

Calhoun Primary School Parental Involvement Policy 2017-2018

Revised September 7, 2017

In support of strengthening student academic achievement, Calhoun Primary School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents of participating children a written parental involvement policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Calhoun Primary School agrees to implement the following requirements as outlined by Section 1118:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan under Section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).
- Update the school parent involvement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parental involvement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the school wide program plan under Section 1114(b)(2) of the ESEA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school

- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1118 of the ESEA

JOINTLY DEVELOPED

Calhoun Primary School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Calhoun Primary School begins the revision process of the School Improvement Plan, Parent-School Compact, the School Wide Plan and the Parent Involvement Plan at a summer retreat held in July in which Leadership and School Governance Team members attend. A needs based assessment of the school is conducted through analysis of student achievement, perception and observational data. Preliminary goals are drafted for the upcoming school year, an action plan is developed and parent involvement initiatives are outlined. During the month of August, the draft plans are reviewed and revised within a PTO Executive Board meeting, School Governance Team meeting, faculty and staff meetings, and with the system School Improvement Director. In September, the school host a Title I State of the School Address and meeting that is open to all parents and stakeholders. Participants review and revise Title I documents as they are discussed and thereafter using feedback forms. The components of the Title I program are highlighted on the school website offering additional time for parents to participate in the revision process.

Once consensus is established among school stakeholders, SIP Goals, the Parent-School Compact professions and parent involvement initiatives are revisited throughout the year at PTO, SGT, Leadership Team, Faculty and Back to School Night meetings as well as during parent teacher conferences in the fall and spring.

ANNUAL TITLE I MEETING

Calhoun Primary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the school wide plan, and the school-parent compact.

Calhoun Primary School's Annual Title I Meeting is scheduled for August 31, 2017 at 5:30 pm in the school cafeteria. Translation will be provided for those that require information to be delivered in Spanish. At that time, parental rights under Title I of the Elementary and Secondary Education Act will be reviewed. Disaggregated student achievement data and CCRPI scores from the 2016-2017 school year will be discussed. The School Improvement Plan, Parent-School Compact, School Wide Plan and Parent Involvement Plan drafts will be shared with time dedicated to parental feedback. The agenda will also include recognition of Calhoun Primary School's Parent Resource Center.

COMMUNICATIONS

Calhoun Primary School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parental involvement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

Parents are invited to participate in a variety of meetings and activities over the course of the school year. Translation is provided to ensure all stakeholders can participate fully in offerings. Open House and orientation meetings are held in August-September to provide parents the opportunity to formally visit their child's classroom and to become better informed about grade level and/or special program expectation and to discuss students' academic progress. Calhoun Elementary School holds an official Title I Annual meeting by the end of September each school year to review with parents Title I School requirements and the school's Parent Involvement Policy. In addition, the principal gives stakeholders an update on school test data, CCRPI scores, and also facilitates a review and revision of the School Improvement Plan, School Wide Plan, and Parent-School Compact. The Annual Title I meeting power point is posted on the school website. Workshops for parents are offered incrementally throughout the school year through our Jacket Parent University to educate and provide a forum for discussion in areas such as curriculum, instruction, health, safety, study skills, assessment, etc. Meetings are held in the mornings, afternoons and evenings. Childcare is routinely provided at sponsored events. Parent conferences are scheduled in the fall and spring and 100% participation is expected.

A wide variety of resources are housed in our Parent Resource Center. Educational materials such as math manipulatives, leveled readers, and learning games are available for home use. Brochures and pamphlets are accessible to assist parents in their student's academic and emotional development. The center also includes computers for parents to access Parent Portal and monitor their child's progress electronically. Community resource connections are facilitated by the Family Involvement Coordinator and/or School Social Worker for families in need. Our bilingual Family Involvement Coordinator is available to meet with parents five days a week as scheduled from 7:00 am until 7:00 pm to educate and support participants with personalized needs.

Formal trainings and workshops scheduled annually are guided by parent input and survey data and vary in date and time. In cases in which transportation is a barrier for a parent to become involved in our school, the administrative team and the Family Involvement Coordinator make special arrangements to link that parent to needed resources and events. Due to the hectic and varying schedules of our school family, effort will be made to provide training opportunities to parents via links on our school website making information accessible twenty-four hours a day.

SCHOOL-PARENT COMPACT

Calhoun Primary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

Calhoun Primary School begins the revision process of the School Improvement Plan and Parent-School Compact at a summer retreat in which Leadership and School Governance Team members attend. A needs based assessment of the school is conducted through analysis of student achievement, perception and observational data. Preliminary goals are drafted for the upcoming school year, an action plan is developed and parent, student and school involvement initiatives are outlined. The draft plans are reviewed and revised within a PTO Executive Board meeting, School Governance Team meeting, faculty and staff meetings, and with the system School Improvement Director. In September, the school host a Title I State of the School Address and meeting that is open to all parents and stakeholders. Participants review and revise documents as they are discussed and thereafter using feedback forms. The components of the Title I program are highlighted on the school website offering additional time for parents to participate in the revision process.

RESERVATION OF FUNDS

Calhoun Primary School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent by:

Calhoun Primary School will utilize data from the annual fall/spring Title I and Title II Surveys to select resources and training which will meet the needs of parents in regards to the Title I program. The School Governance Team will also weigh in on Title I expenditures during the allocation process. Moreover, the district's annual professional learning and Title II-A surveys as well as school based professional learning surveys will aid in determining the needs of staff in regard to training to enhance student achievement.

COORDINATION OF SERVICES

Calhoun Primary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

Calhoun City Schools operates seven Bright from the Start Pre-K classes and two private Junior Jacket preschool classes. The Pre-K coordinator works on site to ensure that this early learning program is appropriate for our students. It is also the coordinator's role to take the lead in bridging a strong initial relationship between home and school. A parent resource center houses resources and references for parents of all preschool students. Fieldtrips and on campus activities are plentiful throughout the year and parents are encouraged to attend these events as often as possible. Parents of our preschool students are afforded the same training and workshop opportunities during the school year as those in upper grades.

Our school also reaches out to other early learning centers in the community to establish strong initial relationships with families of future students. Preschool aged students and their families are invited to attend special meetings associated with registration and orientation each spring. They are also encouraged to participate in our Let's Get Ready for Kindergarten workshop and in Junior Jacket Tours. Kindergarten Camp is also offered in the summer to help orient new kindergarten students and their families with their transition into the school environment

BUILDING CAPACITY OF PARENTS

Calhoun Primary School will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The State's academic content standards.
 - The State's student academic achievement standards.
 - The State and local academic assessments including alternate assessments.
 - The requirements of Title I, Part A.
 - How to monitor their child's progress.
 - How to work with educators.

Open House, Orientation, Annual Title I meeting, Back to School Night, Parent Conferences, Jacket Parent University Classes, Fiesta of Learning, Parent Resource, PTO, Busy Bee Volunteer Program, School Governance Team, Parent Involvement Day celebration, Eggs and Issues, Lunch and Learn, Family Book Fair Nights, classroom observations, Summer Retreat for School Improvement, Family Involvement Coordinator support, School Social Worker support, study guides, curriculum guides, standards based rubrics for grade level standards, school and classroom newsletters, progress reports, Parent-School Compact, Parent Portal, school website, web based programs, multi-media activities, etc.

BUILDING CAPACITY OF SCHOOL STAFF

Calhoun Primary School will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate, and work with parents as equal partners, in the value and utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and the school by:

Learnapolooza, STING, grade level meetings, PTO meetings, School Governance Team meetings, School Events Committee, Georgia Family Engagement Conference, common parent-teacher conference format, Parent-School Compact, and other professional learning opportunities accessed through the GA DOE.

Calhoun Primary School will provide other reasonable support for parental involvement activities under Section 1118 as parents may request by:

Parents of all students, regardless of English proficiency, mobility or disability, are considered to be an important part of our learning community. All parents are afforded the opportunity to be involved in their child's school environment. For this reason, if a special need is identified that would help a parent to more fully understand the educational process and academic process of his/her child, assistance is provided to the parent. This type of support often comes in the form of interpreted school documents in a parent's primary language, having and interpreter on hand to translate important information at school wide meetings and events, working with an interpreter to provide translation in parent teacher conferences, making available parent resources in our center that are in English and Spanish, participating in faculty and staff training to better understand cultural differences of the students served, providing easier accessibility to parents and/or students with disabilities, etc.

