

Parental Involvement Plan 2016-2017



Bowdon Elementary School



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**Georgia Department of Education
School Level Parental Involvement Plan**



(2016-2017) School Parental Involvement Plan
Revised: July 21, 2016

School: Bowdon Elementary School

District/LEA: Carroll County Schools

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 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 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, 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 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) 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. The Bowdon Elementary 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 involvement in the decisions regarding how funds for the 1% parental set aside will be used.

The Title I Director involves all parents of Carroll County students in the development of the LEA Plan by requesting input. Parents offer ideas and suggestions in writing and updating the local Title I Plan. The parent’s input comes from groups of parents, Parent Involvement Committee, as well as parent representation on the committee. The finalized plan is shared via hard copies to parents and posted on the BES school website. This meeting occurred on June 30, 2016 at the district level. All parents were also invited to give input at the school level on July 14, 2016 from 9:00 to 10:00 am and an afternoon session from 3:00-4:00 at Bowdon Elementary School.

All parents are also invited to attend an Annual Title I meeting on August 18, at 9:00 to 10:00 a.m. or 4:00 to 5:00 p.m. At this Annual Title I Meeting, administrators deliver a presentation where the guidelines of Title I are explained and the results of state assessments and system’s performance on those assessments are reviewed. **Parents are also made aware of the schools 1% parental set aside budget and how those funds are spent for that school year.** This meeting is held in the afternoon to allow for the majority of working parents to attend. At this meeting important information is made available to parents. For the 2016-2017 school years, BES will



continue the use of student agendas to help notify parents of meetings and other information throughout the year.

2. The Bowdon Elementary 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 and the school parental involvement policy, the school wide plan, and the school-parent compact.

In order to inform all parents are invited to attend the Annual Title One Meeting to encourage participation. All parents were solicited for the schools Title I one meeting through a number of communication methods. For this year's Title I program held on August 18. Parents were invited to participate through: Bowdon Elementary Facebook page, Bowdon Elementary School website, an informational email, Bowdon Elementary school marquee, Remind 101, Class DoJo, agendas and via phone through school messenger.

3. The Bowdon Elementary School 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.

Parents are invited to attend Open House (August 2, 2016), PTO(twice in fall and twice in spring), and parent conferences(fall and spring) at Bowdon Elementary School. PTO meetings are held four times a year. These meetings are held in the afternoon to allow for the majority of working parents to attend. Prior to the PTO meetings, students may participate in curriculum based activities. At this meeting important information is made available to parents who are present. Parent conferences are scheduled around the parent's need. If the offered time is not available, a new time is set to accommodate the need of the parent. The parental input meeting for the development of the school-parent compact, parental involvement plan, Title One School-wide plan, and 1% parental set aside was offered at two different times in the morning and afternoon to accommodate a variety of parental needs.



4. The Bowdon Elementary School 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 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. Regular meetings are providing to parents twice a year.
 - Georgia Milestones Test results are made available to parents through a letter sent home with students in May. Additionally, the state provides a summary of individual student test results that are also sent home in May.

Parental involvement activities at the system and school level are a coordinated effort among Title I, Early Intervention Program (EIP), committees and Pre-K whenever appropriate and feasible in order to offer timely and important information about our Title I programs. These school and system level committees coordinate and offer multiple parent nights where parents are offered a description and explanation of how the curriculum is in use at Bowdon Elementary School. Additionally at these meetings parents are made aware of local and state assessments (Georgia Milestones, SLO, and Carroll County Unit Assessments) and how they are used to determine a student's proficiency and levels of academic achievement. The parental involvement nights described above are the schools Literacy Night (September 7), History Night (November 15), STEAM Night (TBA).

Annual surveys are sent home to parents in the spring (May 2017) to gather feedback on parent involvement within each school. This data, along with input from School Council, and PTO are used to monitor and update the Parent/School Policies and Compacts. BES shares parental policies and compacts through our School Council, PTO, flyers, Annual Report booklet, PowerPoint Presentations, Curriculum Nights, Parent Involvement Meetings, school website, data room display graphs, and newsletters. In addition, on-going information is sent home and



presented to parents concerning the Common Core Georgia Performance Standards, benchmark assessments, as well as need for parent involvement classes.

Teachers schedule a parent conference and phone conferences. During these conferences children's progress is reviewed as well as parent teacher communication. There are opportunities for parents to discuss the compact with teachers at both the fall and spring parent teacher conferences. If parents are not present at either conference a phone call will be made to those individual parents to conference about the parent teacher compact. Each teacher ensures that the teacher, parent, student and administrator each sign off on the compact. A copy of the class list is kept on file in the Title I evidence notebook file. Parents are able to communicate with teachers on a daily basis with access to voicemail, student agendas, and email. If a parent requests a conference with a teacher, they can contact the teacher or administration via telephone or email to set up a time that is convenient for the parent and teacher to meet before, during, or after school.

5. The Bowdon Elementary 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.

Bowdon Elementary School created a new school-parent compact for 2016-2017. A meeting was held on July 14, 2016 at 9:00 a.m. and 3:00 p.m. to jointly develop the School-Parent compact and Parent Involvement Plan with equal input by all stakeholders. Upon agreement these documents are published to parents via hard copies and the BES website.

6. The Bowdon Elementary School 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. The Bowdon Elementary School 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

Following the annual review, schools will convene committees to plan and revise the policy as needed to improve parent involvement. Informative information on understanding CCRPI, CCGPS, school improvement initiatives, school-wide Title One, state and local testing requirements, and expectation for involvement of parents for all students, will be provided through scheduled parenting sessions throughout the year in the fall and spring. These meetings will be scheduled at a variety of times throughout the year in order to involve more parent participation. In addition parents will be informed about tracking their child's progress through weekly work samples, Infinite Campus grades, AR emails and on-line subscriptions to help parents monitor student progress on content material.

As indicated in the School-Parent Compact, BES is committed to a high quality curriculum, by highly qualified personnel. The learning environment is monitored by administrative walk-through, student interviews during walk-through, and teacher conversations during Monday administrative meetings. Collegial meetings help teacher monitor progress of students who are exceeding or struggling in the classroom. These teacher's meetings help teachers gather ideas for new strategies and or interventions from fellow teachers and support staff to use in the classroom setting. These efforts help to continually monitor the environment of student learning throughout the school year.

- B. The Bowdon Elementary School 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;

BES provides parents the opportunity to participate in staff develop 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. In addition parent classes are organized to help parents help their children to become better students in content areas, these classes will take place on September 7, 2016(literacy), November 15, 2016 (Social



Studies) and date to be announced (STEM). Parents are also exposed to the on-line resources purchased by the school, where students may continue studies at home at our open house on August 2, 2016.

Parents will be held accountable for monitoring student attendance through truancy meetings, attendance phone calls, attendance letters sent home at 3, 5, 8, 10 unexcused absences. At the beginning of each school year, parents are invited to Open House to meet their child's teacher(s) where they are provided with information about how to support their child's learning. Parents and students are also invited to attend PTO and Science, Math, Reading and Writing (Literacy) and STEAM Night activities. Literacy and Math night occur during the fall semester and science night takes place in the spring semester. Homework completion is monitored through parent teacher conferences, teacher phone calls, Parent Portal on Infinite Campus and student agendas. Parents are encouraged to volunteer at Bowdon Elementary School in a variety of school classrooms and events, as this helps parents see a balanced approach to learning.

- C. The Bowdon Elementary School 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:

BES provides staff the opportunity to participate in staff develop 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. These opportunities are offered through the Parental-involvement committee which meets monthly. During the monthly parental involvement committee meetings teachers discuss non-negotiable for parental conference protocols, parental outreach, and student goal setting for parent conferences. Additionally, the district level LEA will provide two lessons on parental outreach that will be redelivered through the Bowdon Elementary parental involvement committee.

- D. The Bowdon Elementary 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:



BES provides parent involvement opportunities to all students. Programs are designed to reach out to parents in different areas of need. As needed homeschooled students are served through Tier III continuum, PK visits are arranged for surrounding potential PK students in May, to visit the school for a school tour. In addition, teachers offer classes to parents to help their child become a better reader, and two conferences annually. As needed, translators are used to communicate more effectively with parents. Important information is also translated as needed.

Parental involvement activities at the system and school level are a coordinated effort among Title I, Early Intervention Program (EIP), committees and Pre-K whenever appropriate and feasible in order to offer timely and important information about our Title I programs. The representatives of the previously listed programs meet during the school year to plan, revise, and implement jointly developed parental involvement activities, the School Improvement Plan, as well as the Parent Involvement Policy. Plans are accomplished through committees that meet during the summer, fall and spring. These committees all have parent representation.

- E. The Bowdon Elementary school 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:

The predominate language of Bowdon Elementary School is English, the second most predominate is Spanish. Translations for Spanish speaking parents are contracted based upon the needs of our student population. A request for translation is sent to the Title I director using the translation form in our Title I toolbox. The school system then has a bilingual ESOL teacher to translate or a contract with Culture Connect. A school-wide newsletter is sent home with each student once per nine weeks. This newsletter includes information concerning school activities, honors, upcoming events and tips to parents. Title I Parent Coordinators at each Title I school and the Title I Parent Coordinator provide training to parents through system-wide and/or school-based workshops and/or materials available for checkout in Parent Resource Centers in each Title I school. The Parent Resource Center at BES is open from 8:00-3:30, Monday through Friday, during the school year. The Parent Resource Center at BES provides information about child development and child rearing issues. PTO meetings are also coordinated to include parent workshops and to disseminate materials.

- F. The Bowdon Elementary School will provide other reasonable support for parental involvement activities under section 1118 as parents may request, by;



School councils have acted as a conduit for businesses to interact with the school. Businesses have also become partners to contribute not only monetarily, but of their time and experience to the educational system. Businesses are encouraged to release parents for parent conferences and to participate in volunteer activities in their children's schools. BES Partners in Education also meet to discuss school needs and the meaning of being a Partner in Education with Bowdon Cluster Schools.

In the spring of each year parents are requested to complete a school survey to gather data about parent involvement initiatives and their effectiveness. Parents are also requested to complete evaluation of parent activities throughout the year for on-going feedback. This data is used throughout the year to make adjustments as needed.

Title I has the ability to translate all communication in the language used in the home. The pre-dominant language in Carroll County is English and a translator has been contracted to interpret all correspondence. Child care is provided by Title I to parents when needed to encourage participation in school and system activities.

PART III. DISCRETIONARY SCHOOL LEVEL PARENTAL INVOLVEMENT POLICY COMPONENTS

Indicate which of the following discretionary school level parental involvement policy components the school will implement to improve parental involvement.

- ✓ Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- ✓ 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;
- ✓ Pay 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;
- ✓ Train parents to enhance the involvement of other parents;
- ✓ 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;
- ✓ Establish a school wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;



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

**To involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training; Bowdon Elementary School will work with its school council to involve parents in the redelivery of professional learning to enhance student academic growth. This meeting of parents, teachers, and administrators will occur on July 28, 2016 and will also meet on October 17, 2016, January 30, 2017, and March 20, 2017.*

**Bowdon Elementary school will provide necessary literacy training for parents from Title I, part A funds through a writing and literacy night to be held on September 7, 2016.*

**Bowdon Elementary will pay reasonable and necessary expenses associated with parental involvement activities including transportation, child care and other cost to allow parents to attend necessary trainings through title one budget. These needs will be assessed through parent surveys.*

**Bowdon Elementary will train parents to enhance the involvement of other parents through participation in our volunteer training August 18, 2017 and January 10, 2017.*

** Bowdon Elementary will 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 through attendance in Open House, PTO, and parent conferences at Bowdon Elementary School. PTO meetings are held four times a year. These meetings are held in the afternoon to allow for the majority of working parents to attend. Prior to the PTO meetings, students may participate in curriculum based activities. Parent conferences are scheduled around the parent's need. If the offered time is not available, a new time is set to accommodate the need of the parent.*

**Bowdon Elementary has established a school wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs. This council will meet on July 28, 2015, October 28, 2015, January 20, 2016, and March 30, 2016.*

** Bowdon Elementary has developed appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities through our Partners In Education committee (PIE). The PIE committee meets twice a year in the fall and spring.*

