

Immaculate Heart of Mary Catholic School

Parent/Family Involvement Plan

Based on National PTA's *National Standards for Parent/Family Involvement Programs*

Standard or Area of Focus: Standard I: Communication

Objective: Ensure parents recognize, understand and utilize the many communication vehicles the school has put in place to share information on student academic progress as well as other school related services, activities and special events.

What steps will be taken?	Who will be involved?	What materials/ resources or training do we need?	When will it be done?	How will we measure our success?
<ul style="list-style-type: none"> • Continue the use of parent volunteer coupons, allowing parents to see and choose from a complete list of volunteer activities for the upcoming school year. • Continue the use of the getting to know your child forms. • Continue the use of Edline for posting of: • Daily Homework Assignments for parent review and reference. • Bi-weekly posting of student homework, quiz and test grades for parent review and reference. • Posting of teacher classroom newsletters • Continue the use of Parent Teacher Conferences • Continue the use of progress reports • Continue the use of Report Cards • Continue the policy of encouraging Parent Teacher email discussions/ questions • Continue conducting "Back to School/ 	<ul style="list-style-type: none"> • School Administration • Home & School Association • All Teachers 	<ul style="list-style-type: none"> • All resources currently in place 	<ul style="list-style-type: none"> • All action items will continue to follow current timelines. 	<ul style="list-style-type: none"> • Parent feedback on all current tools • Parent response rates to volunteer coupons • Response rate/site hits on Edline

<p>Curriculum Nights.</p> <ul style="list-style-type: none">• Continue use of e-Family bi-weekly email newsletter to all IHM School families.• Thursday Folders• Class Letters (K-2)• Continue Administrative Coffees for New Families• Continue Town Hall Forums• Continue New Family Bingo• Continue Kindergarten Picnic• Continue New Parent Orientation				
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Standard or Area of Focus: Standard II: Parenting

Objectives: Encourage parents to recognize, understand and participate as appropriate in the many activities the school has put in place to recognize and celebrate the diversity of our student body.

Ensure parents are empowered and supported by the school in their role as the primary educators of their children.

What steps will be taken?	Who will be involved?	What materials/ resources or training do we need?	When will it be done?	How will we measure our success?
<ul style="list-style-type: none"> • Continue to conduct parent information sessions regarding various areas of curriculum with parent evaluations. • Continue the celebrations of Hispanic Heritage Month • Continue the celebration of Black History Month • Continue the celebration of International Week • Continue the Rainbows Program for the children of single parents 	<ul style="list-style-type: none"> • School Administration • Home & School Association • All Teachers • School Advisory Council 	<ul style="list-style-type: none"> • All resources currently in place 	<ul style="list-style-type: none"> • The dates of the event are determined during annual calendar planning. 	<ul style="list-style-type: none"> • School Administration will survey the parents attending information sessions as well as on quarterly or yearly school surveys. • Direct and indirect feedback given to the officers of the Home & School Association. • In faculty meetings as well as in appropriate faculty committees supporting the action plan. • Reviewed by members of the School Advisory Council in charge of the targeted area.

Standard or Area of Focus: Standard III: Student Learning

Objective: Ensure parents recognize, understand and utilize the many opportunities, activities or services the school offers to improve student learning.

What steps will be taken?	Who will be involved?	What materials/ resources or training do we need?	When will it be done?	How will we measure our success?
<ul style="list-style-type: none"> • Continue the use of Dear Parent Homework sheets • Continue and encourage the use of Edline • Continue the use and encourage parent reading of Teacher Classroom Newsletters • Continue to hold Back To School Curriculum Nights • Continue to hold Parent Teacher Conferences • Continue to conduct parent information sessions regarding various areas of curriculum with parent evaluations. • Homelink (see documentation 1 in attachment) • Expansion of Student Support Team services 	<ul style="list-style-type: none"> • School Administration • Home & School Association • All Teachers 	<ul style="list-style-type: none"> • All resources currently in place 	<ul style="list-style-type: none"> • At pre-determined times during the school year. 	<ul style="list-style-type: none"> • School Administration will survey the parents via quarterly or yearly school surveys. • Direct and indirect feedback given to the officers of the Home & School Association. • In faculty meetings as well as in appropriate faculty committees supporting the action plan. • Reviewed by members of the School Advisory Council in charge of the targeted area of Strategic Plan.

Standard or Area of Focus: Standard IV: Volunteering

Objective: Ensure parents recognize and understand the many volunteer activities at IHM School and encourage their participation in volunteer efforts.

What steps will be taken?	Who will be involved?	What materials/ resources or training do we need?	When will it be done?	How will we measure our success?
<ul style="list-style-type: none"> • Continue to send out volunteer coupons (with all volunteer opportunities for the school year) to all parents • Continue use of a parent volunteer database that provides a list of all parent volunteers (names, phone numbers and email addresses). Organized by volunteer event. • Continue to send the e-Family (with timely school news and upcoming volunteer opportunities) out to all IHM families (via email) on a bi-weekly basis. • Continue to hold Parent Appreciation Night each year. 	<ul style="list-style-type: none"> • School Administration • Home & School Association • All Teachers 	<ul style="list-style-type: none"> • All resources currently in place 	<ul style="list-style-type: none"> • As the events take place throughout the school year. 	<ul style="list-style-type: none"> • By surveying our parents and analyzing their responses. • By an increase in the number of parents volunteering.

Standard or Area of Focus: Standard V: School Decision Making and Advocacy

Objective: Ensure parents become aware of the many ways they can participate, influence and impact school decision making specifically related to student learning and parent volunteerism.

What steps will be taken?	Who will be involved?	What materials/resources or training do we need?	When will it be done?	How will we measure our success?
<ul style="list-style-type: none"> Institute a Town Hall Meeting program where parent questions, comments and concerns can be voiced and addressed. 	<ul style="list-style-type: none"> School Administration (headed by Principal) Home & School Board President Home & School Board VPs of Marketing and Communication 	<ul style="list-style-type: none"> A confidential process for parents, teachers, administrators (all stakeholders) to submit questions or comments for discussion. <ul style="list-style-type: none"> Confidential Front Office Drop Box Email to Principal Email to Home and School Board VPs of Marketing and Communications A process for sharing meeting notes and/or action items with all school families, teachers and administrators. <ul style="list-style-type: none"> Meeting notes will be posted to Edline (linked to the school website) for parent access A note will be placed in the VPs Marketing and Communications section of the e-Family letting all families know that the meeting notes are posted and available for easy reference 	<ul style="list-style-type: none"> A minimum of one meeting will be conducted each semester. Meeting notes will be posted within two weeks of meeting date. 	<ul style="list-style-type: none"> Number of questions and/or discussion points submitted by parents for comment. Number of families/parents in attendance Feedback received by Administration and/or Home and School Board Members
<ul style="list-style-type: none"> One Home and School Board Association Meeting each month 	<ul style="list-style-type: none"> Home and School Board Presidents 	<ul style="list-style-type: none"> A notice will be placed in the e-Family regarding meeting date, 	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> Meeting attendance Parent feedback

will be open to parents of all school families.	<ul style="list-style-type: none"> • Home and School Board VPs Marketing and Communications 	<p>time and location</p> <ul style="list-style-type: none"> • A notice will be placed on the school calendar regarding meeting date, time and place • An appropriate sized meeting space. 		<ul style="list-style-type: none"> • Improved scores on parent survey for school decision making and advocacy
<ul style="list-style-type: none"> • Dedicate two “lunch and learns” each year to educating parent on how they can be involved in school decision making and parent volunteerism. Use the opportunity to highlight how this process has been beneficial to the school (share best practices/examples) 	<ul style="list-style-type: none"> • Home and School Board Presidents • Home and School Board VPs Spiritual Life 	<ul style="list-style-type: none"> • A notice will be placed in the e-Family regarding meeting date, time and location • A notice will be placed on the school calendar regarding meeting date, time and place • An appropriate sized meeting space. 	<ul style="list-style-type: none"> • TBD 	<ul style="list-style-type: none"> • Meeting attendance • Parent feedback • Improved scores on parent survey for school decision making and advocacy
<ul style="list-style-type: none"> • Add a section to the Handbook/ Student Directory that showcases all the avenues for parent involvement in school decision making and volunteerism. 	<ul style="list-style-type: none"> • TBD 	<ul style="list-style-type: none"> • Create a brochure on School Decision Making. 	<ul style="list-style-type: none"> • 2008/09 School Year Handbook/ Directory 	<ul style="list-style-type: none"> • TBD

Standard or Area of Focus: Standard VI: Collaborating with Community

Objective: Encourage parents to actively participate with their children in programs and services offered through the school to partner with the parish and local community.

What steps will be taken?	Who will be involved?	What materials/resources or training do we need?	When will it be done?	How will we measure our success?
<ul style="list-style-type: none"> • Continue the Lego Robotics Program • Continue the Chess Club • Continue the Basketball Program • Continue the Volleyball Program • Continue the Spiritual Hands Program • Continue the Hispanic Heritage Program • Continue the Black History Month Program • Continue the International Week Program • Continue the Veteran’s Day Celebration • Continue the Margaret Harris Program • Continue the Wesley Woods Service Program • Continue the Night Shelter Program • Continue the Parish Breakfast Volunteer Program • Continue the Advent Bake Sale/Work of Human Hands Sale Program • Continue participation in the Aids Walk Program • Continue the Running Eagles Program • Continue the Brownies/Girl Scouts Program and Cub Scouts/Boy Scouts Program • Continue the Boy Scouts Program • Continue Chick-fil-a night, Kroger, Pikes 	<ul style="list-style-type: none"> • School Administration • Home & School Association • All Teachers • School Advisory Council • Parish and surrounding community 	<ul style="list-style-type: none"> • All resources currently in place 	<ul style="list-style-type: none"> • Dates are organized throughout the school year. 	<ul style="list-style-type: none"> • An increase in the number of participants involved in the various programs/services offered. • Positive feedback from teachers, parents and members of the community. • Informal and formal surveys gauging satisfaction level of each program/service offered. • Awards given to the school in recognition of service to the community. • Awards given to students participating in local, regional and state competitions.

<p>and Publix Program</p> <ul style="list-style-type: none">• Continue Toy Drives, Can Drives, Clothing Drives, Baskets for the Living Program• Continue National Honor Society Program• Continue Spring Fund Raiser• Continue Dinner Theater				
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Drafted on 12/5/07 Adopted on 12/7/08 Revised on 2/12/08