

# Heritage Primary Elementary School

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*"Learning Today, Leading Tomorrow"*

Dr. Megan Sutton  
PrincipalDr. Gretchen Morrison  
Assistant Principal

## **Title I Parent Involvement Plan 2019-20**

We know that parent involvement in our school can have a dramatic effect on the academic achievement of our students. This plan is developed with the goal of developing a strong partnership with all of our parents so that our children will be provided with the best possible education we can offer.

So that parents will better understand our school's program and how they may maximize the effectiveness of their involvement, we have addressed key areas for growth. Please feel free to discuss any questions, comments, or suggestions you may have about this plan with your child's teacher, a PTO officer, school principal, Margo Mann the District Title One Coordinator. We welcome your input and suggestions!

### **Parents' Involvement with Heritage Primary Plan**

Annually, a building Advisory committee made up of faculty representatives and parents selected by the respective schools meet to review and update Heritage Primary's parent involvement plan. The plan is then made available to parents through distribution at our school's annual fall meeting and sent out via email in our fall parent newsletter. It is also placed on the school system website <https://www.wentzville.k12.mo.us/site/Default.aspx?PageID=21>

### **Wentzville's Use of Parent Involvement Funds**

Heritage Primary will use its allocation of parent involvement funds to provide parents with the resources in order to meet the needs of their children. This may include:

1. Materials and training to help parents work with their children to improve their children's achievement,
2. Purchasing a library of books and pamphlets, and
3. Parent education nights in both the fall and spring each year.

### **Procedures for Parents to Express Concerns Related to the Wentzville School District's Consolidated Application for ESSA Funds**

Title I funds are allocated to each school system based upon the consolidated application submitted to the school system on an annual basis. Parents wishing to make and submit comments, should they disagree with any part of the Wentzville District's Consolidated Application for ESSA funds, may do so by submitting those concerns, in writing to:

Dr. Karen Hill  
Director of Professional Learning  
Wentzville School District  
280 Interstate Drive  
Wentzville, MO 63385

Ms. Margo Mann  
Federal Programs Coordinator  
Wentzville School District  
One Campus Dr.  
Wentzville, MO 63385

### **Annual Meeting**

Every fall, Heritage Primary School will hold its annual meeting for parents of participating children. Parents are notified of the meeting through notices sent home by students, newsletters from the principal, through our school website, and through announcements in other languages when we have families where English is not their primary language. Topics to be discussed at this year's meeting are:

- Title I participation, its services, and parent's rights
- An explanation of the school's curriculum
- The assessments used in our school to measure students' progress
- Our school's parent involvement policy
- Our school's parent compacts
- Resources available for parents

### **Flexible Schedule of Meetings**

The leadership and staff of Heritage Primary School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for elementary parents will be offered in the evening. Parents are encouraged to discuss and obtain information about their child's academic or social progress. Please communicate with your teacher and or administrator by email or phone to discuss or schedule appointments.

### **Involvement of Parents in Planning, Review, and Improvement of Title I Program**

The Wentzville School District believes in involving parents in all aspects of its Title I program. Each year during our Parent Advisory Committee meeting, parents will participate in the review and development of the Title One Schoolwide plan.

### **Timely Information About the Title I Program, the Curriculum, and Academic Assessments**

At the annual meeting of parents at the beginning of the school year; Heritage Primary will hold a general meeting where information will be presented about its Title I programs, the curriculum, and forms of academic assessments used to measure student progress. Parents will learn about our school's program and the subjects taught. They will learn how to schedule parent-teacher conferences and how they can participate in decisions related to the education of their child. We will review the Heritage Primary Student/Parent Information Guide.

### **Submission of Parent Concerns About Our Title Plan**

In May of each year, Heritage Primary's Title One Parent Advisory Committee meets to review, evaluate, and revise our Parent Involvement plan. These parents are recommended by the teacher/s and the parents in attendance represent our school. During the review process, parents will review the parent surveys. School data, and teacher feedback on the instructional programs in place. After the plan is finalized and approved, if a parent finds the plan to be unsatisfactory, they have the right to submit their concerns in writing to the school. The school will submit these concerns to the central office at the same time that the Title I plan is submitted.

### **School-Parent Compacts**

Heritage Primary revises its school-parent compact in May of each year in consultation with our parent advisory committee and school leadership team. A copy of the new compact will be sent home with the student and contained in the Open House enrollment packet. A copy will be maintained on the school website, and new students will be given one at the time of enrollment. The compact will be explained to the parents. They will be asked to sign the compact signifying their commitment to working in partnership with the school and their child in ensuring that their child is successful in school. The compacts will be discussed with teachers at faculty meetings. Each teacher will be given the responsibility to explain the compact to the students and obtain the students' signatures. The teachers will sign the compacts and store them in his/her classroom for use during parent-teacher and/or student-teacher conferences.

### **Building Teachers' and Parents' Capacity for Strong Parental Involvement**

To ensure effective involvement of parents and to support a partnership among Heritage Primary, parents, and the community to improve student academic achievement, Heritage Primary School staff shall:

- Describe any material and resource support offered to parents in helping their children increase their academic achievement; provide a parent center in school, and offer counseling services to support parents.
- Describe the training/workshops to be offered to parents in: local and state assessments, helping their children with homework, use of technology, and various curriculum approaches.
- Describe how continuing professional development for teachers will be implemented toward the goal of furthering their understanding and valuing of the contributions of parents; conferencing techniques; establishing positive relationships with families; how communication between home and school may be strengthened; teacher involvement in PTO and other family-related activities.
- Describe how the school provides other reasonable support for parental involvement activities as parents may request.

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

"The Every Student Succeeds Act" requires all school systems to notify all parents that they have the right to request and receive timely information about the professional qualifications of their child's classroom teacher(s) and paraprofessional(s). To ensure that parents are aware of this right, a summary of this policy shall be included with the back-to-school information packet. Parents wishing to request the professional qualifications of their child's classroom teacher(s) and paraprofessional(s) may contact the Superintendent's office.

"The Every Student Succeeds Act" also requires timely notice when a student has been assigned to or has been taught for four or more consecutive weeks by a teacher who is not "highly qualified." This includes the use of extended substitutes whose qualifications are not deemed "highly qualified." Notification to the parent shall be made in writing and will be delivered by the United States mail or hand delivery.

