

Revised July 28, 2011

**Doves Creek Elementary  
Title I Parental Involvement Policy  
2011-2012  
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The Faculty and staff at Doves Creek Elementary believe that parent involvement is crucial to the academic success of students. The Parental Involvement Policy has been developed to emphasize Doves Creek Elementary in its efforts to make the relationship between school and parent a successful bond. The following objectives will be carried out throughout the school year:

- 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.**

Doves Creek Elementary realizes parent involvement is very important in the development, implementation, and review of the school's Title I Plan, Parent Involvement Policy, and Title I Parent, Teacher, School Compact. School support and coordination with parents will be provided throughout the school year to get parental input, decisions, and revisions to plans. Parents serve as members of School Council, PTO Executive Board, and mentors/volunteers to help in implementing parent involvement programs. The Title I Schoolwide Improvement Plan, Parent Involvement Policy, and Compact remain available in the administrative office. Parents are provided a copy of the Compact during Open House.

- 2. Convene an annual meeting, at a convenient time, to which parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I and to explain Title I, its requirements, and their right to be involved.**

Doves Creek Elementary schedules a Parent Information Night with the intention to help parents understand more about the expectations of their children while at school. Included on the agenda is an introduction to the Title I Program, presented by Dr. Martha Noble, Title I Director. The Elbert County Title I Parent Coordinator, Wausheka McClary, and K-5 Curriculum Director, Lamar Scott, also attend to encourage parent involvement and communication.

Questions and comments are encouraged from parents to further understand the Title I Program. This meeting informs parents of their school's participation in Title I, explains requirements of the program and parents' rights to be involved in the Title I process.

- 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.**

Doves Creek Elementary will host meetings at flexible times to accommodate parent participation and involvement. Our stakeholders believe when parents become involved in the instructional process, they are more likely to make school a priority for their children. Meetings are scheduled before school, during school hours, after school, and evenings. Transportation can be provided if requested. Child care options are available if needed. School administration, faculty, staff, Parent Involvement Coordinator, and Title I Coordinator are available for phone conferences, email communications, and on site school visits. Home visits can be arranged for any parents requesting this service.

4. **Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b), 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.**

Parents of Doves Creek students are involved in the planning and revision of the School Improvement Plan and Parental Involvement Plan and compact. Throughout the school year, parents and staff work to establish goals, plan programs, and encourage parental involvement through various activities provided at the school. Parents and community members participate on School Council, PTO Executive Board, and Title I Parent Involvement Committee. In addition, parents serve as mentors/volunteers within our school to promote reading, math tutoring, and classroom volunteers. Information is available through newsletters, special events notices, emails, Community TV announcements, radio announcements, surveys, and PTO meetings, and School Council meetings.

5. **Provide parents of participating students timely information on:**
  - a. **Title I programs in the school.**
  - b. **Results of the annual school review including school performance profiles.**
  - c. **Individual student assessment results and their interpretation.**
  - d. **A description and explanation of the school curriculum.**
  - e. **The assessments used to measure student progress and the proficiency levels the students are expected to reach.**
  - 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.**
  - g. **Provide timely responses to parent suggestions.**

- h. Collect all unsatisfactory parent comments regarding the Schoolwide Plan and attach those comments to the Schoolwide Plan when submitted to LEA.**

Timely communications to parents are provided throughout the school year to assure parents remain aware of the school's programs and activities. Title I information is presented during PTO meetings, Open House, parent/teacher meetings and special events. Communications through emails, regular mailings, and notices posted on the County website are used. Schoolwide performance profiles and individual student assessment results are provided through the administrative offices.

Parents are notified of state and national assessments through newsletters and daily reminders in student planners/agendas. Meetings are scheduled to familiarize parents with CRCT and CRCT-M testing. Parents are also provided information on the CRCT online assessment practice system, the use of COACH practice books, and accessibility for online Study Island. Parents are notified of student assessment results at the time of their release to the school. Interpretations are also made available upon request.

Parents are informed of student progress and performance through parent/teacher conferences, student agendas/planners, daily work folders, progress reports, report cards, newsletters, online grade reports through PowerGrade and parent contacts. Agendas/planners and daily folders inform parents about daily assignments, homework, projects, and behavioral progress. Teachers communicate directly to parents by sending notes home on a daily basis or through email or by telephone. Parent signatures are required each night showing that the parent is aware of any communication in the agenda/planner. Curriculum updates are relayed to the parents throughout the year through school newsletters, PTO meetings, School Council meetings, or through the website. Comments and concerns are valued from the parents. The annual parent survey analyses are tallied and results are sent to LEA.

- 6. **Provide assistance to participating parent in such areas as understanding the:**
  - a. National Education goals**
  - b. State's content standards and student performance standards**
  - c. School improvement and corrective action process if applicable.**
  - d. Components of a schoolwide program, if applicable.**
  - e. Components of a targeted assistance school program, if applicable.**
  - f. State and local assessments.**
  - g. Requirements of Title I, Part A.**
  - h. Ways parents can monitor their children's progress and work with educators to improve the performance of their children.**
  - i. Ways parents can participate in decisions relating to the education of their children.**

Doves Creek Elementary helps parents understand National Educational goals, State standards, and student performance standards through information presented in handouts given during Open House, parent meetings, Title I Information Night, conferences, and discussions throughout the school year. The Parent Resource Center provides information on parenting, assisting students to succeed in school and various support materials available to all parents. Areas of School Improvement, the Schoolwide Plan, and Title I parent information are presented to parents at the Title I Information Night meeting. Updates and revisions are given to parents throughout the school year.

Parents are notified of all scheduled state and local assessments through the administrative office and by teacher communications. Test taking tips are shared with parents through parent meetings, conferences, and handouts. Parents are also given information on performance levels and requirements for meeting standards through newsletters, Information Night handouts, parent letters, and the District website. Handouts, PowerPoint presentations, and question and answer sessions inform parents with information for test preparation, practice, tips for success, and expectations. Parents are provided with copies of performance assessments to monitor their student's progress. Parent-teacher conferences provide ways to support and improve student improvement as do student planners/agendas, progress reports, report cards, and online grade reports. All these components offer opportunities for parents to join the decision making process to support their children's educational opportunities.

**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.**

**b. Training to help parents work with their children to improve their children's achievement.**

Opportunities are provided to parents to coordinate literacy training and using technology to improve student achievement. The Parent Resource Center offers resources, information, and materials to help with student achievement. Parents are offered training to assist their student at home with identified student needs. The Parent Liaison can also offer community resources if needed to further support parents and students.

Literacy and technology training is offered to encourage parent involvement to increase student achievement. Handouts and training are offered to explain the Georgia CRCT online assessment to parents. Online Assessment practice sessions are explained and reviewed. The media specialist and teachers support parents in using the online assessment practice. Other online practice programs are explained and provided to parents and students. Parent resources, including a parent lending library, are available in the Doves Creek media center to support literacy.

**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 partner, implement and coordinate parent programs, and build ties between home and school.**

The faculty and staff at Doves Creek Elementary believe that parent involvement is critical to the academic success of students. To reach our school goals, parent involvement is a very important factor in meshing home/school connectivity. Teachers are encouraged to maintain positive interaction and contact with parents concerning student progress. Staff development opportunities are offered to present information on parental involvement and strategies to support parents and students. In-service opportunities, faculty meetings, Title I coordinator, Parent Liaison, resource personnel, school leadership team, and Parent Resource Center are sources for information on parent involvement benefits. Communication with parents and opportunities to work with parents are topics for information shared through PTO meetings, grade level meetings, faculty meetings, Open House, and through professional development opportunities. Providing opportunities to unite school and home forms a positive foundation for student achievement.

**9. Coordinate and integrate parent involvement programs, activities, and strategies with Head Start, Even Start, Reading First, Early Reading First, 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.**

Doves Creek Elementary tries to integrate parent involvement programs, activities and strategies with other programs as much as possible. After school tutorials provide assistance to those identified students with academic needs. Technology programs provide supportive assistance to students needing interventions and/or enrichment activities. Teachers collaborate with the ELL teacher to plan strategies and activities to help parents, teachers, and any students with specific academic needs. Home instruction is provided for any student with medical needs by an on-staff certified teacher. Preschool teachers work collaboratively with Kindergarten teachers to plan activities and programs to benefit transition from Preschool to Kindergarten. Many parent activities are planned throughout the year for both Preschool and Kindergarten students to support and encourage early parental involvement. Two required conferences are scheduled for Preschool parents to visit the school and to monitor student progress. Doves Creek works collaboratively with local agencies such as Parent Community Partnership to plan local events and activities or workshops to foster support for parents. Head Start students visit Doves Creek Elementary in the Spring for orientation to Kindergarten.

**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.**

Doves Creek Elementary has Business Partners who provide opportunities for fundraisers as well as volunteering to work with teachers and students. McDonald's, Wendy's and Papa's Pizza provide Reading Incentives for student achievement. The Title I Parent Coordinator, Parent Liaison, and Social Worker work with parents to provide information for agencies and services to help with family and student needs. Athens Technical College works with our school system in providing GED programs, literacy training, and computer training. Community service clubs and business partners work with parents to provide student needs such as glasses, scholarships for field trips, medical services. After school tutorials are available to students. Elbert County Middle School students and Elbert County Comprehensive High School students work as mentors/volunteers to assist students in reading and math. The recreation department staff works with Doves Creek to schedule recreation events and practices as well as scholarships for recreational opportunities for students who may need assistance to participate in community recreational opportunities.

Parents often participate in field trips during the year and in the annual field day in May. Parents volunteer to help with Book Fairs, Spring Festival, and other grade level activities or special events. Mentors meet with students twice a month to help with socialization skills as well as academic needs.

Doves Creek Elementary fifth grade students visit the middle school to assure a smooth transition into sixth grade. Peer guides lead the elementary students through an abbreviated schedule to introduce the middle school concept. A parent information night is scheduled later at the Elbert County Middle School to provide information to parents about the middle school program and student opportunities for participation.

**11. 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.**

Doves Creek Elementary work with resources such as the Parent Resource Center, Title I, Community Partnership, and Elbert County Comprehensive High School to provide opportunities for parents to gather information on child development and rearing issues to help parents become full partners in the education of their children. Parenting classes, information on child development from birth to various ages, parenting tips, and available support services are some of the opportunities provided through these sources. Community Partnership works with the school system to plan parent/family activities to foster positive interaction within the school and families. The Community Partnership also helps with referrals to various community agencies as needed for parents and

students. Other local organizations work with the school system to schedule activities and programs to benefit parents to actively participate in their student's education. Home/School Connections, Reading Connections, and Math/Science Connections newsletters are publications that are sent home monthly. These address student achievement, parenting strategies, and family involvement for students.

**12. 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.**

An annual survey is conducted in the spring to evaluate parent involvement activities, workshops, and programs. The results of the survey are used in the planning and revision of the parent involvement plan. Parent input and comments are encouraged to identify specific areas of academic and emotional needs for families and their students. Parents and school committee members work together to evaluate the Title I program and goals. Recommendations for improvement and suggestions for revisions are objectives for parent input.

**13. To the extent practicable, provide full opportunities for the participation of LEP parents, parents of migratory children, and parent with disabilities including providing school profiles and information related to school and parent programs,**

Doves Creek Elementary, to the extent practicable, welcomes parental participation and support of all parents in its education process. Newsletters, special events, and information concerning testing, meetings, parent programs are translated into the native language for the parents. A translator is available for parent conferences and written translations. The school building is designed to facilitate the needs of parents and students with disabilities. Information is also available on the school website.

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

Doves Creek Elementary faculty and staff encourage parental involvement and provide activities to support this involvement upon parental requests. Teachers and administrators 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. Open House, Parent Information Meetings, and workshops are extended after work hours to encourage parent involvement. Email communications are used at parent requests. Telephone contacts are used for those parents who may work out of town. Translators are available for any parent needing that service for conferences, meetings, or written information. Doves Creek has an Open Door policy to parents' availability for supporting their students.

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

Parents participate in the annual Parent School Improvement Survey to provide input and comments on the school programs, activities, and goals and professional development opportunities. Input from the surveys is used in planning for school improvements and staff development. Parents participate in the development and revisions of the school's Title I School Improvement Plan which outlines strategies to improve teacher and administration effectiveness for school improvement. Parents serve on School Council, PTO Executive Board, and Title I Parent Involvement Committee, and Parent Advisory Committee to have input and to share ideas and concerns.

**16. Train Parents to enhance the involvement of other parents. \*\*Optional**

Through parent participation in the varied opportunities and activities of Doves Creek Elementary, parents gain valuable experience and can redeliver this information to other parents. Parents volunteer to familiarize new parents with the opportunities and activities provided through our school. Through committee involvement, parents can share the committee information with other parents. The Parent Resource Center, the local Board of Education, PTO board, School Council, and the school offer training opportunities.

**17. Adopt and implement model approaches to improving parental involvement. \*\*Optional**

Doves Creek Elementary continually looks to improve its parental involvement model. Communication with other school systems as well as onsite visits to other schools benefit our administrators and staff with new possibilities for parent involvement. The staff researches and evaluates information on other models to implement for parent involvement. Our staff is continually involved in seeking out opportunities to implement additional approaches to improve our parent involvement.