

# FY 15 Terrell County School System Parental Involvement Policy

Revised: May 28, 2014; June 13, 2014

## PART I

### GENERAL EXPECTATIONS

**The Terrell County School System which includes Terrell High School, Terrell Middle School, Lillie Cooper Primary and Carver Elementary schools, agrees to implement the following statutory requirements:**

- Terrell County Schools System will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA). These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the Terrell County School System will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The Terrell County School System will incorporate this system-wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the Terrell County School System and its schools will provide full opportunities 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 and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school system submits the plan to the Georgia Department of Education.
- The Terrell County School System will involve the parents of children served in Title I, Part A schools in decisions about the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The Terrell County School System will be governed by the following statutory definition of parental involvement, and expects that its Title I schools 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. *that parents play an important role in assisting their child's learning;*
    - B. *that parents are encouraged to be actively involved in their child's education at school;*
    - C. *that 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. *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II.**

**IMPLEMENTING REQUIRED DISTRICTWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Terrell County School System will take the following actions to involve parents in the joint development of its districtwide parental involvement plan under section 1112 of the ESEA.
  - Provide parents access to the information in the district’s parental involvement policy and plan through the district website.
  - Engage in open communication about the plan during parent meetings
  - Hold an annual Title I Parent Involvement Program evaluation meeting in the spring that provides a review of the parent involvement policy and seeks feedback and plans for the following year.
  - Use a variety of methods to advertise meetings seeking parent input.
  - Include in the policy parent input forms for parents to return to the school which seeks parent feedback on this policy, development of this policy, the district plan and use of parent involvement funds.

**Feedback:**

2. The Terrell County School System will take the following actions to involve parents in the process of school review and improvement under section 1115 of the ESEA:
  - Include a handout providing a summary of how Title I funds for parent involvement are used at each school with the yearly registration packets.
  - The district will hold an annual meeting for parents of students in Title I program to discuss the review and implementation of the Title I plan, and how Title I funds for parent involvement activities will be used.
  - Parental feedback and input will be solicited from all parent meetings and the school website.

**Feedback:**

3. The Terrell County School System will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - Review school parent involvement plans to ensure compliance, including invitations, agendas, and minutes from parent meetings showing that school plans were developed jointly with parent input.
  - Provide financial support for parent activities as well as guidance on appropriate use of parent involvement funds along with a periodic status report.
  - Provide support of central office personnel for meetings and parent program activities as needed at the school level during the planning and implementation of parent meetings.
  - A parent involvement coordinator is provided to coordinate and integrate parent involvement programs and activities in the Parent Resource Center and also provide materials and training to help parents work with their children to improve academically.
  - Maintain open communication with school staff of any announcements or changes in parent involvement from GaDOE.

**Feedback:**

4. The Terrell County School System will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start and Pre-K program, by:
- Coordinating with Head Start and Pre-K to invite families and preschool children into the schools to take a tour and participate in planned activities.
  - Include Head Start and Pre-K classrooms when possible in elementary settings to connect parents early to their child's potential school. Head Start and Pre-K parents should be included in school newsletters during the preschool year and included in school assemblies and parent nights.
  - Provide materials in the Parent Resource Center to assist parents in helping their children with transition from Pre-K or Head Start to Kindergarten.

**Feedback:**

5. The Terrell County School System will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The Terrell County School System will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- The Terrell County School System will conduct annual evaluations and request parent feedback through multiple methods of contact, including but not limited to:
    - ✓ Surveys (sent home, electronic)
    - ✓ Focus Groups
    - ✓ Open Discussion Forums
  - Evaluation results (including parent input) will be used in planning improvements during the current school year and for the subsequent school year.
  - The Title I Director will work with the Parent Involvement Coordinator to evaluate the Parent Involvement Program.

**Feedback:**

6. The Terrell County School System will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved,

parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school system will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph—

- The state’s academic content standards,
- The state’s student academic achievement standards,
- The state and local academic assessments including alternative assessments,
- The requirements of Title I,
- How to monitor their child’s progress, and
- How to work with educators:
  - ✓ The Parent Resource Center will be opened daily to give assistance to parents in any or all of these areas.
  - ✓ Conduct CCGPS parent workshops to inform parents about changes in their child’s curriculum
  - ✓ Provide information to parents explaining content standards and expectations for student achievement through presentations, newsletters and parent conferences.
  - ✓ Information concerning parent-teacher conferences and working with educators will be provided prior to scheduling conferences and will be discussed during parent meetings.
  - ✓ Develop Student-Parent Study Guides that help parents understand how they can help with homework.
  - ✓ Parent meetings and seminars will be utilized to distribute information on the requirements of Title I, and monitoring student progress and any other topic deemed necessary.
  - ✓ Providing parents with information during an annual fall meeting, through quarterly progress notes, at parent-teacher conferences, and on the district website.
  - ✓ Parent trainings and family education nights will be planned each year based on the school needs assessment and may include a Family Literacy Night, Math Night
  - ✓ Communicate regularly with parents in clear understandable terms.
  - ✓ Provide parents opportunities to participate in decision making roles, volunteer opportunities, classroom newsletters, an annual parent survey, parent-school compacts, and parent teacher conferences.

**Feedback:**

B. The school system will , with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Providing an evening computer lab for parents to learn how to use technology
- Providing “Make and Take” Learning opportunities to provide materials for parents to use with their children.
- The Parent Involvement Coordinator will provide instruction to parents on how to incorporate appropriate learning activities in the home environment.
- Posting educational bulletins on website. The bulletins will be posted monthly and can be downloaded and printed by the parent.

**Feedback:**

- C. The school system will, with the assistance of its schools and parents, educate its teachers, pupil service personnel, principals and other staff, in how to reach out to, communicate with, 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 schools by:
- The Title I Director will work with school principals to plan and if possible co-facilitate their initial Title I Parent Meetings
  - Participate in the Parent Engagement Conference
  - Professional development will be provided on parent involvement for teachers and administrators on a quarterly bases to address topics such as:
    - ✓ The Basics of Parent Engagement
    - ✓ Communicating with Parents
    - ✓ Promoting Cultural Competency
    - ✓ Including Parents in the Homework Process
    - ✓ Enhancing School-Home Relationships Through Student Led Conferences
    - ✓ Effective parent involvement strategies; and
    - ✓ The importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

**Feedback:**

- D. The school system will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start and Pre-K, 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
- Advertising that there is a New District Parent Resource Center, located at 761 1<sup>st</sup> Avenue, Dawson, Georgia, open Monday-Friday from 8:00-4:30 for parents to utilize academic resources on behalf of their children.
  - Coordinating parent involvement activities with other initiatives including Head Start and Pre-K.

**Feedback:**

Parent Resource Center (PRC) is open on Mondays and Wednesdays from 8:30 am -5:30 pm and on Tuesdays and Thursdays from 8:30 am to 4:30 pm and on Fridays from 8:00 am to 4:30 pm.

E. The school system will take the following actions to ensure that 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:

- Provide translation, to the extent practicable, of all documents to minimize language barriers to parent involvement.
- Provide written communications in a language parents can understand
- When requested, use an interpreter as needed for parent meetings.
- Parent information and resources will be maintained on the system website at [www.terrell.k12.ga.us](http://www.terrell.k12.ga.us)

Feedback:

F. Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

- Maintaining a line of communication with parents so that needs and requests of parents for parent involvement activities may be made.
- Parent meetings will be held regularly both at the district and school level.
- The school system will be responsive to the needs and requests of parents for parent involvement activities, within reason and Title I Compliance.

Feedback:

### PART III.

#### DISCRETIONARY DISTRICTWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

- ❖ Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonable available sources of funding for that training.
- ❖ Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- ❖ Training parents to enhance the involvement of other parents.
- ❖ In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times and locations.
- ❖ Adopting and implementing model approaches to improving parental involvement.
- ❖ Establishing a District-Wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.

- ❖ Developing appropriate roles for community based organizations and businesses, including faith-based organizations, in parental involvement activities and
- ❖ Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

Feedback:

**PART IV.**

**ADOPTION**

This District-Wide Parental Involvement Policy has been developed with input, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by survey data and Parent Involvement Evaluation Open Forum Meetings.

This policy was adopted by the Terrell County School System on 7/01/14 and will be in effect for the 2014-2015 school year. The school system will distribute this policy to all parents of participating Title I, Part A children on or before September 15, 2014.

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(Signature of Authorized Official)

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(Date)