

**School Level Parental Involvement Policy**

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**

***(2014-2015)* School Parental Involvement Policy**

**Revised: (08/27/2014)**

**School: Hambrick Elementary\_District/LEA: \_\_DeKalb\_\_\_\_\_\_\_\_\_\_\_**

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 –*

1. ***that parents play an integral role in assisting their child’s learning;***
2. ***that parents are encouraged to be actively involved in their child’s education at school;***
3. ***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;***
4. ***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. **Hambrick Elementary** 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.

Parental Involvement Policy

08-27-2014 Revised

2014-2015

In our continued effort to create a culture of success within the school and the school community, we must support a collaborative effort to provide a quality educational experience for all students. We recognize that parents are their children’s primary teachers. Therefore, Hambrick supports the Parental Involvement Policy of the DeKalb County School District. In order to maximize parental involvement, student success and the participation of the faculty and staff, the following programs and meetings are scheduled:

* Hambrick Annual Title I Meeting—Parents will be orientated to the Title I school-wide program, the school’s participation under Title I, the guidelines, purposes, goals, budget, expectations, and the Parent / Teacher/ Student Compact. At this meeting, parents will be informed of our school’s curriculum and assessment instruments, mission statement, and school policies. The school plans will be discussed and reviewed. A parent survey will be distributed to be completed and returned to their child’s teacher.
* Educational Workshops:

1. Provide parents with useful strategies to assist their children with core area learning concepts.
2. Provide parents with resources on the Importance of Parent, Child, and School Relationships.
3. Tools for Parenting (e. g. behavioral management, study skills) and other topics related to helping parents make appropriate decisions for the success of their children.

* Saturday/After School: Emphasis is placed on accelerating learning for students not making adequate progress during the regular school day. Focus is on accelerating the students’ progress in the core areas.
* Curriculum Night will be held to explore grade level curriculum and academic assessments. One night per semester, information to parents is offered for parents to support student learning.

Title I Staff Orientation—the purpose of this meeting is to inform staff members about the guidelines, purposes, goals and expectations of the Title I program. The staff will be informed on how Title I funds will be utilized to support parents and students’ needs. The school mission is discussed and the goals are reviewed.

Hambrick believes that effective communication promotes success for stakeholders. The following methods to consistently and effectively communicate with parents about the Title I program and the progress of students are:

* Flyers provide information to parents about programs activities, academic progress, and other school related information.
* Parent / Teacher Conferences provide parents with information about the academic assessments and the proficiency level of their children.
* Hambrick Newsletter is an informational letter for parents and PTA.
* DAAOE.org website provides parents with information on school-wide activities, grade level syllabi, school and state-wide performance levels and PTA information.
* New Student Orientation provides incoming parents with an overview of the vision and mission of Hambrick, highlights curriculum sets, academic and discipline expectations and a review of the uniform policy and parent volunteer hours.

At the end of the school year, a survey will be distributed to parents. The data collected will be sent to our Local Educational Agency (LEA). In addition, parents and the Board of Directors will review the comments and assist in addressing any suggestions and concerns on the survey.

1. The **Hambrick Elementary** 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.

*Parents will be oriented to the Title I school-wide program, the school’s participation under Title I, the guidelines, purposes, goals, budget, expectations and the Parent-Teacher-Student Compact. At this meeting, parents will be informed of our school’s curriculum and assessment instruments, mission statement and school policies. The school plans will be discussed and reviewed.*

1. The **Hambrick Elementary** 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.

Hambrick will facilitate six meetings to begin at 6:00.

1. The **Hambrick Elementary** 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;
2. The Hambrick **Elementary** 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.
   1. We have involved parents in the planning, review, and improvement of the comprehensive school wide program plan by . . .

Hambrick administration meets four times a year with the school advisory council to discuss and document the school wide needs and concerns of the stakeholders. Parents vote along with administration, teachers and community partners to ensure they are involved in the school decision making process. The administration will meet with the PTA Executive Board and provide draft copies of the School wide Improvement Plan during its planning stages for feedback. Feedback is then incorporated into the plan where applicable. Drafts of the plan are also available for stakeholders’ review and commentary. Parents serve on our School wide Improvement Planning Team.

* 1. We have developed a parent involvement policy that
     + includes strategies to increase parental involvement (such as family literacy services0
     + describes how the school will provide individual student academic assessment results, including an interpretation of those results
     + makes the comprehensive school wide program plan available to the LEA, parents, and the public (internet, newspaper, newsletters)
     + compacts required – include with policy
     + Parent Involvement checklist included

Parents are required to sign a parental involvement contract which requires them to commit to becoming involved in their child’s academic year. This agreement initiates an academic partnership between the home and school environment. When parents are involved, students exhibit more positive attitudes and behavior. Schools that work well with families have better teacher morale and higher ratings of teachers by parents (Epstein 2012).

1. The **Hambrick Elementary** 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:
2. The **Hambrick Elementary** 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

Annual Title I Meeting and Curriculum Night

1. The **Hambrick Elementary** 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;

*Annual Math and Reading Night where parents create Make and Take to support their child’s academic achievement.*

1. The **Hambrick Elementary** 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 and staff continue to attend professional learning opportunities. Hambrick Elementary provides various opportunities throughout the school year for parents to conference about their child’s progress. Parent conferences are held twice per semester. This is an opportunity for teachers to communicate with parents about their child’s progress as well as to share suggestions with parents for creating a homework environment. An opportunity to provide helpful suggestions so that students will develop good study habits is also provided. Parental support and involvement is important to our school climate. Title I funds will only be used to support Parental Involvement activities that develop the capacity for the parent to work with the student, so the student will be successful in core academic areas. Parents are encouraged to monitor their child’s progress through the Parent Portal and Thursday couriers. Teachers and parents communicate daily through the agenda planners, email, Web Pages and by phone.

1. The **Hambrick Elementary** 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:

To help the preschool students transition and to learn the building and specific staff, they are provided a personal tour of the school and will meet the principal, assistant principal, & counselors.

1. The **Hambrick Elementary** 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:

This information will be accessible via our main office, school website, parent resource center, media center and any specific information sent home with students via courier. In addition, this plan will be advertise on the school’s marquee. As well as made available through Curriculum Night, Title I parent meeting, school advisory council meetings and PTA meetings. The Principal and Assistant Principal will serve as the designees at the local school level for additional information as needed.

1. The **Hambrick Elementary** will provide other reasonable support for parental involvement activities under section 1118 as parents may request, by;

Title I Meeting

**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;

X 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.

*Shared Learning Sessions and scheduled Title I Meetings.*