

Linwood Elementary School
Title I Parent Involvement Policy
2009-2010

At Linwood Elementary, we believe that ongoing involvement of parents is very important to the success of our students' education. To meet the Title I Schools requirements, our school must create and support a strong parent-school partnership. In order to receive Title I funding for our school, programs that support parent involvement must be in place and implemented. Because Linwood Elementary is a school-wide Title I school, all students benefit from the funding and are considered participants. As a Title I school, we encourage parent volunteerism and plan meaningful activities in which parents and families may participate.

Linwood Elementary is a member of the National Network of Partnership Schools, an organization that is committed to developing and maintaining strong programs of school, family and community partnerships. As a member of NNPS, Linwood will focus its programs and activities on six types of involvement: parenting, communicating, volunteering, learning at home, decision making and collaborating with the community. Through active pursuit of these six areas, Linwood will strive to create the best possible learning environment for its students. So that our school is up-to-date on the latest trends for parent involvement, we will renew our membership to National Network of Partnership Schools (NNPS). This program was established at Johns Hopkins University in 1996, and invites schools, districts, states, and organizations to join together and use research-based approaches to organize and sustain excellent programs of family and community involvement that will increase student success in school. To create and support strong parent-school partnership, this policy will be revised annually, if necessary, in consultation with the Action Team for Partnerships (ATP), a school improvement team composed of the Parent Involvement Coordinator (PIC), parents, teachers and school administrative staff. Through the ATP, parents will be asked to give input into the development and review of the instructional plan and school improvement plan when possible. This policy shall be distributed to parents through means of the Linwood Student Handbook each year. The policy will also be on display in the PIC's office. For more information on NNPS, please visit the website: <http://www.csos.jhu.edu/P2000/>.

Annually, Linwood Elementary School will convene a Title I orientation meeting, in conjunction with the Open House curriculum night at the beginning of each school year. All parents will be invited and encouraged to attend. The purpose of the meeting will be to inform parents of the school's participation under Title I and to explain Title I requirements and parents' rights to be involved. Teachers will also inform parents regarding the curriculum used in the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

Meetings will be scheduled at various times of the day, such as morning, mid-day and evening, and on various days of the week, in order to make parental involvement in such meetings as convenient as possible. Additionally, childcare, food, individual conferences and transportation will be offered as needed to the extent feasible and possible, in order to eliminate potential barriers to parent involvement.

A group of parents, representative of the student body, will be used to form the Action Team for Partnerships, which will be responsible for the construction and revision of this policy and the Parent-Teacher-Student compacts, in addition to the development of the School-wide Title I Plan. The ATP will meet twice a year, with additional meetings as deemed necessary for the improvement and benefit of the school. In addition to the ATP, the School Council and Parent Teacher Organization (PTO) executive board will utilize parent representatives.

Linwood Elementary will provide parents with timely and pertinent information regarding parent involvement, their child's achievement and the school's performance. This will include, but is not limited to, the following:

- Yearly Title I and Curriculum Open House meeting
- School performance records and proficiency level expectations distributed at the beginning of each school year through HCLI and summative test results
- Written communication from teacher, including:
 - Daily agenda notes
 - Weekly take-home folders
 - Nine-week report cards
 - Formal standardized test scores reports
- Oral communication from teacher, including
 1. Phone contacts (goal: contacting 50% of population each grading period)
 2. Conference opportunities (at least two opportunities per year)
 3. Interaction at after-school functions
- PTO meetings
- School Council meetings
- Parent Workshops
- Newsletters
- Posting upcoming events on outside marquee, school website, and channel 17
- Suggestions Survey distributed to all parents at the beginning of each year
- Timely responses to parent suggestions through telephone calls, notes and conferences
- Satisfaction Surveys distributed to all parents at the end of each year

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Parents, through the annual Open House meeting and the Linwood Student Handbook, will be assisted in understanding the following: the National Education Goals, the State of Georgia's content standards and student performance standards, school improvement process (when applicable), the school-wide Title I program, the State of Georgia's assessments, Houston County Department of Education's assessments, and Title I requirements. Translations will be provided to the extent possible, funded by Title I.

Ongoing Parent Nights will provide opportunities for parents to participate in school-related activities throughout the year. The PIC will organize Parent Workshops, through which information will be distributed to parents on how to help improve their children's achievement in school. The topics of these workshops will include, but are not limited to, literacy, math, science and parenting. Materials and information regarding child development and school achievement will also be made available to parents through monthly newsletters and through the Parent Resource Center. Additionally, volunteer training seminars will be conducted at least once a year to train those individuals who desire to become active volunteers at the school. The Parent Involvement Coordinator will attend monthly faculty meetings and will inform faculty of parent concerns and/or activities when appropriate. The PIC will also distribute information which stresses the value and utility of parental contributions and involvement to school personnel.

Linwood Elementary will coordinate and integrate parent involvement programs and activities with programs such as the Federal Department of Education (through the distribution of brochures), coordinating efforts with the school's Pre-Kindergarten Parent Involvement Coordinator, Transition from Elementary School to Middle School, and other programs to the extent feasible and appropriate.

When appropriate, the PIC will work to build partnership with organizations, churches, businesses and other schools in the community. These partnerships will be informed in order to improve the involvement of the community in the school, through volunteer work or the donation of gifts, and the involvement of the school in the community. These partnerships can include, but are not limited to, high school volunteers for childcare during Parent Workshops, local restaurants donating gift certificates as incentives for reading programs or as door prizes for workshops, and employees of local businesses volunteering time to come into the school to tutor or help with test proctoring.

The Parent Resource Center, staffed by the PIC, is an available resource to provide information and support to parents. Parents are made aware of the Resource Center during the annual Open House and through the parent newsletter. The Resource Center is compiled of an inventoried resource list of books, magazines, articles, videos and DVDs. The resources include information on child achievement in the areas of math and literacy, child development, best practices for child rearing, effective ways for parents to get involved in the school, and current volunteer opportunities for parents. To the extent possible, resources will be provided in both English and Spanish. The information can be found in our Parent Involvement room as well as the counselor's office.

The PIC will develop a Parent-Teacher-Student Compact jointly with the ATP. This compact will outline how parents, the school staff, and students will share the responsibility for improved students' academic achievement and the means by which the school and parents will build a partnership to help students achieve the state's standards. The contract shall address the importance of communication between teachers and parents on an ongoing basis. The compact will be distributed to all parents through the Linwood Student Handbook, and will be sent home with each student. Translations in other languages will be available as needed and the extent possible.

The school will collect suggestions and comments from parents on an ongoing basis, through the beginning of the year parent interest surveys, ongoing parent workshop evaluations, and the end of the year Parent Satisfaction Survey. All data, comments and suggestions, including unsatisfactory comments, regarding the Title I school plan and parent involvement policy, shall be collected and sent to the LEA. This information will be considered in the revision of the Parent Involvement Policy and the Parent Involvement Action Plan for the school. The school will provide timely responses to suggestions.