



# DISTRICT TITLE I PARENT INVOLVEMENT PLAN

## 2016-2017

*Revised 09/13/2016*

*The Houston County School System (HCSS) recognizes the necessity of a quality education for all children. The district further recognizes the legal and moral obligation for the implementation of such programs, and the involvement of parents/guardians of Title I students in the process. Parental Involvement shall include, but not be limited to establishing partnerships with parents and community members while encouraging their participation in the design, implementation and evaluation of the Local Educational Agency's (LEA) Title I Parent Involvement Plan and activities as outlined in sections 1112, 1116 and 1118 of the Elementary and Secondary Education Act of 1965.*

### **Part I.**

**The Houston County School System agrees to implement the following statutory requirements:**

The school district 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 school district will work with its schools to ensure that the required school-level parent 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 school district will incorporate this district-wide parental involvement policy in to 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 school district 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 district submits the plan to the State Department of Education.

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 no less 95 percent of the one percent goes directly to the schools.

The school district 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-*

- ✓ that parents play an integral role in assisting their child's learning;
- ✓ that parents are encouraged to be actively involved in their child's education at school;
- ✓ 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;
- ✓ the carrying out of other activities, such as those described in section 1118 of the ESEA.

## **Part II.**

### **The Houston County School System will implement the required components of the district-wide Parental Involvement Plan as described below:**

1. The Houston County School System will take the following actions to involve parents in the joint development of its Comprehensive Plan and LEA Parental Involvement Plan under section 1112 of the ESEA:

*The HCSS shall provide to stakeholders e.g., parents, teachers, students, school officials, community agencies, and government representatives multiple opportunities to jointly develop, review and revise Title I documents.*

- *The Federal Programs Director and District Parent Involvement Coordinator will host a Shared Decision Making (SDM) meeting annually. Stakeholders will be invited to participate in the forum via announcements on the district and school websites, media press release, school messenger call-out, social media and posted flyers. Stakeholders attending the meeting will receive information and will be able to share in the discussion regarding Federal Programs, System Achievement Data, Federal Program Plans and Budgets. A portion of this meeting will be dedicated to a "Gallery Walk". This strategy will allow stakeholders the opportunity to provide input and to collaborate with other parents and district personnel. Comment cards will be available; in addition, the Title I staff will record comments, questions and concerns. If stakeholders are unable to attend the meeting they may request copies of the documents be sent to them. During the system shared decision making meeting parents and stakeholders have an opportunity to voice feedback regarding spending of the district 1% parent involvement set aside.*
- *The district will partner with community agencies annually for a spring community fair. Stakeholders will be able to review system documents and provide feedback during this event.*
- *A permanent station that houses Title I and other system documents is located at the district's Central Registration. Stakeholders may review documents and complete comment cards at any time.*
- *All Title I documents are available on the district website. Stakeholders may provide their input by submitting an electronic comment directly from the website.*
- *The District Parent Involvement Plan will be made available to all parents of students in Title I schools via the district website, Title I schools' websites and Parent Resource Centers. Unsatisfactory comments regarding the district plan shall be submitted to the State Education Agency.*

2. The Houston County School System will take the following action to involve parents in the process of LEA and school review and improvement under section 1116 of the ESEA:

*The HCSS will require Title I schools to involve all eligible parents in the school review and improvement process. Title I schools will follow the Shared Decision Making Protocol implemented in February 2014. Schools must notify all parents using multiple methods of communication e.g., flyers, school website, formal invitations, school messenger call-out, and social media about the opportunities to discuss the Title I program plan, review implementation of Title I plan, discuss how Title I funds allotted for parent involvement shall be used, and invite suggestions for improvement.*

- *Title I schools must invite all parents to attend a school-level Shared Decision Making (SDM) meeting. Title I schools must hold a SDM meeting each year in the spring. Schools will structure their SDM meeting in a similar fashion to that of the LEA. Opportunities for discussion and feedback regarding the school's Parent Involvement*

*Plan, School-Parent Compact, Title I Schoolwide Plan and Budget, Student Achievement Data and Flexible Learning Plan, (if applicable) must be given to parents of participating students.*

- *Title I schools will hold SDM meetings for their faculty, as well as, their Better Seeking Team.*
- *Each Title school must have a fully-functioning Parent Action Team comprised of parents, teachers, Parent Involvement Coordinator and administrators. This collaborative team will meet twice a year and all parents will be invited and encouraged to participate.*
- *Parents shall also be involved in the improvement process by completing parent satisfaction surveys for the schools and district.*

3. The Houston 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:

- *The Federal Programs Director and/or District Parent Involvement Coordinator will provide professional learning/technical assistance to principals and school-level Parent Involvement Coordinators on a regular basis through planned meetings, on-site visits, webinars, emails and phone conferences.*
- *The District Parent Involvement Coordinator will assist Title I schools in the development of a 1-Year Action Plan that includes a minimum of seven capacity building, academically-focused parent events as well as activities that support a welcoming school environment. The 1-Year Action Plans will be directly aligned to each school's School Improvement Plan, Title I Needs Assessment and Title I Schoolwide Plan. All School Improvement Plans are presented each year to the executive cabinet at the central office level for review and feedback and to assure that individual school plans are directly aligned to the District Strategic Plan.*
- *The District Parent Involvement Coordinator will provide additional training regarding the review/revision process of the school-level Parent Involvement Plans and Compacts. Copies of the Title I Parent Involvement Plan and School-Parent Compact will be distributed to all parents and made available using a variety of methods including but not limited to: Title I Parent Handbook sent home with students at beginning of the year, the school's website and Parent Resource Centers.*
- *All parents with student(s) in a Title I school will receive a Title I Parent Handbook. This handbook will contain the following notices: School-level Title I Parent Involvement Plan, School-Parent Compact, Parents' Rights to Know Teacher Qualifications letter, Notification of Highly Qualified Teachers and Paraprofessionals letter, FERPA, Complaint Procedure, Shared Decision Making Notification, and ESEA Designation letter.*
- *All Title I schools shall hold an Annual Title I Meeting at a convenient time within the first six weeks of school. During the meeting, each school is to inform parents about the purpose, goals, guidelines and expectations of the Title I program. Parent sign-in sheets, meeting agendas and advertisements are submitted to the district office. To the extent practicable, accommodations will be made for parents with disabilities, language barriers, and other special needs.*
- *Parent resources available on the GaDOE website will be shared with Title I schools and with parents. Accessing information will be demonstrated or provided.*
- *Title I schools shall maintain a Parent Resource Center that is strategically located within the school building. Schools shall be responsible for notifying parents about the center's location, hours of operation and available resources. Parent Resource Centers shall provide learning opportunities for parents that promote literacy, parental development, learning at home, information about Title I, communication and decision making. .*
- *The district and all Title I schools have adopted the research-based parent engagement model of the National Network of Partnership Schools.*

4. The Houston County School System will coordinate and integrate parent involvement strategies in Part A with parental involvement strategies under the following other programs such as Pre-Kindergarten Programs and Early Intervention Programs, by:

- *Whenever appropriate and feasible the LEA will ensure that its Title I schools coordinate efforts with Pre-K and Head Start programs to provide information and workshops on school readiness and the importance of parent engagement. "Away to K", PACT time, and school tours are examples of coordinated events that are provided for the parents of students participating in these early education programs.*

- *The LEA will partner with other community agencies in an annual community fair. The district will provide information on school readiness and parental involvement at this event.*
5. The Houston County School System will take the following action 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 school district will use the findings of the evaluation about its parent 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.
- *A district-wide, Title I Parent Satisfaction Survey will be administered annually. The purpose of the survey is to evaluate program effectiveness, to determine if parent needs are being adequately addressed, and to identify barriers to participation. Title I schools will send home a paper copy of the survey to its parents. The survey responses will be collected and entered into Survey Monkey by the school-level Parent Coordinators. The District Parent Coordinator will generate the survey analysis report for each Title I school and for the LEA. The survey results shall be used to design strategies for effective parent programming and to revise, if necessary, the district and schools' Parent Involvement Plan and parent activities. Timely responses to parent questions and suggestions shall be provided and unsatisfactory parent comments shall be submitted to the Title I office. Title I schools and the district will post survey results on their respective websites.*
  - *Schools will also gather parent feedback from Exit Surveys conducted at the conclusion of parent events and activities.*
6. The Houston County School System will build the schools' and parents' capacity for strong parental involvement 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 district 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; Part A;
  - how to monitor their child's progress, and
  - how to work with educators.
- *Title I schools with assistance from the District Parent Involvement Coordinator shall offer parent workshops/activities and a number of volunteer opportunities on a regular basis, at various times, and to the extent practicable provide services to eliminate parental involvement barriers.*
  - *Title I schools with assistance from the LEA will offer a minimum of seven (7) parent-focused academic based activities a year. These capacity building events must provide parents with useful strategies that are linked to learning and are aligned with the SMART goals identified by the school. Title I schools must also provide print materials in the form of brochures, pamphlets, newsletters, and make available website links that assist parents in understanding topics such as: Common Core Georgia Performance Standards (CCGPS), College and Career Readiness Performance Index (CCRPI), Georgia Milestone Assessment, End-of-Course Tests, Benchmark Tests, Record of Progress, Writing Assessments, How to Monitor their Child's Progress, Help with Homework, and How to Work with Educators. These strategies and topics are covered during events such as Open House, Parent-Teacher Conferences, Subject Area/Curriculum Nights, Open Classroom Time, Lunch & Learn, and Evening Advisement.*

- *Title schools will also offer events such as Meet and Greet, Holiday Lunch, Fall Festival, Family Fitness, Military Appreciation that help build a welcoming climate and a strong relationship between families and schools.*
- *HCSS shall notify parents of the ESEA Designation of each Title I school. Parents of students attending a Title I School, identified as Priority or Focus shall receive a written explanation regarding such status and be advised of their parental rights under ESEA. Priority and Focus Schools will implement a Flexible Learning Program (FLP) as required according to ESEA guidelines. Information regarding the ESEA Flexibility Waiver, School Identification and Flexible Learning Programs will be displayed on the district website.*
- *Each school's Parent Resource Center will have information specific to parents on specific topics, as well as resources that parents may borrow to work with their child to build academic skills.*
- *The district and schools will utilize resources provided through the Georgia Department of Education and through GaDOE Parent Engagement Program.*

B. The school district 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 parent involvement by:

- *The district will provide a county-wide basic computer training course for families four times a year.*
- *Materials and training will be provided via the district and schools regarding How to Use Infinite Campus, the Bring Your Own Device (BYOD) Initiative, and Class Works.*
- *The district will provide a link on the system website to the Adult Literacy/GED site for Central Georgia Technical College. Parents will also be provided information on adult literacy opportunities upon request.*
- *Opportunities for technology training will be provided at the school level as needed.*

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services 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 Director of Federal Programs and District Parent Involvement Coordinator will provide training to principals and school level Parent Involvement Coordinators during regular meetings.*
- *Training topics may include: How to effectively communicate with parents, How to structure and provide opportunities for shared decision making, How to use data to revise the PI Plan and Compact, and Effective Parent-Teacher conferences.*
- *The district will request school personnel to view the parent involvement webinar series from GaDOE.*
- *The district also recommends that Title I schools send representatives to the Family Engagement Conference bi-annually.*
- *Additionally, school-level Parent Coordinators and parent leaders will provide meaningful training for school staff that promotes and encourages a welcoming atmosphere at least four times a year. PICs will undertake efforts to ensure parent participation is recognized as an asset to the school.*

D. The district 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:

- *The District Parent Involvement Coordinator will provide information on school readiness and the importance of parental involvement to area childcare centers and Pre-K programs. This information will help families with the transition from these programs to Houston County School's kindergarten classrooms. Elementary level school personnel are encouraged to invite families to their parental engagement workshops throughout the year. The district will publish a Kindergarten Readiness Booklet that will be available on the district website and in all Parent Resource Centers.*

- *The district will maintain a Parent Resource Center at the Central Registration Complex. Parents of students at early learning center will be invited to utilize this resource. The district PRC is designed to encourage, enrich, and support parents in their efforts to be more involved in their child's education.*
- E. The school district 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 district will provide required documents and other pertinent information in an understandable format, and to the extent practicable, in a language parents understand.*
  - *The district and Title I schools shall communicate regularly with parents through a variety of media, including but not limited to: parent-teacher conferences, parent workshops/events, Parent Resource Centers, newsletters, Title I Parent Handbook, flyers, emails, educational access channels, websites, call-out messenger system, school's marquee, and social media. All information will be presented in a parent-friendly language.*
  - *The districts shall employ a translator to assist in this effort.*
  - *The International Welcome Center located at the Central Registration complex shall further assist parents when culture and language may be barriers.*
  - *The district will inform school personnel that all parents must be invited to parent involvement planning meetings, academic events, and shared decision making sessions using multiple forms of advertisements.*
- F. Provide the other reasonable support for parental involvement activities under section 1118 as parents may request.
- *Requests will be reviewed at the district level and decided upon to the extent practicable if deemed necessary and beneficial for parents.*

### **Part III.**

#### **Discretionary and Other Components of the District-wide Parental Involvement Plan:**

- *The district and Title I schools will follow the framework for parental involvement as prescribed by the National Network of Partnership Schools (NNPS)-School, Family, and Community Partnerships. This research based program focuses on building parental capacity by implementing Parent Action Teams and developing 1-Year Action Plans based on the NNPS six keys of involvement. The NNPS six keys of involvement are:*
  1. *Parenting- Help all families establish home environments to support children as students.*
  2. *Communicating – Design effective forms of school-to-home and home-to-school communications about school programs and children's progress.*
  3. *Volunteering – Recruit and organize parent help and support.*
  4. *Learning at Home – Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions, and planning.*
  5. *Decision Making – Include in school decisions, develop parent leaders and representatives.*
  6. *Collaborating with Community – Identify and integrate resources and services from the community to strengthen school programs, family practices, and student learning and development.*
- *The district and Title I schools will embrace its students, parents, and community. Administrators, faculty and staff will collaborate with businesses and community-based organizations to provide resources and networks for parents and students.*

## **Part IV.**

### **Plan Approval**

The district-wide Parental Involvement Plan has been developed jointly with and agreed on with parents of children participating in Title I, Part A programs, as evidenced by agendas and sign-in sheets.

This plan is accepted by the Houston School System and will be in effect for the period of one year. The school district will distribute this plan to all parents of participating Title I, Part A children on or before October 30, 2016.