

# Katherine B. Sutton Elementary

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## TITLE 1 SCHOOL PARENTAL INVOLVEMENT POLICY K.B. Sutton Elementary School 2014-2015



### PART I: GENERAL EXPECTATIONS

**(2014-2015) School Parental Involvement Policy**  
**Revised: (07/31/14)**

**School: Katherine B. Sutton Elementary School**

**District/LEA: Monroe County**

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. K.B. Sutton 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 parental involvement will be used.
  - A Title 1 Parental Involvement Policy Planning meeting will be held at the end of the school year to develop parent involvement plans for the next school year.
  - A Title 1 Parental Involvement Policy Review meeting will be held at the beginning of the school year to go over the parent involvement plan for the school year.
  - Parents may submit suggestions for the parental involvement plan in writing throughout the school year.
  
2. K.B. Sutton 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.
  - A Title 1 Annual Meeting will be held after school on campus.
  - Childcare and transportation may be provided on an as needed basis.
  - The Title 1 meeting will be open to all parents.
  - The Title 1 meeting will be promoted via phone, newsletter, e-mail, website, Facebook, twitter, Remind 101, etc.

3. K.B. Sutton 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.
  - All Title 1 meetings, parent workshops, etc. will be offered at various times throughout the year to ensure that all parents have the opportunity to participate.
  
4. K.B. Sutton Elementary School will take the following actions to provide parents of participating children the following:
  - Timely information about the Title I programs;
    - This information will be shared via phone, newsletter, e-mail, website, Facebook, twitter, Remind 101, etc.
  - 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;
    - These descriptions and explanations can requested in hard copy from our office or accessed via web at [http://kbs.monroe.k12.ga.us/pages/K\\_B\\_Sutton\\_Elementary\\_School/Parents](http://kbs.monroe.k12.ga.us/pages/K_B_Sutton_Elementary_School/Parents)
  - 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;
    - In addition to Registration Day, Open House, and Parent/Teacher Conference Days, a parent may also request a meeting via phone, letter or e-mail to schedule an appointment with the appropriate personnel.
  
5. K.B. Sutton 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.
  - A parent committee, such as PTO, will review the proposed school-parent compact and make suggestions for additions or deletions as needed.
  - Once the school-parent compact has been revised and completed, each parent will receive a copy of the compact to sign and return to the school.
  - The school-compact will be used as a guideline/reminder of what is expected from the school, parent and student throughout the school year.

6. K.B. Sutton 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. K.B. Sutton 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

Some of the activities, classes and or workshops that are offered include but are not limited to:

- Leading Learner's Summit (usually held prior to the beginning of the school year)
  - How to assist your child with Reading, Writing and Math
- Mandated Volunteer Training
- Monthly Parent Power Hour Workshops
- Cyber Safety
- Curriculum Night
- CPR Training
- Technology 101: Accelerated Reader, PowerSchool Parent Access, Edline
- Standards-Based Report Cards

B. K.B. Sutton 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;

Offering workshops based on the needs of the parents and students to support instructional involvement in the classroom. Some examples are as follows:

- Webinars
- One-on-one Parent Training
- Class or Curriculum specific workshops
- Online Resources and training

C. K.B. Sutton 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:

Ensuring high quality professional learning which includes:

- Research-based professional opportunities to address
  - Best Practices
  - Mindset Communication
  - Job-specific Technology Training
  - Paraprofessional training
  - Writer's Workshop
  - Instructional Technology in the Classroom
  - Soliday and Do the Math Programs
  - Study Island Software
  - Literacy Design Collaborative
- Continuous Improvement and resources that have been allocated to support adult learning and collaboration.

D. K.B. Sutton 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:

Providing parents with resources that can help them ensure the educational success of their children. Some of these resources include but are not limited to:

- A Parent Resource Room that is open during and after school hours.
- Parenting Pamphlets, Brochures and other printed materials on various topics.
- Books that can be checked out for review of parenting techniques and academic standards.
- Volunteer opportunities such as: chaperoning field trips, reading groups, guest readers, mentors, math facts, etc.
- Partnering with community organizations to offer learning workshops and opportunities for parents.

E. K.B. Sutton 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:

- Monthly Newsletters
- Website Updates
- Facebook, Twitter and Remind 101 messages
- E-mail
- Call Outs

F. K.B. Sutton Elementary School will provide other reasonable support for parental involvement activities under section 1118 as parents may request, by;

- Providing detailed meeting agendas.
- Maintaining copies of detailed minutes from parent meetings.
- Administering parent surveys.
- Soliciting parent feedback via comment cards.
- Sharing any and all information with parents regarding Title 1 budget, expenditures, etc.

### **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;
- Adopt and implement model approaches to improving parental involvement;
- 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.

*(Describe how each discretionary item checked above will be implemented.)*

- Partner with Family Connections, Monroe Reads, Monroe County Adult and Community Literacy Program, and Central Georgia Technical College's GED Program to provide workshops and seminars to address literacy training for parents.
- Title 1 or PTO funds will be used to pay for childcare costs, as needed, during parent meetings and trainings.
- PTO Leadership will be involved in recruiting/training parent volunteers and increasing parent involvement.
- Some parent meetings will be offered at various times during the day to afford more parents the opportunity to be involved.
- K.B. Sutton Elementary currently has a Parent Advisory Council that meets quarterly.