command Center on August 11th @ 5:30 PM
 - B. PTO – Monthly before planned activities to inform parents of ways to assist at school, upcoming activities/needs.
 - C. Annual Title I – Parents Right to Know Information, Teacher Qualifications, Sept. 22ND @ 5:30 PM.
2. Involve parents in an organized, ongoing way in the planning, review and improvement of Title I programs, if applicable.
 - A. Include parents on the School Improvement Team for suggestions/review.
 - B. Include parental involvement policy in student agenda for suggestions.
 - C. Share SIP at PTO meetings and ask parents to review and give suggestions.
 - D. Place current information including teachers email addresses, SIP action pages, Calendar of events on the school website to inform parents of activities and ways to communicate with faculty.
3. Offer meetings and trainings to help family members work with their children to improve their children’s school achievement.
 - A. Conduct Math Night - September 22nd @ 5:30 PM, to offer parents strategies, games, activities, to reinforce GLE’s and math skills at home.
 - B. Conduct hands-on activities parents can use to reinforce academic skills at the NPSB Parent Expo – October 27th @ 4:00 PM.
 - C. Conduct Family Nutrition Night – Nov. 17th @ 5:30 PM, to offer parents healthy eating tips and nutritional snack ideas. Provide healthy living strategies to help with learning.
 - D. Conduct Family Literacy – Jan. 24th @ 5:30 PM, to offer parents strategies to use to assist students at home in ELA especially in reading skills and fluency.
 - E. Conduct Testing & Technology Night – Feb. 28th @ 5:30 PM, to share websites and other strategies that

parents can use to help students prepare for LEAP/iLeap testing in the Spring 2011.

4. Provide family members with their child's required school performance profiles and assessment results including interpretation of the results.
 - A. Student report cards are provided every 9 weeks and interim grades every 4 1/2 weeks - October 20-21, 2011; January 5th-6th, 2012; March 14, 2014, and May 22nd, 2012.
 - B. LEAP/ iLEAP Performance Reports
 - C. Dibels and STAR Reading/Math Reports are provided for parents at Parent/Teacher Conferences – October 21-22, 2011, January 5th-6th, 2012.
5. Provide family members with a description of the curriculum in use and the forms of assessment used to measure student progress.
 - A. Grade specific planners/agendas (PreK – 8th) provide state academic content standards and grade level expectations to parents.
 - B. Student academic achievement policies (grading policies) and Criteria for Promotion are outlined in agendas.
 - C. Provide information about state testing at Family Nights.
 - D. Student academic performance is discussed and helpful study tips are provided at Parent/Teacher Conferences
 - E. L. P. Vaughn Newsletter and monthly calendar of events provide parents with grade level activities and upcoming events. .
6. Develop with family members a home-school compact that would involve the student, teacher, and parent. A plan to evaluate and revise must be included.
 - A. Parent, teacher, student compacts in the student agendas provide expectations for each group to fulfill in order to promote student achievement.
 - B. Conduct parent needs assessments annually using a parent survey and Parent/Teacher Conferences to revise the compact – Spring 2012.
 - C. Revisions to the compact will be made by faculty at Lead Teacher Meetings in the Spring 2012 after review by Grade Level Teams.
7. Hold family conferences regularly. NCLB mandates this in the elementary grades.
 - A. Parents in Education (PIE)
 - B. Annual Title 1 Conference
 - C. Parent Expo
 - D. Monthly phone calls/positive notes to parents as documented on phone logs and conduct sheets.
8. Provide assistance to family members in interpreting and understanding the new GLEs, State Content Standards and benchmarks, the Louisiana Accountability System, and State and local assessments.
 - A. Distributing student agendas with the GLE's. These will be explained at Open House, PTO Meetings, and Parent/Teacher Conferences etc.
 - B. Provide information to parents about state testing and show sample test items on the state website at LEAP/ iLEAP, Literacy, Math, Testing & Technology Nights.
 - C. Parent/Teacher Conferences – Test Talks with parents and students.
9. Report frequently to family members about their child's progress.
 - A. Parents will receive notification through at Interim Grades at 4 ½ weeks and Report Cards every 9 weeks.
 - B. Parents will receive conduct reports weekly, Dibels and STAR reports quarterly.
 - C. Conduct Parent/Teacher Conferences during the first and second quarter -October 20-21, 2011; January 5-6, 2012.
 - D. Provide opportunities for parents to use the computer lab monthly to check MSIS online Data Command Center for child's progress.
10. Provide opportunities for family and community members to volunteer in the School.
 - A. Field Day workers – May 11TH.
 - B. Chaperones for Field Study Explorations

- C. Testing monitors – April 12 – 17
 - D. Classroom helpers.
 - E. Community expert voices to assist in planning/implementing special events such as, Grandparent's Day – Sept. 13th, Red Ribbon Week –October 2011, LPV Social Studies Fair –LPV Science Fair –Black History Program, Feb. 28th, etc.
11. Develop appropriate roles for community-based organizations.
 - A. First United Methodist Church Kids Hope Mentoring Program
 - B. Sororities/Fraternities volunteer tutoring
 - C. Kiwanis – Terrific Kids Awards
 - D. Girls/Boys Club – After-school tutoring
 - E. Rotary Club – dictionary donations.
 - F. Knights of Columbus
 - G. People's State Bank
 12. Coordinate and integrate Family Involvement activities with the Pre-K programs.
 - A. Pre-K teachers plan and participate in all school activities on an annotated level when necessary.
 - B. Notifications of Pre-K activities, areas of study and other school related activities are included in the school newsletter.
 13. Ensure, to the extent possible that information related to school and family programs are sent to the home of children in an understandable language and format.
 - A. Migrant tutor is available to assist families with information concerning school.
 - B. ESL materials will be provided and sent to families as needed.
 - C. Classroom Agendas provide vital information for parents in a viable manner.
 14. Describe method to ensure that information and materials are provided to those family members who cannot attend meetings and/or conferences.
 - A. Communicate activities through the local newspaper, school newsletter, telephone logs, agendas, mail-outs, calendars, and the school website.
 - B. Flyers and information is also sent to local churches and placed on local store bulletin boards.
 15. Describe how parents are involved in the decisions regarding how funds are allotted for parental involvement activities.
 - A. PTO Leaders review and discuss parental involvement activities with school administration monthly.
 - B. The Title 1 budget is discussed at the Parent Informational Meeting and suggestions are considered.
 - C. Parents are informed that 1% of each school's allotted Title 1 budget must be spent for Parental Involvement Activities.
 - D. School needs/suggestions taken from the Annual Parent Surveys are considered

The following persons participated in the development/review of the L. P. Vaughn Elementary/Middle School Parent Involvement Policy for the 2010 – 2011 School Year:

Parents: Lashonda Berryman, Marilyn Jackson, Cherie Phillips, Otis Jackson, Angele Ansardi

Teachers: Gwen Scott, Lynne Marquardt, Ms. Davis, Brenda Dubois, Tiffany Roque

Administrators: Cynthia L. Cole, Angela Jimenez, Sandy Irchirl

Other: Patti Breland, Brenda Powell

Community: Pastor Altorio Holden, Carla Bond, Ray Pontieaux

District Personnel: Anita Dubois, Daphana McAllen

Complete, tear out, and return this page to your child's homeroom teacher.

L. P. Vaughn Elementary/ Middle School
2011 - 2012

Teacher_____ Grade_____

I have read and discussed the information in the L. P. Vaughn Elementary/Middle School Handbook located in my child's agenda/planner with my child. We agree to adhere to the policies and procedures as outlined in this handbook.

I have received and reviewed the School-Level Family and Community Involvement Policy.

Student's signature & Date

Parent's signature & Date