

**Holbrook Elementary School
Written Parent Involvement Policy
2016 - 2017**

Mission Statement:

At Holbrook, we are a team committed to maintaining an engaging environment in which there are no limits to academic and personal success for all students.

Holbrook Elementary will make every effort to include parents in the development, evaluation, and revision of the Title I Program and the Parental Involvement Policy. The home school agreement will describe the responsibilities of key stakeholders.

Developing the Policy

A Title I committee will be formed consisting of administration, representative staff, and at least one parent. The committee will convene at a time and place convenient to all its members.

Annual Meeting

Holbrook Elementary will hold an annual meeting at the beginning of the school year for parents. At that meeting the Title I program will be described, the Parental Involvement Policy will be distributed and reviewed, and opportunities for parental participation will be explained. The annual meeting will be held twice for the convenience of parents. Since the goal of Holbrook is student success, the expectations for school performance, individual student assessments, and grade level curriculum will be provided in a format parents can understand. Parents will be advised that the effectiveness of the Parental Involvement Program will be evaluated annually and the policy will be revised to meet the needs of the students, school, parents, and community.

Building Capacity

Holbrook Elementary values the partnership of the parents in their children's education. There are ways parents can make significant contributions to student success both at home and by volunteering at school. Student achievement is the result of an effective home-school-community partnership.

Holbrook Elementary will build the schools' and parents' capacity for strong parent involvement through avenues such as:

- Providing assistance to parents in how to monitor a child's progress, and how to work with educators to improve student achievement.
- Providing materials and training to help parents work with their children to improve student achievement.
- Providing training to teachers and school personnel with the assistance of parents to implement and coordinate parent programs, and build ties between parents and the school.
- Providing information in a format and language the parents understand.

Staff-Parent Communication

Holbrook Elementary will communicate with parents on a regular basis. Important information will be provided in the student handbook, the home school agreement, and on the school website. Frequent notices about student performance will be sent home with children, or provided by phone calls, e-mails, conferences, and in-home visits. All communication will be provided in a language and format the parents can understand. Parents are encouraged to contact the school or the child's teacher when questions or problems arise.

Evaluation

The CPOC Committee will evaluate the effectiveness of the Parental Involvement Program. Resources that will include assessment data and surveys will be used to determine the needs and develop revised strategies for student success. Any changes to the Title I Program and the Parental Involvement Policy will be developed and agreed upon with parent input and will be communicated to the parents in the district or school.