

SOUTH BEND COMMUNITY SCHOOL CORPORATION
LINCOLN ELEMENTARY SCHOOL
1425 E. Calvert Street * South Bend, IN 46613

Parent Involvement Policy & Home and School Compact: School Year 2019-20

October 7th, 2019

Dear Parents/Guardians:

Lincoln Elementary School is a TITLE I school. Lincoln is required to have a current Parent Involvement Policy & Home and School Compact on file and available to all parents.

The TITLE I Parent Involvement Policy and Home School Compact (attached) explain how Lincoln Elementary School plans on working with parents to improve student achievement.

The goal of both documents is to:

- Engage school staff, parents, and communities in the education of our students
- Inform parents of their right as a TITLE I parent
- Work with each other to help children succeed in school

Please sign and date below to acknowledge that you have read and received a copy of the Parent Involvement Policy and Home and School Compact. Once signed, please return this cover letter to your child's teacher and keep both documents at home for your records. We look forward to working with you improve student achievement!

Please contact the people listed below should you need more information.

Mrs Daisy Navarrete & Mr Matt Eppert, Family & Community School Specialists
574-393-2357 & 574-393-2311; dnavarrete@sbesc.k12.in.us & meppert@sbesc.k12.in.us

Principal Signature: _____ Date: _____

Parent Signature: _____ Date: _____

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Parent Involvement Policy * 2019-20

Lincoln Elementary School has developed this TITLE I Parent Involvement Policy with input from parents. The policy is revised yearly and distributed to all families who attend Lincoln Elementary School, in compliance with federal Title I guidelines.

An Annual Title I Meeting is held at Lincoln Elementary School each September for all parents to inform them of the policy, their TITLE I rights, and how they can be involved.

- The annual meeting is held twice, at reasonable dates/times, to allow for parent participation.
- Parents are notified in writing via two-sided flyers (English/Spanish), School Messenger emails, text messages, and phone calls (English/Spanish).
 - Family & Community School Specialists (FACSS) provide alternate times to meet and conduct home visits as deemed necessary and appropriate.
 - FACSS help bridge the gap between staff and parents by ensuring that all possible methods of communication are used (School Messenger, phone calls, emails, flyers, and handouts)
 - FACSS will ensure parents are made aware in a timely manner.
- The annual meeting provides an opportunity for parents to gather information about the Indiana State Standards the students are required to learn, the SBCSC curriculum, and the assessment tools that are used at Lincoln Elementary School.
- The TITLE I Parent Involvement Policy is reviewed annually in May by parents and staff to make any appropriate revisions that would impact the following school year.

The annual meeting and other family workshops are announced in the monthly school bulletin; fliers are distributed to all students and parents; information is shared via School Messenger.

- Family workshops focus on math and language arts learning areas.
 - Students and parents are invited, in a timely manner, to attend and participate in after school activities.
 - Workshops include hands-on practical tools to use at home to further support the student's academic success.
- Family & Community School Specialists will provide extra support from the Parent Resource Room, as needed, to families unable to attend. Home visits, in-school conferences, telephone contacts, and community agency referrals will take place to meet students' needs.
 - FACSS have two phone lines open for parent communication in the Parent Resource Room with voicemail capability.
 - FACSS check messages daily and respond to families accordingly.
 - Parent Resource Room, in Room B134, is available to all families in need and provides resources to support learning at home in the subjects of Math and Language Arts.

Parents are encouraged to be involved by attending and participating in family workshops (at least twice a year), community events, and general volunteer work at Lincoln.

- General volunteer work involves organizing the uniform and supplies closet.
- Parents can help develop and maintain partnerships with community organizations.
- Families are encouraged to participate in Three for Me, three volunteer hours per child.
- Other involvement opportunities include, but are not limited to, Parent Teacher Organization, PTO, AR Bookstore, Book Fairs, Picture Day, and Field Day.
- Parents receive invitations to volunteer with such events in a timely manner as well.
- Annually, parents receive a copy of the Home School Compact, identifying how the school staff, parents, and students share responsibility for student success.

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Title I Home and School Compact * 2019-20

We value what you do to help your child succeed in school. One part of our Parent Involvement Policy is this Home and School Compact. It identifies how you and school staff can share the responsibility for supporting your child's learning.

Students' Responsibilities

- Attend school regularly, well-rested, with proper hygiene.
- Complete and return homework assignments on a daily basis.
- Work to his/her highest potential and ask for help when needed.
- Respect all students, staff, visitors, and school property, i.e. electronics, at all times.
- Follow school and classroom rules at all times.
- Turn in school to home communication, and vice versa, in a timely manner.
- Maintain a positive attitude that allows learning to take place.

Parents' Responsibilities:

- Send students to school regularly, well-rested, with proper hygiene.
- Ensure homework is completed daily by encouraging using time wisely.
- Complete "3 For Me" commitment for each student, if schedule permits.
- Support school staff and school functions when possible.
- Have clear and frequent communication with the school.
- Set limits on time spent on electronics, such as TV, smartphone, computer, tablet.
- Attend parent-teacher conferences and when appropriate.

Staff's Responsibilities

- Provide a positive, safe, learning environment based on the mission, vision, and practices of our school-wide plan.
- Respect all students, families, and community members and their cultural differences.
- Ensure lines of communication are always open via: monthly bulletins, parent teacher conferences, progress reports, opportunities to speak with staff, to volunteer in classrooms, and to observe classroom activities, phone calls and home visits.

Thank you for your support and involvement in your child's education. Please contact the people listed below should you need more information.

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