

Villa Rica Elementary School

2016-2017 School Parental Involvement Policy

Revised: July 28, 2016



Draft

**Villa Rica Elementary
School Level Parent Involvement Policy**

PART I: GENERAL EXPECTATIONS

2016 - 2017 School Parental Involvement Policy

Revised: (July 28, 2016)

School: Villa Rica Elementary District/LEA: Carroll

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that contains information required by section 1118 (b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA) (school parental involvement policy). 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).

The school will adhere to the following as required by law:

- 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 schoolwide 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 and distribute it to the parents of participating children and make the parental involvement plan available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, guardians of foster children 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 schoolwide 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.
- The school district will 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, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- 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) that parents play an integral 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. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Villa Rica Elementary 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 involvement in the decisions regarding how funds for parental involvement will be used.

- To provide an annual meeting at the start of the academic school year for parents of Villa Rica Elementary to inform parents of the parental involvement funds and their rights to be involved in decisions regarding funds for parental involvement.
- To involve parents of Villa Rica Elementary students in the development of the school plan by requesting input. Parental input comes from their involvement in committees, suggestions in writing through individual parent contribution, as well as through annual parent surveys.

2. Villa Rica Elementary 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 and the school parental involvement policy, the schoolwide plan, and the school-parent compact.

- An Annual Title I Meeting will be held in order to explain Title I, its requirements, and parents right to be involved (September 25, 2016). The date and time of this meeting is determined based on input from parents through the Title I survey indicating the time of day preference. The following will be discussed at the annual Title I meeting:
 - Parental Involvement Funds (1%)
 - Title I Schoolwide Plan
 - Parental Involvement Plan
 - School-Parent Compacts
 - “Parent’s Right to Know”
 - i. Parental Notification of Non-Highly Qualified Teacher
 - Annual Evaluation of Title I Program
 - Parental Involvement
 - i. Leadership Team/Parent Involvement Committee Participation
 - Parental Involvement Activities
 - i. Six Requirements to Build Capacity
 - Strategic School Improvement Plans
 - Title I School Status
 - i. Title I Reward Schools
 - ii. Title I Priority Schools
 - iii. Title I Focus Schools
 - CLIP (Comprehensive LEA Improvement Plan)
 - Parent Resource Areas in schools
 - Complaint Procedures
 - Evaluation of the Annual Title I LEA Parent and Stakeholder Meeting
 - Homeless Program
 - i. McKinney Vento
 - ii. FIT Tutoring Program
 - Other Federal Programs
 - i. Title III—ESOL Program
 - ii. ESOL Overview
 - iii. Parent Outreach
 - iv. Parent and Stakeholder Needs Assessment
 - v. Exceptional Children Services
 - vi. Title IIA—Teacher Quality/Effectiveness
 - vii. Parent and Stakeholder Needs Assessment

3. Villa Rica Elementary will take the following actions to offer a 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.

- Villa Rica Elementary has a parent coordinator that assists staff and parent groups.
- The parent coordinator provides the coordination, technical assistance, and other support in planning and implementing effective parent involvement programs.
- The VRE coordinator provides assistance by aiding in the planning of programs, providing child care for meetings and programs, obtaining and scheduling volunteers to work with teachers and students, and offering any other support identified by questionnaires and/or parent meetings that may arise.
- Meetings with specific focus are planned for evenings as follows:
August , 2016 – Grade Level Curriculum Night
September 25, 2016 – Annual Title 1 Meeting
December 8, 2016 – Winter Extravaganza – Lexile Night
January, 2017 – Grade Level Curriculum Night
March, 2017 – STEM Night
- Parent Involvement meetings for mid afternoon are planned as follows:
July 28, 2016 – School Policies Review and Input
September 2017 – Parent Volunteer Training
February 2017 – Parent Volunteer Training
May 2017 – Writers’ Tea - Curriculum

4. Villa Rica Elementary will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- 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;
- 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;
 - i. Parents are provided timely information about Title I programs through notification through newsletters, the school messenger service, agenda, email, class and school level newsletters, the school marquee signage, social media, and weekly folders that include reminders for

upcoming programs. This mass communication effort is provided for the Annual Title I meeting, invitation to participate in the development and revision for the School Compact, Parent Involvement Plan, and the Schoolwide Plan.

- ii. Parents are provided description and explanation of the Common Core Georgia Performance Standards curriculum in use at VRE, the academic assessments (Georgia Milestones Assessment, GKIDS, GRASP, STAR Reading and Math, Benchmark tests) used, and the expected proficiency level at meetings and events such as: the Annual Title I meeting, PTSO events (Literacy, Math, Science Nights), and in articles in the monthly school newsletter
- iii. Parents are also involved in the School Leadership Team and serve on Operational Committees that meet regularly:
SLT
9/13/16, 10/11/16, 11/08/16, 12/6/16, 1/17/17, 2/14/17, 3/14/17,
and 5/11/17

5. Villa Rica Elementary 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.

- To provide the Villa Rica Elementary School Compact outlining all parties' shared responsibility for educating students. Signatures of parents, students, and school representatives will be acquired to symbolize agreement of shared responsibilities. The compact is created with a focus on academic achievement and parents are invited to the adoption meeting to give input. The meeting was held on July 28, 2016. A collection of parents, teachers and administration were in attendance. The draft was presented and feedback was received.

6. Villa Rica Elementary will build the school's 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. Villa Rica Elementary will provide assistance to parents of participating children, 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 alternate assessments;

- the requirements of Part A;
 - how to monitor their child's progress, and
 - how to work with educators
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- Parents can monitor their child's progress by reviewing information and student work that is sent home weekly in the Tuesday folder, teacher notes in the agenda that travels from home to school and back daily, and through the Parent Portal on Infinite Campus. Parents will receive report cards and progress reports every 4-5 weeks.
 - Parents can work with teachers by being involved and attending PTO meetings and events. During the meetings we discuss how we qualify as a Title I school along with discussing the results of test scores. The topics offered at the meetings provide opportunities for parent to learn more about how to help their child to be success at school. Working with teachers by utilizing the information provided will further help their child. Parents are always welcome to contact the school in order to gain information for how they can be more involved.
 - Test score data is shared with parents at conferences utilizing the school-parent compact. Teaching will also provide quarterly reports for students progress in reading level and Lexile growth, writing benchmarks, and reading, ELA, Math (K-5), Science and Social Studies (3-5) benchmarks.
 - Infinite Campus allows parents to track their child's progress academically as well as tracking attendance.

B. Villa Rica Elementary will provide 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, by;

- Coordinating necessary literacy training and using technology from other sources to help parents work with their children to improve their children's achievement.
- Training to help parents work with their children to improve their children's achievement in the content areas by the following trainings:
 - August, 2015 – Grade Level Curriculum Night – Homework Helps
 - September 25, 2016 – Annual Title 1 Meeting
 - December 8, 2016 – Winter Extravaganza – Lexile Night
 - January, 2017 – Grade Level Curriculum Night – Math and Reading focus
 - March, 2017 – STEM night
- Villa Rica Elementary provides workshops in accordance with parents' needs as designated by surveys and/or questionnaires.
- Parents are provided materials/brochures to help them in working with their children such as: the school-parent compact, resource brochures, newsletter article, and as needed or requested.

- C. Villa Rica Elementary will provide training to educate the teachers, pupil services personnel, principal, 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 the school, by:
- To provide the opportunity for parents to participate in staff development training during the summer and/or in sessions during the school year to develop an understanding of the value of parental involvement and how schools can reach out to parents and how parents can become partners with the school.
 - Villa Rica Elementary parent coordinator will provide training to teachers on the value of parental involvement and how parents can become partners with the school.
- D. Villa Rica Elementary 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:
- Parental involvement activities at Villa Rica Elementary are a coordinated effort among Title 1, Early Intervention Program (EIP), Special Education, and PreK whenever appropriate and feasible.
 - The School Counselor and committee develop a plan in the fall of the school year to provide opportunities and activities for engagement in the spring of each school year for our parents and the students transitioning to sixth grade.
 - Villa Rica Elementary hosts a Step-Up Day each May and invites Preschool Programs to participate.
 - Provide housing for one PreK classroom and one PALS classroom. Parents of these students are encouraged to participate in educational activities conducted by the school, and have access to parent resource center.

E. Villa Rica Elementary 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:

- To provide school communication that will be translated to the language used in the home, when requested. The predominate language, second to English, in Villa Rica Elementary is Spanish and a translator can be contracted to interpret all correspondence and will be available for conferences when needed.

F. Villa Rica Elementary will provide other reasonable support for parental involvement activities under section 1118 as parents may request, by;

- To communicate and consult with parents on a regular basis so that each child's academic progress can be closely monitored at both school and home. A student agenda will be given to each child enrolled in Villa Rica Elementary to assist parents in understanding various areas of their children's education. Other communication methods will include, but are not limited to the following: conferences, Open Houses, parent volunteering in the classrooms, progress reports, report cards, informal conversations, the school website, teacher web-pages, Wildcat Whisper, teacher/class newsletters, and Family Curriculum Nights.

PART III. DISCRETIONARY SCHOOL LEVEL PARENTAL INVOLVEMENT POLICY COMPONENTS

Provide necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training;

In order to maximize parental involvement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school;

Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

- Workshops are held throughout the school year to provide literacy and math training to parents. These workshops include:
 - Parent Volunteer Training, which trains volunteer to help teachers in their classroom activities
 - Curriculum Nights, which gives strategies to parents to help their children at home in academic subject areas
 - Winter Extravaganza, which gives parents an insight into Lexile reading scores and how they are used to help their child in literacy
 - STEM, which demonstrates how Science, Technology and Math are integrated into the everyday curriculum at VRE.
- Parent meetings will be held during the day or in the evening, keeping times flexible for all parents of Villa Rica Elementary students. These flexible times will be to encourage parent participation at all events or meetings held at Villa Rica Elementary. Telephone conferences will be provided for those parents unable to physically attend meetings at the school.
- Through a partnership with Villa Rica First United Methodist Church, certain identified students are provided with a backpack full of food each Friday to support their household over the weekend breaks.