

**Ithica Elementary School  
2016-2017 School Parental Involvement Plan**

Revised: August 26, 2016

DRAFT

# Ithica Elementary School

## Carroll County Schools

75 Whitworth Road  
Villa Rica, GA, 30180

### **2016-2017 Title I Parental Involvement Plan**

#### **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).
- 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 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 Ithica 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 IES Title I Parent Coordinator involves all parents of Ithica Elementary students in the development of and implementation of Title I programs by requesting input during an Annual Title I meeting scheduled prior to or during the first two month of school (July 21, 2016) and multiple opportunities throughout the school year such as PTSO meetings, scheduled open forum meetings, parenting events, and monthly invitations through our newsletter, website, and social media
  - Parents offer ideas and suggestions verbally and in writing; these ideas are used in updating the school’s Title I Programs.
  - Parent input comes from multiple opportunities through their involvement in committees, scheduled meetings and individual suggestions.
  - Parent input is sought for the decision-making of the use of funds for parental involvement at the Annual Title I meeting when we ask for ideas

for use of the 1% Parental Set Aside and throughout the year at parenting events, open discussions, and PTSO meetings.

2. The Ithica 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 (July 21, 2016). The date and time of this meeting was 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:
    - Title I School Status
      - i. Title I Reward School
    - Student Performance/Academic Achievement
      - i. CCRPI
    - Overview of Title I Programs
    - Use of Title I Funds
      - i. Parental Involvement Funds (1%)
    - Parental Involvement Plan
    - Title I Schoolwide Plan
    - School-Parent Compacts
    - "Parent's Right to Know"
      - i. Parental Notification of Non-Highly Qualified Teacher
    - Annual Evaluation of Title I Program
    - Parent Resource Areas in schools
    - Parental Involvement
      - i. Leadership Team/Parent Involvement Committee Participation
    - Parental Involvement Activities
      - i. Six Requirements to Build Capacity
    - Strategic School Improvement Plans
    - CLIP (Comprehensive LEA Improvement Plan)
    - Complaint Procedures
    - Evaluation of the Annual Title I LEA Parent and Stakeholder Meeting
3. The Ithica 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.

- Ithica 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 IES 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.
  - Parent Volunteer Training- Flexible Times
    - 8/11/16- Parent Volunteer Training- 8:00, 12:00, and 5:30
    - 9/14/16-Parent Volunteer Training-8:00 and 1:30
    - In addition, parent volunteer training will be provided as needed
  - PTSO Meetings with specific focus are planned for evenings as follows:
    - 8/15/16- Curriculum Night
    - 9/19/16- Math/ Science Night
    - 11/14/16-Social Studies Night
    - 1/23/17- Literacy Night
  - Parent Support meetings for morning sessions are planned as follows:
    - 9/30/16- Doughnuts and Discussion – Curriculum
    - 10/28/16- Doughnuts and Discussion – Parent Resources
    - 12/02/16- Doughnuts and Discussion – Technology
    - 3/3/16- Doughnuts and Discussion- Parental Input
  - Parent Involvement meetings for morning, mid afternoon, and evening session are planned as follows:
    - 9/19/16- Bullying Training/Communication
    - 10/17/16- Internet Safety/Dangers of Social Media
    - 11/14/16- Curriculum Training
    - 1/23/17- Attendance/Personal Health
    - 2/13/17- Testing
4. The Ithica 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;

- 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.
  - Parents are provided description and explanation of the Georgia Standards of Excellence in use at Ithica, the academic assessments (Georgia Milestones Assessment, GKIDS, STAR Reading and Math, Benchmark tests) used, and the expected proficiency level at meetings and events such as: the Annual Title I meeting, Doughnuts and Discussion sessions, PTSO events (Literacy, Math/Science, and Social Studies Nights), and in articles in the monthly school newsletter
  - Parents are also involved in the School Leadership Team and server on dynamic teams as needed:
    - School Leadership Team
      - 7/11/16, 8/1/16, 8/4/16, 9/1/16, 10/16/16, 11/3/16, 12/1/16, 1/5/17, 2/2/17, 3/2/17, 4/13/17, and 5/4/17  
Other meetings will on an as need basis
  - Activities are done at the school facility throughout the year.
    - 8/2/16 Open House
    - 8/11/16- Parent Volunteer Training
    - 8/15/16 –Curriculum Night
    - 9/14/16- Parent Volunteer Training
    - 9/19- Math/Science Night
    - 11/14- Social Studies Night
    - 1/23-Literacy Night
    - 5/15- Step Up to Kindergarten Night
5. The Ithica 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.
- Parents are invited to participate in the drafting of the school-parent compact in each year. (March 18, 2016) This compact outlines the expected responsibilities of the district, school, teachers, parents and students and the goals and improvement focus for the school year.

- Parents are invited to provide input into the drafted version of the school-parent compact individually and after the Annual Title I meeting on July 21, 2016.
  - Parents were informed of these opportunities through the use of the school messenger system, notes and flyers, the school website and social media (facebook) and through notes in the agenda.
6. The Ithica 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. The Ithica 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 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
- 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 PTSO 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. Teachers will also provide quarterly reports for student progress in reading level and Lexile growth, writing benchmarks, and reading, ELA, Math (K-5), Science and Social Studies (3-5) formative assessments.
  - Infinite Campus allows parents to track their child's progress academically as well as tracking attendance.

B. The Ithica Elementary will provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training, understanding standards training, homework help training, math strategies training, technology training, as appropriate, to foster parental involvement, by:

- Coordinating necessary literacy training and technology training 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:
  - 8/15/16 –Curriculum Night
  - 9/19/16- Math/Science Night
  - 11/14/16- Social Studies Night
  - 11/14/16- Curriculum Training
  - 1/23/17- Literacy Night
  - 2/13/17- Testing Strategies
- Title I Parent Involvement promotes training for parents through collaborative efforts with consultants and community agencies by providing workshops and written information throughout the year.
  - 9/19/16- Parent Involvement Training- Bullying/Communication
  - 10/17/16- Parent Involvement Training-Internet Safety/Dangers of Social Media
  - 9/30/16- Doughnuts and Discussion – Curriculum
  - 10/28/16- Doughnuts and Discussion – Parent Resources
  - 12/02/16-Doughnuts and Discussion – Technology Resources
  - 1/23/17- Parent Involvement Training- Attendance/Personal Health
  - 2/13/17- Parent Involvement Training -Testing
- Ithica 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. The Ithica 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 given the opportunity to participate in staff development training during the summer and/or in sessions throughout the school year helping to develop an understanding of the value of parental involvement and how schools can reach out to parents.
- Communities in Schools partnership and workshops help explain how parents can become partners with the school.
- Ithica Elementary School, through its School Leadership Team and school committees, gives suggestions for parent involvement activities.

D. The Ithica 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 Ithica Elementary are a coordinated effort among Title I, Early Intervention Program (EIP), Special Education, and PreK whenever appropriate and feasible.
- The representatives of the previously listed programs meet during the school year to plan and implement joint parental involvement activities.
- The Parent Coordinator will collaborate with the School Counselor and Communities in Schools staff to 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.
- IES hosts a Step-Up Day each May and invites area Preschool Programs to participate.
- Preschool parents are invited to our May PTSO meeting to hear about kindergarten and what to expect for their children.

E. The Ithica 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:

- The use of the school messenger system, notes and flyers, the school website and social media (facebook) and through notes in the agenda.
- The predominate second language in Ithica Elementary is Spanish. The school system will provide translation of documents as needed.
- All Title I documents will be translated as needed.
- Child care is provided by Title I to parents when needed to encourage participation in our school activities.

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

- A minimum of quarterly reports to parents on their children's progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
- Teachers will conduct one annual conference with parents that focus on the impact of the compact on the child's learning.
- Parents are invited to volunteer in classrooms and visit and/or observe with reasonable access.
- Ithica Elementary School, in cooperation with the Carroll County Board of Education, supports the active involvement of parents in the Title 1 program. The school shall maintain an atmosphere welcoming to parent-teacher interaction related to student progress and on-going assessment of the parent involvement program.
- Parents that serve on the SLT and School Advisory Council receive training.
- Parents are a part of our School Advisory Council and School Leadership Team.
- We actively seek input for events planned at our school and trainings we facilitate. Parents are often a part of these trainings.
- Ithica Elementary hosts monthly parenting workshops, monthly team meetings, monthly leadership team meetings, and quarterly School Advisory meetings of which parents are members and invited to join

### **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;

- 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 addition to the parent nights where parents are provided basic literacy training parents will be provided opportunities for additional assistance

in literacy training in the winter and spring of the 2015-2016 school year. The opportunities will be shared through parent conferences and the school and classroom newsletters. The training will be on an individual basis based on needs identified by the 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;
  - Planning for meetings will be based around input from parents on the annual school survey. Meeting will be offered with specific design to time, morning, after school and evening in order to maximize attendance and opportunity.
- Establish a schoolwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
  - The administrative team will host meetings for a parent advisory council representative of varied demographics in order to obtain input for matters related to parental involvement. The meetings will be organized to gain insight, develop a plan and monitor implementation of all parent involvement opportunities.