



## **School Level Parental Involvement Policy (2016-2017)**

NOTE: Schools, in consultation with parents, may use the sample template below as a framework for the information to be included in their parental involvement policy. Schools are not required to follow this sample template or framework, but if they establish the school's expectations for parental involvement and include all of the components listed under "PART II: Description of How School Will Implement Required School Level Parental Involvement Policy Components", they will have incorporated the information that section 1118(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA) requires to be in the school level parental involvement policy. Schools, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions, as well, that will support effective parental involvement and strengthen student academic achievement.

### **PART I: GENERAL EXPECTATIONS**

#### **(2016-2017) School Parental Involvement Policy**

*Revised: August 22, 2016*

**School: Avondale Elementary School      District/LEA: DeKalb 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 schoolwide program plan under section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).

**Revised: 09/15/2014, 10/26/2015, 08/22/2016**

- 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 schoolwide 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) 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**

The School Level Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. [Section 1118(b)(1), ESEA]. This is a sample template, as there is no required format for these descriptions. However, regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.

1. The **Avondale 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.

*The school will send flyers in Thursday's courier envelopes, advertise on the school marquee, place information on the school webpage, send calling post messages, and reminder notes in students' agendas.*

2. The **Avondale 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 schoolwide plan, and the school-parent compact.

*The school will send flyers in Thursday's courier envelopes, advertise on the school marquee, place information on the school and teachers' webpages, send calling post messages, place a note in the front office, notes in students' agendas, school newsletter and PTA meetings.*

3. The **Avondale 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.

*Meetings will take place in evenings, in the mornings, and on the weekends, if needed, as indicated by the parent involvement survey.*

4. The **Avondale Elementary School** will take the following actions to provide parents of participating children the following:
  - Timely information about the Title I programs;
  - 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;
  - 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;

*Flyers will be sent in courier envelopes, information will be placed on the school webpage, a note placed on the school's website, send calling post messages, teacher notes in students' agendas, information provided at Curriculum Night, parent teacher conferences, and Make It/Take It Night.*

5. The **Avondale 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.

*Student council meetings will include members of the community, parents, teachers, students, and administration. In this joint effort, we will use the Annual Title I meeting minutes and parent surveys to develop strategies to improve the student academics and build partnerships.*

6. The **Avondale 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. The **Avondale 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

*Teachers will host a Curriculum Night to provide parents with information on State Standards: Infinite Campus Parent Portal, teacher web sites, courier envelopes, school policies, provide parents with grade level syllabus, and give the curriculum for the year. Flyers will be sent to parents to provide additional information on using Infinite Campus Parent Portal, understanding standardized test documents, and promotional requirements.*

B. The **Avondale 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;

*The school will host two workshops on training parents to assist their child/children with reading and math homework or projects. These workshops will be facilitated by trained math and reading specialists. Teachers will also host a Make It/Take It night to demonstrate several reading and math games, provide strategies, and give parents valuable resources to use at home with their child.*

- C. The **Avondale 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:

*Teachers will be trained in math and reading best practices to increase student achievement. Teachers will receive training through online professional development, training during faculty meetings, PLC meetings, data meetings, teacher meetings, and staff development days.*

- D. The **Avondale 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:

*Pre-K instruction in conjunction with Bright from the Start ensures academic success for all students. The front office supplies parents with information on the local parent resource center that services our neighborhood. Additionally, the school sends flyers in courier envelopes, advertises information on the school's marquee and web site when workshops are taking place at the parent resource center.*

- E. The **Avondale 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:

*Parents will be provided information in English and when applicable some letters are provided in Spanish. Interpreters are allowed to attend meetings, parent programs and any other activities. International Night is another opportunity for parents to get involved in our cultural events.*

- F. The **Avondale Elementary School** will provide other reasonable support for parental involvement activities under section 1118 as parents may request, by;

Parents may request parental involvement activities by contacting the front office, contacting the principal, contacting the counselor, parental involvement meetings, parental involvement survey, and Parent Teacher Association (PTA) Meetings.

### **PART III. DISCRETIONARY SCHOOL LEVEL PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: The School Level Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

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 schoolwide 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.

*Avondale Elementary School will provide training to parents and resources to use when helping their child/children to complete math projects, homework, tests, and classwork. The training will be provided on site by a math specialist. Avondale Elementary School also intends to host a workshop for parents on strategies and resources to use when helping their child/children to complete literacy projects, homework, tests, and classwork. Each of the two trainings will take place onsite and parents will be notified by flyers, the school web site, and advertised on the school's marquee.*

If you would like to request additional information concerning our parental involvement policy, please contact me, Dontae Andrews, Ed.D, your child's principal, by phone at 678 – 676 – 5202 or by email at [Dontae M Andrews@dekalbschoolsga.org](mailto:Dontae.M.Andrews@dekalbschoolsga.org).

Thank you for your interest and involvement in your child's education.

Sincerely,

Dontae Andrews, Ed.D

Principal