

Kings Chapel Elementary School

TITLE I PARENT INVOLVEMENT POLICY

2011-2012

Kings Chapel Elementary School shall abide by and support all rules and regulations pertaining to Title I: Improving the Academic Achievement of the Disadvantaged, No Child Left Behind Act of 2001, Public Law 1007-110, and the Parent Involvement Policy of Houston County Public Schools (HCPS) as follows:

Kings Chapel Elementary School's Parent Involvement Policy will be written and updated each year by its Parent Action Team (PAT) and will be included in the Kings Chapel Student Handbook.

Kings Chapel Elementary will convene an annual Title I meeting via Open House/Curriculum Night to be held at the beginning of the school year for all parents. Parents are invited and encouraged to attend. All parents will be asked to sign-in on homeroom sign-in sheets and each parent will be given an agenda of the meeting as well as a packet of helpful information. The purpose of the meeting will be to:

- Inform parents about the guidelines, purpose, goals and expectations of the Title I Program
- Inform parents of their important role in their child's success
- Inform parents of school, grade level and individual teacher policies and procedures.
- Introduce the grade level curriculum

Meetings and parent learning opportunities are scheduled throughout the day, as well as early morning and evening hours. Throughout the year our faculty will foster a parent-friendly environment and provide parents with strategies to use at home that support academic achievement. At least 10 meetings are held throughout the year with childcare, translators, or home visits as needed and funded under Title I.

Kings Chapel Elementary will survey its parent population, at the beginning of fall semester and the end of the spring semester to evaluate the effectiveness of our parent involvement program. As part of this evaluation, the PAT, the School Council consisting of parents and community members, PTO, school administration, and staff shall meet to review and/or revise the Local School Parent Involvement Policy, the Local School Parent Involvement Plan, and the Local School Parent-Teacher-Student Compact. A printed agenda shall be presented and each member shall acknowledge his/her presence by signing an attendance log. The Title I office will provide technical assistance and/or advisement in the development of the local school parental involvement policy and action plan, student/teacher/parent compacts, and parent involvement workshop opportunities. All suggestions for improvement and identified barriers to parent involvement shall be noted.

Our school shall communicate regularly with parents through a variety of media/methods, including but not limited to: EIP, IEP, SST, parent meetings, parent-teacher conferences, parent workshops, Parent Resource Center, newsletters, student agendas, weekly folders, letters from administrative staff and recommended websites that provide ideas for working with children at home. Translations will be provided to the extent practicable.

The administrative staff will involve parents in their children's education by providing them with information and materials. A minimum of ten meetings/trainings per school year will be arranged to address academic and affective areas for students, such as local, state and national academic content standards and student assessment.

The school curriculum will be shared with parents during Open House/Curriculum Night, during parent-teacher conferences and parent workshops. Brochures that contain the Georgia Performance Standards for each grade level will be given to parents

Assessments used to measure students' progress and the proficiency levels the students are expected to meet will be explained during Open House/Curriculum Night at the beginning of the school year and will be reviewed in parent/ teacher conferences, EIP conferences, IEP placement plans, Student Action Plans and SST meetings. The following information may be shared with parents:

- How teachers use data profile sheets
- Classroom performance
- Standardized and teacher made tests
- Checklists
- Rubrics
- Technology
- Student/parent questionnaires
- Self- assessments
- Professional judgment

To identify students who are at risk of failing or expressing difficulty in math and reading, a benchmark test in math and reading is given 2 times per year in addition to classroom-based instructional assessments. The benchmark tests are made up of multiple choice questions. These assessments will identify students' specific areas of strength and weakness.

The Houston County Literacy Inventory (HCLI) is used in all grades to determine the student's reading level. The HCLI is given to all second and third graders and as required in fourth and fifth grades. An HCLI letter of explanation, including the child's reading level is sent to parents. The school will provide assistance to parents in understanding National Educational Goals, Georgia's content standards, and student performance standards. The assessments are used to measure student progress and proficiency levels the students are expected to meet. A copy of A Houston County Parent's Guide to Understanding the No Child Left Behind Act is available in Kings Chapel's Parent Resource Center and it can be accessed online at www.hcbe.net. In addition to this, on Open House/Curriculum Night, parents are given information about the state's curriculum and what students are expected to learn in each grade level. This information can also be accessed anytime at www.hcbe.net. The SST, school newsletter, and other letters to parents provide assistance in understanding National Education Goals, state content standards, and student performance standards.

An explanation of Georgia Criterion Reference Competency Test (CRCT), individual student profile sheets and how to interpret results is sent home to parents in the spring. An explanation of the CRCT test results is presented during Open House/Curriculum Night and also during parent/teacher conferences. Parents are made aware that this test assesses a student's knowledge of state curriculum. The CRCT scores in Mathematics and Reading are used in the Adequate Yearly Progress (AYP) determination as mandated by the No Child Left Behind Act

(NCLB). School wide profiles are posted in the Professional Learning Room for viewing by parents and other stakeholders.

Family workshops, family nights, and other family learning opportunities are scheduled at various times during the day so that all stakeholders will have an opportunity to become involved in their children's education. On Open House Night a flyer containing a list of possible parent workshops that will be offered during the year will be provided. Parents are requested to check the workshops they are interested in and include a time convenient for them to attend. A space is also provided for them to write in suggested workshops. The Parent Involvement Coordinator collects returned responses and notifies parents when workshops are scheduled.

Through School Council, PTO and the Action Team parents can offer suggestions and/or participate in discussions and presentations that relate to the education of their children. These organizations made up of all stakeholders collaborate to set goals for improving student achievement and evaluate the progress in reaching these goals. Parents are strongly encouraged to attend all programs and meetings regarding their child's progress.

The Parent Involvement Coordinator, teachers and administrative staff will respond to parent questions, concerns, and suggestions in a timely manner through letters, notes, phone calls, student agendas, flyers, TV announcements, newsletters, and teacher/parent conferences. All data, comments, and suggestions including results from surveys regarding the school wide plan and parent involvement policy will be collected, sent to administrative staff and considered in the revision of the Policy/Action Plan. The end-of-the-year parent survey will be conducted to determine needed improvements. Survey results and comments will be attached to the school plan and submitted to the principal. The school will provide a timely response to suggestions and the survey results will be available on the school's website. During Open House/Curriculum Night parents are given an explanation of the Title 1 program. Results of the annual school review and school performance profiles will also be presented. Individual student assessment results are sent home at the end of the spring semester.

Kings Chapel's School Improvement Plan is a corrective action plan. The plan includes actions, strategies, and interventions for improvement. Plans such as GPS "gap plans," tutoring and mentoring programs provide students with extended learning opportunities.

Parents can monitor their children's progress through notes in daily agendas, weekly folders, progress reports, report cards, parent/teacher conferences and SST.

Technology and CRCT online training, as well as math, science and parent workshops are made available to help parents work their children to improve their achievement.

In order to communicate with and work with parents as equal partners, the District Parent Involvement Coordinator educates teachers, pupil services personnel, principals and other staff in the value and utility of parent contributions. School staff members are instructed in how to reach out to parents, communicate with them and work with them as equal partners. Through this implementation and coordination of parent programs ties between home and school are established.

Kings Chapel Elementary will coordinate and integrate parent involvement programs such as Migrant and Homeless programs with the International Welcome Center, school nurse and school social worker services.

Kings Chapel Elementary has established partnerships with businesses and other organizations in the community. Organizations throughout the community provide incentives and awards, as well as proctors for standardized tests, books for our students and guest readers. Perry High students (former Kings Chapel Cougars) volunteer to help with ADVANCE classes and Field Day. Other business partners provide additional needed items throughout the year.

Books, pamphlets, and other resources are available in the Parent Resource Center, the Media Center and in the front lobby. An inventory of these materials is available in the Parent Resource Center. These materials are available daily from 8:30 am – 3:00 pm and by appointment. Materials in the front lobby are available whenever the school is open. Opportunities for parents to learn about child development and child rearing issues that are designed to help parents become full partners in the education of their children are available. Parents are notified in the Kings Chapel parent newsletter of the types of material available in the Parent Resource Center.

To evaluate the effectiveness of our parent involvement initiative, an end of year Parent Satisfaction Survey is sent to all parents and results are collected and used for future improvement. Translation services for any information related to school and parent programs are available upon request.

To the extent practical, Kings Chapel will provide full opportunity for the participation of Limited English Proficiency (LEP) parents, parents of migratory children and parents with disabilities including providing school profiles and information related to school and parent meetings, and other activities in a language and format such parents understand through Transact if needed.

Kings Chapel will provide other reasonable support for parental involvement activities as parents may request. The counselor and the administrative staff will provide emergency aid to families and may conduct home visits.

The site-based Parent Involvement Coordinator will schedule and provide volunteer training for parents who desire to work with students.

Kings Chapel uses the National Network of Partnership Schools (NNPS) Model to develop, improve and review family involvement.