

Swainsboro Primary School

Title I Parental Involvement Plan

(Revised October 15, 2015)

The 2015-2016 Parental Involvement Policy component of the School Plan submitted by Swainsboro Primary School:

Item 1:

Develop jointly with, and distribute to, parents of participating children a written policy describing implementation of the requirements in a language that is simple, concise, and jargon free and updated periodically to meet the changing needs of parents, guardians (this also includes house parents at residential facilities in our area – Herrington Homestead), and the school, and such policy is made available to the local community through the Swainsboro Primary School Student - Parent Handbook.

Item 2:

Convene an annual meeting, at a convenient time to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I and to explain Title I, its requirements, and their right to be involved. The meeting will be conducted by Gail Greenway, Title I Director.

Item 3:

Offer meetings using a flexible schedule, such as meetings in the morning or evening, and may provide, with funds provided under Title I, transportation, child care, or home visits as such services relate to parental involvement to eliminate parent involvement barriers. Louis Machado, Title I Parent Involvement Coordinator, and other community resources will conduct these meetings.

Item 4:

Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title I, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school program plan under section 1114(b) (2), except that if a school has in place a process for involving parents in the joint planning and design of its programs, the school may use that process, if such process includes an adequate representation of parents of participating children. Gail Greenway, Title I Director, will oversee this process.

The Primary School involves parents by inviting them to our Open House, PTO meetings, School Council meetings, and SILT (School Instructional Leadership Team) meetings. Notices are sent out to invite parents two weeks in advance of the meeting by WXRS (Radio Group),

local newspaper, Emanuel Co. Schools webpage, weekly communication letters, monthly calendars, and flyers.

Item 5:

Provide parents of participating students' timely information on:

- (a) Title I programs in the school. (Information will be presented by Gail Greenway. SPS will inform parents through the local radio stations, District webpage, local newspaper, weekly communication folders, and flyers)
- (b) Results of the annual school review, including school performance profiles. (Presented at annual Title I meeting and District webpage)
- (c) Individual student assessment results and their interpretation. (Program describing test interpretation by Stefanie Mason, Coordinator of Testing, individual student reports from Data Director sent home after Unit assessments, results from Pilot Diagnostic Test, parent-teacher conferences)
- (d) A description and explanation of the school curriculum. (student handbook)
- (e) The assessments used to measure student progress and the proficiency levels of the students that are expected. (Benchmarks, Pre, Mid, Post Tests, Weekly Letters, Pilot Diagnostic Test and GKIDS)
- (f) Opportunities for regular meetings to formulate suggestions, share experiences with other parents and participate as appropriate in decisions relating to the education of their children. (PTO, School Council)
- (g) Provide timely responses to parent suggestions. (Weekly letters & Parent Suggestion Box)
- (h) Collect all unsatisfactory parent comments regarding the Schoolwide Plan and attach those comments to the Schoolwide Plan when submitted to the LEA. (Surveys, a Parent Suggestion Box made accessible to all parents).

Item 6:

Provide assistance to participating parents in such areas as understanding the:

- (a) CCRPI (College and Career Ready Performance Index) presented by Toni Terwilliger
- (b) State's content standards and student performance standards. (GA Department of Education website).
- (c) Use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the LEA Parental Involvement Policy and the School Parental Involvement Policies. (Determine the strengths and weaknesses of the staff and administration at SPS and provide professional development in the areas that need improvement)
- (d) School improvement and corrective action process if applicable. (Toni Terwilliger)
- (e) Components of a targeted assistance program if applicable. (Toni Terwilliger)
- (f) State and local assessments. (Stefanie Mason).
- (g) Requirements of Title I, Part A. (Gail Greenway).

- (h) Ways parents can monitor their children's progress and work with educators to improve the performance of their children. (Parent Portal, homework folders, RtI meetings, report cards, weekly letters home, monitoring attendance, homework completion, volunteering in their child's classroom and participating in school activities).
- (i) Ways parents can participate in decisions relating to the education of their children. (District Parent Involvement Advisory Council, RtI meetings, Parent /Teacher Conferences, School Council, PTO).

Item 7:

Provide materials and training such as:

- (a) Coordinating necessary literacy training and using technology from other sources to help parents work with their children to improve their children's achievement. (Scholastic Reading Counts, iRead, Lexile).
- (b) Training to help parents work with their children to improve their children's achievement. (Parent Resource Center workshops and/or SPS workshops)

Item 8:

Educate teachers, pupil services personnel, principals and other staff with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school. (The faculty and staff at SPS will complete training provided by the Georgia DOE on effective ways to communicate with parents.)

Item 9:

Coordinate and integrate parent involvement programs, activities and strategies with Head Start, Reading First, Early Reading First, Title B-I, Migrant, Title I-C, Homeless, Vocational Education, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Programs, Public Preschool Programs and other programs, to the extent that they are feasible and appropriate.

All parent involvement programs, activities and strategies will be extended to all parents of students at Swainsboro Primary School, with Title I-B, Migrant, Title I-C, Homeless, Vocational Education and Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, Public Preschool Programs and other programs, to the extent feasible and appropriate.

Item 10:

Develop appropriate roles for community-based organizations and businesses in parent involvement activities, including providing information about opportunities for organizations and

businesses to work with parents and schools, and encouraging the formation of partnerships between elementary, middle, and secondary schools and local businesses that include a role for parents. (First Baptist Church, First United Methodist Church, Hawhammock Baptist Church, Wal-Mart, Jaycees, BB & T, Citizens Bank, Pilot Club, Beta Sigma Phi, Dairy Queen, Zaxby's, Walgreen's, & Kiwanis Club).

Item 11:

Provide necessary literacy training from funds received under this part if local educational agency has exhausted all other reasonably available sources of funding for such training. (OPTIONAL)

Item 12:

Conduct other activities, as appropriate and feasible, such as parent resource centers and opportunities for parents to learn about child development and child rearing issues beginning at the birth of a child, that are designed to help parents become full partners in the education of their children. (Louis Machado, Parent Education Programs)

Item 13:

Involve parents in an ongoing and end of year assessment to evaluate the effectiveness of the parental involvement initiatives as a measure of performance evaluations of the school. (Parent Suggestion Box, School Council, Parent Surveys from PTO meetings, Parent Involvement Advisory Council).

Item 14:

To the extent practicable, provide full opportunities 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 programs, meetings, and other activities in a language and format that such parents understand. (Andrea Lamb, ESOL teacher, Print mailings/notices/letters in other languages, ESOL Resources)

Item 15:

Involve parents in the development of training for teachers, principals, educators to improve effectiveness. (OPTIONAL)

Item 16:

Train parents to enhance the involvement of other parents. (OPTIONAL)

Item 17:

Adopt and implement model approaches to improving parental involvement. (OPTIONAL)

Item 18:

Provide other reasonable support for parental involvement activities as parents may request.

One of the barriers to overcome in parent involvement is the attempt to involve parents who are not always active or visible in the school. It is also imperative to reach parents with circumstances---single, guardians of students housed in a residential facilities within our county, working parents or parents from different ethnic groups. With the help of the Administrative Team, the faculty and staff of SPS will assist and determine methods to communicate with these parents so that they too may become integral partners in their child's education.

Item 19:

Involve parents in the joint development of the school-parent compact that outlines how parents will be responsible for supporting student learning.

Each year parents are invited to our Title 1 Parent Orientation where they are provided information about our school's Title 1 program and given an opportunity to make suggestions for collaboration through our parent-student-teacher compact.

Item 20:

Within the compact describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student performance standards.

Our Parent-Teacher-Student Compact outlines the responsibilities of each party involved in the educational process. Our Parent-Student Handbook addresses our curriculum and instruction at the Primary School.

Item 21:

Within the compact explain the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, volunteering in their child's classroom, and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

Parents are informed of various ways to monitor and support their child's learning, attendance, homework, and extracurricular activities at SPS. These include-

- Student Agendas
- Parent/teacher notes to parents
- Letters from the Principal
- Parent/teacher conferences
- Parent Portal
- E-mail
- Emanuel County Board of Education website: www.emanuel.k12.ga.us
- Flyers/brochures
- Parent/student Handbook
- Weekly letters
- Announcements in the local newspaper and radio station
- System calendar
- School marquee
- Home visits/telephone calls
- Report cards and progress reports

- Parent meetings
- SPS School Council
- Open House
- PTO
- Parent Resource Center (Louis Machado)

Item 22:

Within the compact address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—

- a. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement.

Teachers will discuss yearly expectations/ academic goals/CCGSE during Open House. Parents that are not in attendance will be sent home a copy of the yearly expectations. The parent is to read and sign the yearly expectation handout, keep a copy and return a copy (duplicate paper). A parent/teacher conference will be held as needed later in the school year to discuss academic goals/achievements of the individual child.

- b. Frequent reports to parents on their child’s progress.

Every 4.5 weeks of school a progress report will be sent to the parents to inform them of their child’s academic progress.

- c. Reasonable access to staff, opportunities to volunteer and participate in the child’s class, and observation of classroom activities.

Swainsboro Primary promotes regular, two-way, meaningful communication between home and school. Parents are encouraged to come and observe their child’s classroom, volunteer, attend assemblies, and eat lunch whenever they choose.

These opportunities for the exchange of information are vital and must be used consistently for meaningful parent involvement to occur.