

**School Year 2010-2011**  
**Title I Parent Involvement FAQs**  
**Russell Elementary School**

**Question: “What does a Parent Involvement Coordinator Do?”**

Answer: The PIC serves as liaison for school, parent/family members and community involvement. Information, resources, and materials are used collaboratively to support RES students and their families. Our top priority is to assist the school in providing educational opportunities that build capacity for parental involvement.

**Question: “Why do we need to encourage parent involvement at school?”**

Answer: Research shows a strong correlation between the amount of parental involvement and student achievement. No other factor, besides the quality of teacher, will have as great an impact on a student’s success or failure.

**Question: As a parent I am not really sure how Russell’s Title 1 status effects me.**

Answer: As a Title I funded school, we have embraced the belief that Russell faculty will be committed to involving parents and community members as active participants in our learning community. We are accountable for recording our Title I parent involvement activities. The PIC assists by preparing written reports that document and provide evidence for Title I.

**Question: “Who is the RES Parent Involvement Coordinator and how do I contact that person?”**

Answer: Jill Tyler is our Russell Elementary School Parent Involvement Coordinator. The PIC is available Monday–Friday from 8:00-4:00, or by e-mail at [jill.tyler@hcbe.net](mailto:jill.tyler@hcbe.net). Mrs. Tyler’s desk is in the front office.

**Question: “I want to do my part, but I don’t know the procedures – also can someone give me specific examples of ways that I can contribute to Parent Involvement?”**

Answer: First and foremost COMPLETE the BACKGROUND CHECK! Committing to just a few hours a month can make a tremendous difference. There are many different ways you can give your time and talent. Here are just a few:

- 1) Serve on one of our school committees, such as School Council, Parent Involvement Committee, or PTO. These committees make a BIG difference in the success of our school!
- 2) Volunteer as a Rockin'Reader! This fabulous program is sponsored by "Cracker Barrel" and promotes student literacy. We have opportunities for you to work one on one or read to an entire class.
- 3) Help with some of our Parent Involvement Workshops. We can always use help organizing, supervising and cleaning up after all our events.

These are just a few of many opportunities we have for you here at Russell Elementary. Please contact Jill Tyler PIC for more.

- HCBOE Title I Documentation (monthly event/activities/meeting summaries, data collection, surveys). *Whenever MES has a parent/family event, it is vital that the PIC receive a copy of any invitations, flyers, program brochures and sign-in sheets. These should be turned in by the grade chair or sponsoring teacher the day of or the day immediately after the school event. Use these lovely blue folders for all Title I Parent Involvement docs ☺. The folders with your originals will be returned to you. This helps me to keep your items organized and to know where they originated from.*
- MES Home/School Connection Calendar and Newsletter (monthly)  
*Please submit (by email) your activity/event/meeting info for placement on the **next** MES Calendar NLT than the 15<sup>th</sup> of each month. If it is a repeating event (like school clubs), please mention that in your email. All calendar items (if approved by Mrs. Johnson and/or Dr. Pearson-Kilgore), will be printed and distributed by the end of the month, so your timely submission is necessary and appreciated.*
- Parent conferencing or home visits with teachers (if requested)  
*If you need assistance contacting or meeting with a parent, the PIC is available to assist. Email me at: [mary.matthews@hcbe.net](mailto:mary.matthews@hcbe.net) or leave a note in my mailbox. *The Parent Resource Center, Room 404 is available for parent conferences also.**
- Updating of media (school marquee, Channel 17, parent link on MES website)  
*Same instructions for calendar submissions apply to media. **Submission deadline is the 15<sup>th</sup> of each month. Must be approved by administration.***
- Community and parent volunteer training and scheduling  
*Volunteer application forms will be distributed again soon and should go home with students in their Wednesday folders. Any returned forms should be placed in my mailbox. *Parents should know that it takes around 2-4 weeks for applications to be processed by HCBE. All clearances are good for 5 years, so if they have a prior clearance from 2006-2010, they will not need a new one for this year. **No individuals are allowed to volunteer in the building, supervise other children or ride a school bus without a clearance. All (new and prior) volunteers must attend a short (10-15 min.) briefing on current HCBE policies before SY10-11 volunteering begins. I will contact cleared volunteers to set up a briefing/training appointment.****
- Coordinating PTO activities with MES mission.  
*If you have parents interested in PTO or that you feel would be good candidates for a PTO committee member, please forward their contact info to me. PTO elections will be August 26 at 5:30pm.*

- Planning and assisting with family events or field trips sponsored by MES.  
*Again, please email or leave the event info with me 30 days prior.*
- Planning and leading MES Title I Action Team (comprised of parents, teachers, administrator and PIC) meetings  
*Our MES Action Team meets on regular schedule to discuss monthly activities and events for our 1-Year Action Plan. The 1-Year Action Plan is posted on the MES HCBE website. **If you have ideas or suggestions and would like to join our meetings, please email me.***
- Organizing, stocking and publicizing Parent Resources (front lobby info tables and Resource Room 404).  
*Community information will be available for free in the above areas. We also have a parent lending library. **If your group, organization or business would like to leave info or donate supplies, please contact the PIC.***
- MES Open Classroom Times  
*Offer a monthly O.C.T. opportunity where parents can visit and share in a standards-based learning activity. Put the invitation in your classroom newsletter or if doing OCT by grade level – forward the info to the PIC and it will be placed on the MES calendar. Try to vary the times and days so that parents can fit it into their schedules. **Don't forget to use a sign-in sheet!** Please share your O.C.T. date/times:*

O.C.T.	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Day										
Time										
# Parents										

*Thank you for the opportunity to be your Parent Involvement Coordinator!*

*Mrs. Mary T. Matthews, PIC*