

Swainsboro Elementary School

Title I Parent Involvement Plan



Revised August 23, 2012

TITLE I PARENT INVOLVEMENT PLAN

SWAINSBORO ELEMENTARY SCHOOL

It is our mission to provide Swainsboro Elementary Students with the “Power to Succeed.” Parent involvement is a key factor for reaching individual student goals for success. The administration, faculty, and staff of Swainsboro Elementary School maintain an open door policy with parents, guardians, and the house parents of students in residential facilities in the school attendance area (Herrington Homestead) to establish a healthy, productive environment conducive to the success of our students. Annually, we will develop and provide an established policy of implemented objectives to increase parent and community involvement within our 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 and the school, and such policy is made available to the local community through the Swainsboro Elementary School Student Handbook.

Item 2:

Convene an annual meeting, at a convenient time, to ensure that all parents of participating children shall be invited and encouraged to attend. The meeting will be another tool used 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 in August by Tammy Wilkes, Assistant Superintendent/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. Mrs. Susan Stephens, Title I Parent Involvement Coordinator, Laura Moore, Instructional Coach, and other community resources will conduct these meetings.

Swainsboro Elementary School will promote formal parent-teacher conferences, open house, and PTO meetings as well as scheduled private conferences upon parent request. Home visits will be available when school visits cannot be accommodated. Parent-teacher organizations with guidance from the School Council will be involved in the planning and development of the School Improvement Program.

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. Tammy Wilkes, Title I Director, will oversee this process.

Item 5:

Provide parents of participating students' timely information on:

- (a) Title I programs in the school. (Title 1 Parent Orientation in August by Tammy Wilkes)
- (b) Results of the annual school review, including school performance profiles.
(Local radio stations and the local newspaper)
- (c) Individual student assessment results and their interpretation.
(Parent-Teacher Conferences; Friday Folders with student work and assessment results; parent letters with universal screener results)
- (d) A description and explanation of the school curriculum, including a paraphrased description of the new CCGPS standards in an understandable language for parents (SES Student Handbook; Handouts with standards paraphrased to pass out at Open House)
- (e) The assessments used to measure student progress and the proficiency levels of the students that are expected. (Benchmarks; Reading Series Assessments, Reading & Math Unit Assessments, and GRASP (GA Regional Assessment of Student Progress) universal screener.
- (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, PTO/Open House Evaluations, Parent Conference Evaluations)
- (h) Collect all unsatisfactory parent comments regarding the School-wide Plan and attach those comments to the School-wide Plan when submitted to the LEA. (Parent Surveys)

Along with formal and informal informational meetings, school performance profiles will be published in the local newspaper and through the local radio station. Formal and informal opportunities will be offered to parents for student assessment interpretation. Assistance will be provided to include understanding of the new CCRPI (College and Career Readiness Performance Index), the School Improvement Plan, and the total school-wide program. Suggestions will be collected through an end of year survey and addressed through the School Council including unsatisfactory comments regarding the school-wide plan to the LEA.

Item 6:

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

- (a) CCRPI (College and Career Readiness Performance Index.) (Title 1 workshop conducted by Tammy Wilkes, Asst. Superintendent)
- (b) State's content standards (CCGPS) and student performance standards. (Copies of state mandated test scores are sent home).
- (c) School improvement and corrective action process if applicable. (School Improvement Team, School Council).
- (d) Components of a school-wide program if applicable. (Tammy Wilkes).
- (e) Components of a schoolwide program if applicable.
- (f) State and local assessments. (Tammy Wilkes & Susan Stephens).
- (g) Requirements of Title I, Part A. (Tammy Wilkes).
- (h) Ways parents can monitor their children's progress and work with educators to improve the performance of their children. (RTI meetings, progress reports, report cards,

weekly letters home, monitoring attendance, homework completion and television watching, volunteering in their child's classroom and participating.)

- (i) Ways parents can participate in decisions relating to the education of their children. (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. (Study Island, BrainPop, GA OAS, Lexile scores).
- (b) Training to help parents work with their children to improve their children's achievement. (Susan Stephens, workshops). Links to helpful educational websites on school website and included in weekly letters.

Parents will receive information concerning literacy and technology training through the Parent Resource Center located at Swainsboro Elementary School. The Parent Resource Center will provide parents with information, materials, resources, and training to improve communication and student achievement. Swainsboro Elementary School also provides technology opportunities through Computer Labs, Study Island, BrainPop, and classroom mimioboards. Efforts are made to provide a supportive and effective learning environment by collaborating with the ESOL Department and through the use of TransAct to facilitate the transition of pertinent, practical information to parents where English is not their first language. Parents and students with disabilities will also be accommodated through the school and county levels of the Special Education Department.

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 will complete training presented by the Georgia Department of Education 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 1-B, 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 Elementary 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.

Several local businesses partner with Swainsboro Elementary School to provide community support. Organizations and businesses such as Harvey's, Wal Mart, Nordson, Perry's Auto Auction, Dairy Queen, Zaxby's, First Baptist Church, and First Methodist Church provide donations of time and resources. Community resources in addition to the Parent Resource Center provide learning sessions in the area of child development and child rearing issues. Some of these resources include the Sunshine House, Family Connections, and the Department of Family and Children's Services.

Item 11: (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.

Perhaps the most important tool in any partnership is communication. It is the foundation of a solid partnership. When parents and educators communicate effectively, positive relationships develop, problems are more easily solved, and the students make greater progress. Often communication is one-way without the chance to exchange ideas or share perceptions. Effective home-school communication is the two-way sharing of information vital to student success. Swainsboro Elementary therefore, promotes regular, two-way, meaningful communication between home and school. Evidence that supports this standard will be presented in:

- Parent/teacher notes to parents
- Letters from the Principal
- Parent/teacher conferences
- E-mail
- Emanuel County Board of Education website: www.emanuel.k12.ga.us
- Flyers/brochures
- Parent/Student Handbook
- Weekly newsletters
- Announcements in the local newspaper and radio station
- System calendar
- School website: <http://emanuel2.ses.schooldesk.net/>
- School marquee
- Home visits/telephone calls
- Report cards and progress reports
- Parent meetings
- Family Reading and Literacy night
- Family Math & Science Night
- SES Book Fairs
- SES School Council
- Open House
- Parent Portal
- PTO
- Parent Resource Center (Mrs. Susan Stephens)
- Tiger Lunch monthly

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

Item 13:

Involve parents in an ongoing and end of year assessment to evaluate the effectiveness of the parent involvement initiatives as a measure of performance evaluations of the school.

(Parents are asked to participate in Parent Surveys, School Council, and Parent Involvement Advisory Council).

Item 14:

To the extent practicable, provide full opportunities for the participation of 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. (Mr. Luis Machado, ELL Interpreter; Mrs. Andrea Lamb, ESOL Instructor, Mrs. Alison Smoyer, ESOL instructor; Dr. Karen Ross, Special Education and Migrant Education Director)

Item 15: (OPTIONAL)

Item 16: (OPTIONAL)

Item 17: (OPTIONAL)

Item 18:

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

One of the barriers to overcome and a puzzling aspect of 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, working parents or parents from different ethnic groups. With the help of the Administrative Team, the faculty and staff of SES will assist and determine methods to communicate with these parents so that they too may become integral partners in their child's education. Parents now have access to view their child's grades through the Emanuel County Schools Infinite Campus Parent Portal (www.emmanuel.k12.ga.us).

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 in August/September 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 1 to meet the State's student performance standards.

The parent-student-teacher contract and the student handbook address curriculum and instruction. The school website has links to www.georgiastandards.org.

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, and television watching; 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 through the parent-student-teacher compact, the student handbook, the school website, as well as through weekly letters and phone contact by classroom teachers.

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.
- (b) Frequent reports to parents on their children's progress. (Weekly paper/folders sent home with student progress information, mid-nine weeks' progress reports, report cards every 9 weeks, parent-teacher conferences to review progress monitoring data, assessment data and screener results sent home with explanation of score).
- (c) Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (Parents are allowed and encouraged to set up conferences at their convenience; classroom observation and participation are encouraged by faculty and staff)

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- Flyers/brochures
- Parent Portal (www.emmanuel.k12.ga.us)
- Parent/student Handbook

- Weekly newsletters
- Announcements in the local newspaper and radio station
- System calendar
- School website: <http://emanuel2.ses.schooldesk.net/>
- School marquee
- Home visits/telephone calls
- Report cards and progress reports
- Parent meetings
- Parent Portal (www.emanuel.k12.ga.us)
- SES School Council
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