

Glanton-Hindsman Elementary School

Title I Parental Involvement Plan

2016-2017



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**PART I: GENERAL EXPECTATIONS**

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). All parents are invited to the GHE Annual Title I Meeting which was held on August 11, 2015. All parents are encouraged to participate in the development of the School-Parent Compact, Parental Involvement Plan, and School Improvement Plan each year. Our Title I program is also discussed at each Title I Parent Event throughout the year. Meetings are scheduled at various times in order to make them convenient for parents. Some meetings are held in the morning, some in the afternoon, and others are held in the evening.
- 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 schoolwide program under section 1114 (b)(2) of the ESEA is not satisfactory to the parents of participating children, parents may submit 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:

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

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Glanton-Hindsman 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.
  - The School Leadership Team along with the Title I Parenting Coordinator involves parents of Glanton-Hindsman Elementary students in the development of the school Title I Parent Involvement Plan and in the development of the Title I program. Parents are involved in program decisions, including how funds for parental involvement will be spent by requesting input during a scheduled meeting on August 18, 2016. Parents are provided multiple opportunities to view the draft of the plan, to review the Title I program and provide input during the week following the development of the plan: August 15-19, 2016.
  - Parents provide input both verbally and in writing, and these ideas are used in updating the Title I Plan and the Title I program.
  - Parental input concerning the review and improvement of the Title I programs is obtained from parents during scheduled meetings, service on committees, through feedback on surveys, and through individual suggestions. Parents are invited to participate in the development of the Title I 1% set aside Parenting Budget during multiple meetings to review and revise Title I Documents during the school year.
2. Glanton-Hindsman 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 school wide plan, and the school-parent compact.
  - An Annual Title I meeting will be held in order to explain Title I, its purpose and requirements, and parents' rights to be involved on August 9, 2016. All parents will be invited and encouraged to attend. Parents are invited using a variety of methods, including the school marquee, flyers, newsletters, school website, school messenger, and social media.

- Parents will be able to provide input both verbally and in writing during the week of August 15-19, 2016.
  - Additionally, parents are encouraged to provide input into the Title I School-wide plan, the Parent Involvement Policy, and the School-Parent Compact throughout the school year.
  - Results of school assessments and the school's performance on those assessments are shared with faculty/staff during pre-planning and at the Annual Title I Meeting on August 11, 2015.
  - School assessment data is also shared with parents and staff at School Council Meetings, Villa Rica Cluster Celebration Night on August 22, 2016, PTSO meetings, in the School-Parent Compact, in the Schoolwide Title I Plan, as well as being posted in the school hallways, displayed in the data room, and discussed during parent-teacher conferences.
3. Glanton-Hindsman 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.
- Glanton-Hindsman Elementary has a parent coordinator who assists staff and parent groups throughout the year.
  - The parent coordinator provides assistance in the planning, technical assistance, and implementation of parent involvement programs.
  - The parent coordinator assists in the planning of programs, providing childcare for programs and meetings, coordinating our parent volunteers to work with teachers and students, and offering additional support requested through parent surveys or parent meetings.
  - Home visits are made as needed by the principal, assistant principal, school counselor, nurse, or social worker.
  - Title I Parent Nights with Specific Focus are planning for the following evenings:
    - **Annual Title I Meeting August 9 @ 5:30 p.m.**
    - **Math Night: November 1 @ 6:00 p.m.**
    - **Literacy Night: March 2 @6:00 p.m.**
    - **STEAM/Technology Night: TBA**
  - Morning (9 AM) and Midday (1 PM) Lunch and Learn Sessions are offered on the following topics with dates to be determined through parental input:
    - Helping Your Child Improve Literacy Skills
    - Helping Your Child with Behavioral Challenges
  - Evening (6:00 PM) Title I Workshops
    - Helping your Child with 4th and 5th grade Math
    - Understanding Assessment Data, including the new Georgia Milestones

4. Glanton-Hindsman 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 curriculum, such as the Georgia Standards of Excellence and Saxon Phonics Program, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet. Parents are provided this information throughout the year at PTO and Title I meetings, through newsletters, school website, school-parent compact, parent conferences, and in individual parent meetings.
  - 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. Parents are afforded these opportunities through parent conferences, notes in the agenda, calls or emails to the teacher, or visits to the school. In addition, parents are always invited to give input at each PTO and Title I meeting throughout the year.
  - Parents are also involved in the School Leadership Team and serve on Structural Committees that meet monthly.
  - Timely information about the Title I program will be provided to parents in multiple ways selected from the following: newsletters, flyers, school marquee, school messenger, school website, social media.
  
5. Glanton-Hindsman 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.
  - All parents will be invited to participate in writing the draft of the school-parent compact in the fall of each year. Parents are invited to a planning meeting where a draft will be written based on our current school needs (August 18, 2016)
  - Parents are invited to provide input into the drafted version of the school-parent compact individually and at the Annual Title I Meeting on August 9, 2016.
  - Parents are informed of these opportunities through multiple avenues, such as school messenger, school marquee, social media (facebook), and the school website.
  
6. Glanton-Hindsman 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. Glanton-Hindsman 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, Georgia Standards of Excellence;

- 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
- At the beginning of the school year, GHE offers two opportunities for parent-student orientation and for parents and students to become familiar with school and grade level expectations. Open House (August 2, 2016) provides parents an opportunity to meet their child’s teacher and receive general information about the grade level and classroom expectations. Parent Orientation Night (August 23, 2016) is another opportunity for parents to learn about more specific GSE grade level expectations and procedures and processes for the class and grade level. Parents are provided information about GSE classwork, assessments, and homework among other things.
  - At PTSO meetings, information is provided about Title I qualifications, requirements, budget, and programs as well as information about school assessment data (test scores).
  - Information about state and local assessments, including test score data is shared with parents at each of at least three parent conferences each year utilizing the school-parent compact and individual assessment data for the student. Teachers also provide quarterly reports for student progress in reading level including Lexile level, writing benchmarks, progress in all GSE and GPS content areas (Reading, ELA, Math, Science, Social Studies) and benchmarks for Reading, ELA, and Math. Information is also shared with parents at conferences on how to monitor their child’s progress utilizing Infinite Campus parent portal. Infinite Campus parent portal allows parents to track their child’s academic progress and attendance from home.
  - Prior to any state or local assessment being given, parents are informed using a variety of methods, including a formal letter, school website, parent newsletters, social media, school messenger, and/or through parent conferences.
  - Parents are provided training on how to work with educators in each of our three volunteer trainings throughout the year. Parents also learn how to help their child at home and help the teacher at school through our Title I parenting meetings.

B. Glanton-Hindsman 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;

- Providing training to help parents work with their children to improve their child’s achievement through the following family oriented events:

- **Math Night: November 1<sup>st</sup> @ 6:00 p.m.**
- **Literacy Night: March 2<sup>nd</sup> @ 6:00 p.m.**
- **STEAM/Technology Night: TBA**

- Providing Parent Support Sessions through collaborative efforts with consultants and community agencies providing modeled lessons, discussions, written information, and materials to instruct parents on how to help improve their child's achievement are included:
  - Helping your Child with 4th and 5th grade Math
  - Helping Your Child with Behavioral Challenges
  - Helping Your Child Improve Literacy Skills
  - Understanding Assessment Data, including the new Georgia Milestones
- Glanton-Hindsman provides workshops in accordance with parents' needs as designated by surveys and and/or questionnaires as well as areas that data supports a need for focus. For this year, parents requested workshops on the following: computer applications, homework help, and understanding Milestones Assessments.
- Title I provides materials for parents to work with their children at home. Materials have been purchased to support the following areas: classroom assigned homework projects, including poster board, markers, glue sticks, and report covers.
  1. Glanton-Hindsman 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:
    - Staff and parents are provided opportunities to participate in staff development training during the summer and/or in sessions throughout the school year to help develop an understanding of the value of parental involvement and how schools can reach out to parents.
    - Glanton-Hindsman Elementary utilizes its School Leadership Team and Parent Engagement Committee to give suggestions for parental involvement activities.
  - C. Glanton-Hindsman 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:
    - Glanton-Hindsman Elementary parental involvement activities are a collaborative effort between Title I, Early Intervention Program (EIP), Special Education, Quest, and Pre-K whenever appropriate and feasible.
    - Teachers of the previously mentioned programs meet during the school year to plan and implement joint parental involvement activities.
    - GHE's Parent Coordinator and School Counselor will coordinate opportunities and activities for engagement of local public and private child care facilities, Head Start,

and Home Instruction Programs for Preschool Youngsters to visit the school and participate in transition activities in the spring of each school year.

- GHE hosts a Step-Up Day each spring to which students from Head Start, as well as local and private preschool program, are invited to visit our Pre-Kindergarten and Kindergarten classrooms., tour of the school, and to receive an overview of GHE's instructional program.
- Parents of Preschool age children are invited to a Pre-K Open House in the spring of each year to learn about kindergarten and what to expect for their children.
- Title I provides personnel and materials to coordinate a Parent Resource Center where books, flyers, and brochures are available for parent use on a number of topics. Instructional materials are also available for check out so parents can work with their child at home to increase student achievement. A laptop is available for parents to access software to use with their child after school in the Parent Resource Area. Infinite Campus Parent Portal is also accessible through the laptop to monitor their child's grades and attendance.

D. Glanton-Hindsman 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:

- Parents will be notified in an understandable and uniform format and invited to parent programs, meetings, and other activities using multiple methods including: School Messenger, school website, school and grade newsletters, flyers, social media (facebook and twitter), and through notes in the agendas.
- Individual reports of student performance will be sent home in writing to parents at least quarterly.
- The predominant second language at GHE is Spanish and all Title I documents are translated into Spanish upon request and are made available to parents. Other materials are translated into Spanish as needed.
- A translator attends parent-teacher conferences of Spanish speaking parents as needed, and the translator is available for phone contacts and other assistance when requested or necessary.
- Child care is provided by Title I to parents when needed to encourage participation in school activities and parent trainings.

E. Glanton-Hindsman Elementary will provide other reasonable support for parental involvement activities under section 1118 as parents may request, by;

- Teachers will conduct two personal or phone conferences using the school compact and grade level expectation brochures to focus on student learning and report individual academic progress.



- Parents are invited and encouraged to volunteer in classrooms. Three Parent Volunteer Trainings are provided each year to review expectations and provide parents with training on how to volunteer.
- GHE hosts monthly parenting workshops, monthly Parent Involvement Team Meetings; monthly School Leadership Team Meetings, and quarterly School Advisory Council meetings. Parents are members of each of the above committees and are invited to attend all meetings.
- Parents are active members of our School Advisory Council and School Leadership Team and attend meetings regularly.
- Parents that serve on the School Advisory Council and School Leadership Team receive training on how to be an effective member of meetings and how to advocate for parents, staff, and the school.
- Training is offered to all parents through parenting workshops.

### **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.

- 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;
- GHE has an expectation that teachers will hold parent conferences a minimum of two times per year. These conferences are arranged at times convenient for parents, including before school, during planning, and after school hours. In instances when parents cannot come to the school, administrators and teachers offer phone conferences and/or home visits.
- Title I parenting activities are scheduled at a variety of times throughout the year in order to make them more convenient to parents.

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