

## **PARENT INVOLVEMENT**

*The term parental involvement means the participation of parents or legal guardians in regular, two way, and meaningful communication involving student academic learning and other school activities.*

## **PARENT INVOLVEMENT IN THE DEVELOPMENT OF THE LEA PLAN**

Sources used to provide information in the development of this policy include:

Parent input from workshop evaluation forms, Title I System Wide Parent/Teacher Advisory Council, individual school Parent/Teacher Advisory Councils, and parent interest surveys.

Parents are involved in the joint development of the LEA plan and in the process of school review and improvement through the use of parent surveys and membership on Parent/Teacher Advisory Councils.

## **TITLE I SCHOOL PARENTAL INVOLVEMENT POLICY**

Each Title I eligible school has a policy and a component for parent involvement in the school's School Improvement Plan. The parent involvement policy is developed by each school with input from parents serving on the Parent/Teacher Advisory Council based on the six standards. The standards include communication, parenting, student learning, volunteering, school decision making and advocacy, and collaboration with the community. The School Improvement Plan and Policy are reviewed and updated annually. Additional Parent/Teacher Advisory Council meetings may be held during the year to monitor progress on district parental involvement goals. This policy is a working document subject to revision. Parent concerns are addressed and kept on file (if applicable) in the Title I Office at 9030 Hwy 5, Douglasville, Georgia 30134.

## **PROVIDE COORDINATION AND TECHNICAL ASSISTANCE**

Title I identified schools are provided the coordination, technical assistance, and other support necessary to assist in planning and implementing effective parent involvement from the Douglas County School System. The Title I Parent Outreach Facilitator, along with representatives from each Title I school, work with the Title I Office to provide support to school personnel and parents in increasing parental involvement and student achievement. The Title I schools work in collaboration with other parenting programs that exist in the school district to provide information and resources to assist parents in ways to help their children improve academic achievement.

## **BUILD STRONG CAPACITY FOR PARENT INVOLVEMENT**

**Title I eligible schools plan programs designed to improve high quality parent involvement. Each Title I school has a Parent Outreach Facilitator who works with the Title I Principals to involve parents in their child's education. One goal of Title I schools is to increase student achievement through parental involvement. The Parent Outreach Facilitator will serve as a resource to provide translated written materials to parents in the language used in the home. Parent involvement strategies are outlined in the School Improvement Plan. The following strategies should be implemented to reach all parents.**

- 1. Make Parent Surveys available online.**
- 2. Place phone calls all parents regarding meetings/ workshops.**
- 3. Mail postcards to all parents regarding meetings, materials and services available in Parent Resource Centers.**
- 4. Announce events and activities on outside message boards.**

**Assistance is provided to parents on ways to monitor and support student progress at home. Materials are available for parent checkout in Title I Parent Resource Centers to assist with strategies to work with children at home. Materials include books, videos, instructional packets, games and toys with educational objectives. The school personnel update the materials each school year. Training sessions are provided on a regular basis to assist parents with ways to help their children improve academic achievement. Parents are referred to community resource persons and agencies as needed. A variety of daytime and evening programs are provided to meet the identified needs of parents.**

**Opportunities will be provided to parents at parent meetings to learn about the following:**

#### **NO CHILD LEFT BEHIND ACT OF 2001**

**Parents are notified about various components of the NCLB Act of 2001. Options are communicated to parents through letters, conferences, school and system web pages, student handbooks and at parent meetings in which the new guidelines for schools in needs improvement are outlined.**

#### **CONTENT AND STUDENT PERFORMANCE STANDARDS**

**The Georgia Performance Standards are implemented as determined by the Georgia State Department of Education. Through written communication parents are informed of the standards and the expected performance level required for students to meet expectations on the Criterion Reference Competency Test.**

District and school results will be reported in the local newspaper. Parents will be invited to conference with school personnel to discuss their child's assessment. School AYP reports are available at each school. Information about standards and student performance may also be found at the Douglas County School System, Georgia Department of Education, and the US Department of Education websites.

## **SCHOOL IMPROVEMENT PROCESS**

If school data does not show Adequate Yearly Progress for two consecutive years the school will be placed in "needs improvement". When a school is placed in "needs improvement", an extensive process of review and evaluation of the instructional program is made by the teachers, administrators, parents, and the district. Parent input will be sought to improve learning for all students. Research-based instructional practices will be implemented to better meet the needs of the school's population.

## **COORDINATION WITH OTHER PROGRAMS**

### **HEAD START AND PRE KINDERGARTEN**

Local school personnel coordinate with Head Start Coordinators and Pre-Kindergartens to facilitate a smooth transition for both parents and students from those programs to local elementary school through means specified in the School Improvement Plan. Working collaboratively with outside agencies, the Parent Outreach Facilitators will promote Pre-Kindergarten registration through written communication, and when possible they will contact the parents of public school students by phone.

## **COMMUNITY SERVICES**

The Douglas County School System and Title I schools foster two-way communication with other community agencies to integrate services and provide optimal opportunities for students to benefit from all available services.

## **SCHOOL TRANSITION**

Elementary, Middle and High School personnel will collaborate in order to facilitate a smooth transition for parents and students from Pre-K to elementary

school, from elementary to middle school, and from middle school to high school through means specified in the School Improvement Plan.

School personnel recognize the need to transition students from grade level to grade level each year. Teachers may provide resources such as websites, manipulatives, workbooks, etc., for students to use during the summer to help get them prepare for the next school year.

## **ANNUAL EVALUATION**

Parents are surveyed annually to determine that parent involvement needs are being met effectively and appropriately through the implementation of the Parent Involvement Policy. In addition, the Parent/Teacher Advisory Council meets annually to review and approve the effectiveness of the Parent Involvement Policy. Areas evaluated include identifying barriers to parent participation such as low income, disabilities, limited literacy, LEP, homeless, or other racial or ethnic considerations. The findings of this evaluation are used to develop strategies for school improvement or to revise the LEA policy.

## **DOCUMENTATION OF PARENT INVOLVEMENT ACTIVITIES**

Evaluation of the effectiveness of parent involvement outlined in the School Improvement Plan is documented through maintaining artifacts of parent meetings, which include invitations, agendas, sign in sheets, minutes, and evaluation forms for parent involvement activities and meetings. Parent/Teacher Advisory council documentation is retained. Records are available in the Title I office or in Title I schools.

## **INVOLVE PARENTS IN SCHOOL ACTIVITIES**

The goal of the Douglas County School System Title I Parent Involvement Program is to increase student achievement through parental involvement. District and local school personnel work together to plan and implement various activities that would encourage parental involvement, including homeless families and the families of English Speakers of other Languages (ESOL). Flexible meetings are scheduled to accommodate parent needs. These meetings include daytime and evening programs based on identified needs designed to facilitate student learning. All parents are invited to serve and to be an active participant in their child's learning through parent-teacher organizations, advisory councils, volunteering, and parent-school partnerships. Conference days are built into the school calendar to provide parents specified dates that they can plan to meet with their child's teacher. Translators and support staff are available if requested during parent/teacher conferences.

**Consistent and on-going parental input concerning parent involvement activities is solicited in the form of interest surveys, Parent/Teacher Advisory Council meetings, and evaluation forms that parents submit workshops.**

### **TIMELY INFORMATION**

**Parents are provided with timely information regarding student achievement, student attendance, school programs, curriculum, and academic assessments used to measure student progress, as well as the proficiency levels students are expected to meet. This information is provided at an annual Open-House meeting, during parent meetings, during parent-teacher conferences throughout the school year, and in school handbooks. School personnel are available to schedule meetings with parents whenever a need is identified to make joint educational decisions which are in the best interest of the student.**

### **HIGH QUALITY CURRICULUM**

**Schools include in the School Improvement Plan strategies to teach Georgia's high quality curriculum. This curriculum is implemented through instructional scientifically based strategies and best practices that have proven successful in schools with similar demographics.**

### **HIGH STUDENT ACHIEVEMENT**

**School Improvement Plans address each school's commitment for high quality instruction provided by highly qualified teachers in a supportive and effective environment so that children will meet or exceed the state's academic achievement standards.**

### **TITLE I COMPACT**

**Each school has a school-parent compact on file in the district Title I office. The school-parent compact provides opportunities for positive and meaningful communication between parents and school personnel. The compact is learning oriented and consists of a plan of action that details responsibilities by the school, the student, and the parent for the purpose of achieving high student achievement and to build a partnership between parents, students, and teachers who impact the level of achievement.**

### **HOME-SCHOOL COMMUNICATION**

Frequent reports will be made available to parents through progress reports and report cards to inform parents of student progress. Parents are encouraged to attend conferences and to monitor their child's progress. Reports of annual state testing are sent to parents to inform them of their child's results on the state assessment. Parents are given reasonable access to school staff and are encouraged to visit the school, volunteer, participate in school activities, and serve on the school and system-wide Parent/Teacher Advisory Councils. The Douglas County website provides pertinent information about the school system available at <http://www.douglas.k12.ga.us/>.

#### **IMPROVING STUDENT PERFORMANCE THROUGH PARENT MONITORING**

Parents can monitor and support their child's learning by keeping abreast of school procedures, reviewing progress reports and report cards, being aware of homework/class work requirements, and working with schools to schedule conferences to help children improve academically in school.

#### **SHARED DECISION MAKING**

Parents are encouraged to participate in decisions relating to the education of their children by serving on the school and system-wide Parent/Teacher Advisory Councils, attending meetings, and participating in parent-teacher conferences. Parents are encouraged to respond to parent interest surveys and to submit workshop evaluation forms after each parent meeting.

#### **COMPONENTS OF A SCHOOLWIDE PROGRAM**

When a school is eligible for schoolwide status, a team of teachers, administrators and parents will be formed to evaluate the current instructional program and to decide if the school will apply for schoolwide status. Appropriate components of the plan are developed with parent participation. A planned program for parent involvement is carried out at each Schoolwide Title I School.

#### **COMPONENTS OF A TARGETED ASSISTANCE SCHOOL PROGRAM**

Schools eligible for Title I services will be served under Federal guidelines for this program. A school improvement plan will be developed, including a parent involvement component.

#### **STATE AND LOCAL ASSESSMENTS**

Parents are provided information concerning the results of the annual assessments, including school performance profiles, individual student assessment results, interpretation of those results, the assessments used to measure student progress, and the proficiency levels the students are expected to meet.

## **PARENT/TEACHER COLLABORATION**

School personnel receive professional development through conferences, workshops, and publications to enable them to maximize the contributions of parents as partners in education. Each school has a parent involvement policy that details all parent programs. The school includes means for parents to participate in their child's education. The parent policy is, to the extent practicable, disseminated to parents in a language that parents can understand.

## **MEETINGS**

Each School's Improvement Plan addresses opportunities for parents to grow and develop through a variety of parent training sessions. These meetings are scheduled at flexible and convenient times to accommodate schedules of working parents. Surveys are distributed to parents to identify meeting times and days that are most convenient for parent participation. Topics of the meetings address needs identified through parent surveys and areas of focus in the School Improvement Plan. Research based strategies assist parents in improving student learning are used during training sessions.

## **SYSTEM WIDE PARENT/TEACHER ADVISORY COUNCIL**

The system wide Parent/Teacher Advisory Council meets at least one time each school year to review documentation pertaining to the Title I Parent Involvement Program. School level Parent/Teacher Advisory Councils meet annually to plan, implement, and evaluate parent involvement activities at each Title I school. In addition, schools involve parents in parent-teacher organizations, on committees, and as volunteers to provide input to school programs.

## **REASONABLE SUPPORT**

The LEA shall provide reasonable support for parent involvement activities. The parental involvement goal for Douglas County School System Title I is to increase student achievement through parent involvement.

## **PROVISION FOR LEP AND DISABLED PARENTS**

**To the extent possible, information related to schools, meetings, and other activities is sent to the homes of participating families in the language used in their homes. In carrying out the parent involvement requirements, schools, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency or with disabilities to ensure full access to these parents.**

## **REVIEW**

**The state shall review the LEA policies and practices to determine if they meet specified requirements of the Title I program.**