

# **Parent Involvement Policy**

**2014-2015**

**(Revised August 15, 2014)**



**Elberton Education Center...  
A Great Place for a New Beginning!**

## **Elberton Education Center**

**600 Abernathy Circle**

**Elberton, Georgia 30635**

**706-213-4165**

**Tammy G. Mason, Principal**

## **Elberton Education Center**

### **Title I Parent Involvement Policy**

Elberton Education Center recognizes the importance of forming strong relationships among the school, family, and community to promote academic achievement and overall student success. The strengths and contributions of families and communities are highly valued. Research continues to show that parental involvement is the key to the success of students.

We have involved parents in the planning, review, and improvement of the Title 1 Plan by garnering their feedback in the needs assessments and surveys used in developing the plan. Elberton Education Center's Title I / Parent Advisory Committee plays a vital role in reviewing information, planning, and developing our Title I plan to meet the needs of all students. Meetings are held with parents to solicit their input regarding changes to the previous year's Title I Plan.

The following policy has been developed to emphasize Elberton Education Center's commitment to enhance existing relationships. The Parent Involvement Policy is available on our school website. Upon request, the plan will be made available to parents in any other language. The following annual measurable objectives will be monitored throughout the school year:

# **Elberton Education Center**

## **Parent Involvement Policy**

**2014-2015**

*The goal of the Parental Involvement Policy at Elberton Education Center is to include the parents in their child's educational experiences and academic successes.*

**1. Develop jointly with, and distribute to, parents of participating children a written policy describing implementation of the requirements in the 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.**

Elberton Education Center recognizes the importance of parents in the decision-making and learning process of the school. Parents are actively involved in the development of school plans, including the Title 1 Parent Involvement Policy and the Parent-School Compact through the Parent Advisory Committee. Parents meet throughout the year to review the policy and provide feedback so that all school plans that are developed are revised and used accordingly to ensure the success of the students and the school. The policy, describing implementation of the requirements in a language that is simple and concise, will be presented and distributed to parents of all EEC students. Copies of the Parent Involvement Policy will be readily available upon request, as well as posted on the school's website. The policy will be updated periodically to meet the changing needs of parents and the school during Parent Advisory Committee meetings.

**2. Convene an annual meeting, at a convenient time, to ensure that all parents of participating children shall be invited and encouraged to attend.**

Elberton Education Center invites all parents to our Annual Title I meeting in the fall to review and discuss the Title I Program. Parents are encouraged to ask questions and/or provide suggestions at this meeting.

Elberton Education Center will convene meetings bi-annually in the fall and spring to inform parents of the school's participation in the Title I Program, the benefits and requirements of the program, and the right of parents to be involved. Letters will be sent home to parents notifying them of this meeting and encouraging their attendance. Brochures will be sent home outlining

the program. In conjunction with other school functions, this Title I Parent meeting is conducted by the school administration, teachers, and district Title I Director and Parent Resource Coordinator to seek the involvement of parents and stakeholders in planning, development, and review of Title I components of the school. All parents are provided brochures and encouraged to ask questions and voice concerns during this time. Parents are provided a copy of the policy beforehand, and copies are also available at the Elberton Education Center.

**3. Offer meetings using flexible schedule, such as meetings in the morning or evening.**

Elberton Education Center appreciates the fact that parents are willing to take time off from work to serve on the Title I / Parent Advisory Committee. We will offer meetings in the morning and evening on the scheduled meeting day to accommodate parents and their work schedules. Our teachers meet with parents any time a parent requests a meeting or if a need arises to schedule a meeting.

**4. Involve parents, in an organized, ongoing, and timely way, in the planning, reviewing, and improvement of programs under Title I, including the school parental involvement policy and the joint development of the targeted assistance program plan under section 114(b), except that if a school has in place a process for involving parents in the joint planning and designing of its programs, the school may use that process; if such a process includes an adequate representation of parents of participating children.**

Parental involvement will be solicited in an organized, ongoing and timely way, in order to develop, review, evaluate, and improve the Title I program, including Elberton Education Center's Parent Involvement Policy and Compact. Both school staff and parents will work jointly on an on-going basis to improve parent involvement through Parent Advisory Committee meetings. Parents will be invited to all Title I Committee meetings. As the Title I Plan is revisited throughout the school year, parents and community members' work with the school to set goals for the school, provide strategies, and review progress of the students. Formal and informal meetings are held throughout the year to ensure that parents and all stakeholders have the ability to be involved in the improvements of the school. Information and review of materials is also available through students, emails, postal mail, and newsletters.

**5. Provide parents of participating students' timely information concerning:**

**a. Title I or Targeted Assistance Programs:** Elberton Education Center is currently considered a Title I School.

**b. Results of the annual school review including school performance profiles:** The information is additionally made available to parents, stakeholders, and the community through the local media. The *Odyssey* Program has a feature that will send a weekly progress report to parents about their child's progress in their scheduled courses.

**c. Individual student assessment results and their interpretation:** Parents are notified of all scheduled state and national assessments through letters sent out by the testing coordinator with the test calendar dates on the school's website. Students and parents are provided with a letter of upcoming assessment, purpose of the assessment, and test-taking tips. Parents are also given information about the promotion criteria for these tests.

**d. A description and explanation of the school curriculum:** All parents are informed at orientation and student intake that the curriculum description can be found on the *Odyssey* website. The website is [www.compasslearningodyssey.com](http://www.compasslearningodyssey.com).

**e. The assessments used to measure student progress and the proficiency levels the students are expected to meet:** Students take assessments (quizzes and chapter tests) in *Odyssey*. The *Odyssey* Program also has a feature that will send a weekly progress report to parents about their child's progress in their assigned courses.

**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:** EEC will conduct meetings with parents twice a semester.

**g. Provide timely responses to parental suggestions:** Parental feedback will be received at each meeting. Previous suggestions will be revisited at the close of each meeting.

**h. Collect all unsatisfactory parent comments regarding the Title I Plan/Program:** All parent comments and feedback will be collected at the conclusion of each meeting.

**i. Attach those comments to Title I Plan when submitted to a Local Education Agency (LEA):** All comments will be attached to the Title I Plan. Parent comments regarding the School Wide Plan are collected and attached to the School Wide Plan when it is submitted to the LEA. Original copies of the parents' comments are kept on site at EEC. Copies will be forwarded to Dr. Fran Floyd, Elbert County's Title I Director.

**6. Provide assistance to participating parents in such area in understanding the:**

**a. National Education Goals:** We will provide access to curriculum information by advising parental use of the Georgia Department of Education website: [www.gadoe.org](http://www.gadoe.org).

**b. State's Content Standards/Performance Standards:** We will provide access to curriculum information by advising parental use of the Georgia Department of Education website: [www.gadoe.org](http://www.gadoe.org).

**c. School improvement:** The school goals or plans are included in the School-Parent Compact.

**d. Components of a school wide program if applicable:** N/A

**e. Components of targeted assistance school program if applicable:** N/A

**f. State and local assessment:** State assessment is available to parents upon request.

**g. Requirements of Title I, Part A/ARRA:** N/A

**h. Ways parents can monitor their children's progress and work with educators to improve the performance of their children:** Parents are encouraged to schedule conferences to address their child's progress and any other concerns. General progress reports will be sent home during each semester. The *Odyssey* Program has a feature that will send a weekly progress report to parents about their child's progress in their scheduled courses.

**i. Ways parents can participate in decisions relating to the education of their children.** Parents are encouraged to attend meetings, complete surveys, and follow up on progress reports from the school and *Odyssey*.

**7. Provide materials and training such as:**

**a. Coordinating necessary literacy training and using technology from other sources to work with parents to improve student achievement.**

Meetings each semester will be used to conduct literacy training and use of technology.

**b. Training to help parents work with their children to improve their children's achievement.** School social worker and/or counselor will provide information to help parents assist their children to improve achievement. Mrs. Wausheka McClary, Parent Involvement Coordinator, offers classes at the Parent Resource Center and provides many available materials to the parents for check-out. The parents can utilize the facility by

checking out books, tapes, or pamphlets that will help with student improvement. She also meets with individual parents to offer helpful suggestions and tips with their children, arrange transportation to meetings, and attend parent conferences to give parental support. The Parent Resource Center is located at Blackwell Learning Center at 373 Campbell Street in Elberton. The Parent Resource Center is open Monday through Thursday from 8:00 AM - 2:00 PM. The phone number for the Parent Resource Center is 706-213-4050.

Mrs. Kate Johnson is a School Social Worker and the Homeless/Migrant Ed Liaison. She works with parents to coordinate needed services, provides support with parent/teacher/student communications, and mentors parents to help with student achievement. Mrs. Johnson's office is also located at the Blackwell Learning Center.

**8. Educate teachers, service personnel, principals and other staff, with the assistance of parents, in the value and utility of contribution 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 Parent Involvement Coordinator will provide assistance with building relationships with parents and the school. The Title I and Professional Development departments provide us with printed materials to distribute to teachers and parents. These are distributed at Open House, Annual Title I meeting, parent conferences, and through parent communications throughout the year. The Elbert County School System partners with the Community Partnership to offer parenting classes and family opportunities.

**9. Coordinate and integrate parent involvement programs, activities and strategies with Title I-B, Migrant Title I-C, Homeless, Vocational Education, Home Instruction Programs for Preschool Youngsters, Public Preschool Programs and other programs, to the extent feasible and appropriate.**

Elberton Education Center will coordinate and integrate parent involvement programs, activities, and strategies with other programs and agencies in the community, to the extent feasible and appropriate. This may include both public and private agencies, (i.e., homeless programs, the migrant programs, Community Partnership of Elberton, Parent Involvement Resource Coordinator, and other service organizations) that enhance parent involvement.

**10. Develop appropriate roles for community-based organization 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 included a role for parents.**

Community Partnership will assist with building relations with businesses and the school. Wausheka McClary, Parent Involvement Coordinator, and Kate Johnson, Homeless/Migrant Ed. Liaison, coordinate with Laura Evans (Community Partnership Coordinator), to help provide information for agencies and services for help with family and student needs. Athens Technical College works with our school system in providing GED programs, literacy training, and computer training.

**11. Conduct other activities, as appropriate and feasible, such as Parent Resource Center 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 parents in the education of their children.**

The Parent Resource Center is located at Blackwell Learning Center. The Center currently houses resources that offer support to parents of children struggling in specific subject areas, discipline, Attention Deficit Hyperactivity Disorder (ADHD) information, character building, self-esteem, family matters, test-taking procedures, and much more.

The parent resource liaison provides support to parents and families by accompanying parents to meetings, making home visits to deliver information, offering support to parents who do not have transportation to come to the Center, hosting parent training opportunities, and all things necessary to build effective communication between home and school.

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

Surveys are sent out in the spring providing parents with the opportunity to suggest needed workshops and activities to assist with academic and emotional needs of students that are participants in the Title I Program. Our school district's parent liaison coordinates these workshops.

**13. 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 such parents understand.**

Elberton Education Center, to the extent practicable, will provide full opportunities for the participation of the 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 is used in our students' homes. Copies are available upon request.

**14. Arrange district-wide meetings at a variety of times and may provide with funds provided under Title I, transportation or childcare as such services relate to parental involvement. (\*Optional)**

N/A

**15. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. (\*Optional)**

N/A

**16. Adopt and implement model approach to improve parental involvement.**

The Parent Involvement Coordinator (Ms. Wausheka McClary) located at the Parent Resource Center assists with these plans. School Improvement Plans and/or district goals identify strategies to improve parental involvement.

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

Elberton Education Center faculty and staff encourage parental involvement and provide activities to support their involvement upon parent requests. Teachers and the administration are

available at convenient times for parent conferences. For those parents who are unable to attend meetings, information is sent home. Timely notifications are sent home in advance so that parents can contact the school to attend the activities. Orientation, Open House, Parent Information Meetings, and Workshops are extended after work hours to encourage parent involvement. Email communications and/or conference calls may be used for those parents who are unable to attend scheduled meetings. Translators are available for any parent needing that service for conferences, meetings, or translation of written information. Comments from Parent Surveys are used to determine convenient meeting times as well as requested needs for parental involvement activities. Elberton Education Center has an Open Door policy to parents' for the support of their students. Parent suggestions will be used to develop future parental involvement activities.

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

Parents serving on the Title I School-Wide Planning Committee provide input for the school-parent compact. Comments on the Title I Annual Parent Survey are also considered in determining parental responsibilities for supporting student learning. Open meetings including Parent Advisory meetings, Orientation, and Open House provide an opportunity to solicit input from parents for this topic. Throughout the school year, this is also addressed through parent conferences, parent visitations, and special programs.

A parent/student/teacher compact will be implemented with the assistance of the Title I / Parent Advisory Committee and be distributed to all students at Elberton Education Center. The compact will be taken home, read, and signed by all parties stating the school's philosophy with regards to student participation, parent involvement, and the teacher's commitment for quality education for each student.

**19. 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.**

The school is responsible for assuring that the state standards are met in the web-based curriculum used. Teachers are responsible for upholding their role agreed to on the parent-student-teacher compact.

Teachers and staff at Elberton Education Center are provided various opportunities throughout the school year and summer to participate in professional development courses/activities that

impact student achievement and to improve their instructional approaches. Teachers have a common planning time to network regarding the *Odyssey* curriculum, discuss student performance, and discipline issues, and to plan collaboratively. The co-teaching model is used to support those students needing additional instructional strategies. Throughout the school year, the Graduation Coach collaborates with teachers to plan and to review their instructional practices and to track/monitor student progress.

Teacher observations and informal classroom walk-throughs are conducted by the administrator to ensure students are provided optimum instruction. The highly qualified staff at EEC facilitate the computer-based classroom environment and use grade sheets for each subject area to assess student mastery. The RTI process and *Classworks* is also used to support students at Elberton Education Center to ensure an effective learning environment.

**20. Explain the ways in which each parent will be responsible for supporting their child'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.**

A parent/student/teacher compact will be implemented with the assistance of The Parent Advisory Committee and be distributed to all students of Elberton Education Center. The compact will be taken home, read, and signed by all parties stating the school's philosophy with regards to student participation, parent involvement, and the teacher's commitment for quality education for each student.

**21. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:**

- a. Parent-Teacher conferences in the school, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement.**

All parties are aware of the expectations presented in the compact. These expectations will be reiterated during conferences and scheduled meetings.

**b. Frequent reports to parents on their children's progress.**

Parents are encouraged to schedule conferences to address their child's progress and any other concerns. General progress reports will be sent home every semester.

The *Odyssey* Program also has a feature that will send weekly progress report to parents about their child's progress in the courses they are taking.

**c. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.**

Parents are given opportunities to come in and observe the instructional classroom. Conferences can be scheduled at the parents' convenience by contacting their child's teacher.