I. Parental Involvement Policy

A. List names and roles (teachers, administrators, parents, etc) of persons involved in developing Parental Involvement Policy.

Monique Davis, Principal; Martha Kate Phifer, Assistant Principal; Pamelyn Deberardinis, Literacy Facilitator; J.H. Gunn School Leadership Committee (parents and teachers)

B. Briefly describe the process your school used to:

1. select participants to develop the policy

   The administrative team developed the draft according to requirements from Section 1118, then the School Leadership Committee reviewed and commented on the draft. Suggested changes were made and the revised version was shared with parents to solicit their feedback. The feedback from that meeting shaped the final version.

2. develop policy (1-2 pages max)

   Our policy is one page long and was created by following the template provided by the CMS Title I department which reflected Components II through XII taken from Parental Involvement Section 1118 of No Child Left Behind Act.

3. implement policy

   The policy was implemented at the Title I Annual Parent meeting on September 29, 2022.

C. Copy of Policy
II. Annual Information Meeting

A. Describe your plan to conduct an annual meeting to inform parents of their school’s participation in Title I Part A. Include strategies to inform LEP parents.

Our annual meeting was held on September 29, 2022. We followed and used the Power Point presentation provided by the CMS Title I Department (with revisions to customize the information for our school) and recorded the presentation so that it was easier for parents to access. Materials were provided in English and Spanish, and an interpreter translated the information in the meeting for our Spanish-speaking parents. We recorded sessions so parents who were unable to attend could access the information in the presentation.

III. Flexible meeting times

A. Describe your strategies to offer flexible times for parental involvement opportunities and meetings.

We solicited feedback from parents regarding days and times that they prefer to attend parent involvement meetings, and schedule our meetings to accommodate this feedback. All information shared at meetings is available in English and Spanish, and we send home copies in Wednesday communication folders for parents who are unable to attend the actual meetings.

IV. Title I Part A Planning

A. What timeline and strategies will you use to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.

We solicit feedback at every parent meeting, beginning on September 29, 2022, and we send parent surveys home quarterly. We share information in students’ Wednesday communication folders, through Connect 5 telephone calls, through our school website, ClassDojo and via email to parents.

V. Parent Information and Opportunities

A. Describe how you will provide parents with the following:

1. Timely information about Title I Part A Programs

We present information in quarterly parent meetings, via Connect 5 telephone messages, and in printed form (in English and Spanish) in students’ Wednesday communication folders. Information is also displayed on our school website, and ClassDojo.
2. School performance profiles

We send this information home in printed form (in English and Spanish) in students’ Wednesday communication folders. The information is also displayed on our school website.

3. Assessment results of their child’s performance

Parents can access assessment results through PowerSchool, and in students’ Wednesday communication folders. Progress reports are sent home after the fifth week of each academic quarter, and report cards are sent home at the end of each academic quarter. Parent conferences are held for all parents at the end of the first academic quarter, and during the rest of the year as needed.

4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities.

We share this information (in English and Spanish) during our quarterly parent meetings and send it home in students’ Wednesday communication folders.

5. Opportunities for regular meetings to participate in decision making

We provide opportunities for feedback and suggestions at every parent meeting. Our monthly School Leadership Team meetings are open to all stakeholders and we regularly encourage parents and staff members to participate with personal invitations and Connect5 telephone messages.

6. Timely responses to suggestions and questions raised by parents

We respond within 24 hours to questions from parents and incorporate suggestions from parents into our planning meetings for upcoming events.

7. Reasonable access to staff, opportunities to volunteer and participate in child’s class.

Parents have access to staff via face-to-face conferences, telephone calls, emails, teacher websites, Canvas pages, ClassDojo, and our school website feedback page. We provide opportunities and assistance for parents to register as volunteers when they visit our campus, and solicit for parents when any available volunteer opportunities arise.

VI. School-Parent compact

A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child’s achievement. Include strategies to inform parents with language barriers and/or disabilities.
The compact was sent to parents via a google form and hard copy. Parents were able to review the teacher and principal commitments and agree to theirs. Parents were given the opportunity to give feedback on the compact for the 2022-2023 school year.

B. Include a copy of the compact

VII. Building Parent Involvement Capacity

A. Briefly discuss how you will address the following:

1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child’s progress, and participating in decisions relating to the education of their child.

   Information about performance standards, assessment, Title I, monitoring their child’s progress, and participating in decisions relating to the education of their child is presented to parents at our parent meetings. Meetings for Spanish-speaking parents are held monthly, and Title I parental involvement meetings (with materials in English and Spanish with Spanish-speaking interpreters) based on curriculum areas are held quarterly.

2. Provide materials and training to help parents work with their child (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult ESL, etc.)

   Meetings for Spanish-speaking parents to help parents understand the curriculum and help their children academically at home are held monthly, and Title I parental involvement meetings (with materials in English and Spanish with Spanish-speaking interpreters) with activities and materials for parents to use to help their students with academic skills are held quarterly.

3. Educate teachers and other staff to work with parents

   Professional development for teachers and other staff related to Title I and how to work with parents is provided in the weekly bulletin for staff, and is also presented during monthly professional development staff meetings.

4. Coordinate and integrate parental involvement programs/activities

   The School Leadership Team, parent involvement committee, and administrative team use the school master calendar to coordinate parental
involvement activities. All curriculum areas are integrated into each quarterly meeting.

5. Develop appropriate roles for community-based organizations and businesses

The principal and the rest of the administrative team work with community-based organizations and businesses to create and maintain partnerships that will benefit students and parents at our school.

6. Conduct other activities as appropriate and feasible that are designed to help parents become full partners in the education of their child

The parent involvement committee, School Leadership Team, administrative team, school social worker, and school counselor conduct other activities as appropriate to help parents become full partners in the education of their child.

7. Ensure that information related to parent involvement is sent home in the language used in the home

We regularly send home all information in English and Spanish because those are the languages spoken in the majority of our students’ homes. If information is required in other languages we use the CMS Interpreter Unit.

VIII. LEP and Disabled Parents

A. Provide full opportunities for the participation of parents with limited English proficiency or with disabilities

We include parents with limited English proficiency in all other parent meetings by providing interpreters and translation into Spanish for all materials and information. Our school is fully accessible to parents with disabilities and we will make home visits for parents who are unable to come to our campus.

IX. Reservation of Funds: Not less than 1% of the LEA’s allocations SHALL be reserved to carry out parent involvement activities, including family literacy and parenting skills. (95% of this allotted to individuals Title I schools)

A. How will your school ensure a portion of your allotment will be spent on parent involvement?

We have an automatic set-aside amount in our Title I budget for parent involvement.

B. How will your school determine how funds will be allotted for parental involvement activities?
Funds will be spent on parent involvement activities according to proposals for these activities that are developed by the administrative team in response to requests from parents and teachers.

X. Parent Request

A. Describe how you will provide reasonable support for parental involvement activities requested by parents.

Proposals for parent involvement activities are developed by members of the administrative team which include feedback and requests from parents that are solicited at previous meetings and through requests in students’ weekly communication folders.

XI. Annual Evaluation

A. Discuss timeline and plan for involving parents in an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools.

Our spring Title I parent meeting is held to review our program and solicit feedback regarding the design and effectiveness of our school program. All parents are invited using various ways of communication and morning and afternoon sessions will be held to maximize the opportunity for parents to attend. Information and opportunities for feedback will be sent home in communication folders so that parents who are not able to attend will still be able to participate.

XII. Other Parent Involvement Practices (School may include the following).

Only describe the ones you choose to implement

A. Describe how your school addresses the following.

1. Provide necessary literacy training

   We provide strategies and materials for parents to use at home to help their children in literacy, including read-aloud strategies, identifying appropriately leveled reading materials, and obtaining public library cards.

2. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities

   We have recorded sessions for our required Title I parent meetings and send home information so that all parents will have the opportunity to participate. Our counselor and school social worker go on home visits for parents who are unable to attend activities at school.