

**Carrollton City Schools**  
**District-wide Parental Involvement Policy**  
**Reviewed and Approved July 22, 2014**

**GENERAL EXPECTATIONS**

**The Carrollton City Schools agrees to implement the following statutory requirements:**

Carrollton City Schools will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA). These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Carrollton City will incorporate this district-wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities 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 Carrollton City LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- Carrollton City will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- Carrollton City Schools will be governed by the following statutory definition of parental involvement, and expects that its Title I schools 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—

- ✓ that parents play an integral role in assisting their child’s learning;
- ✓ that parents are encouraged to be actively involved in their child’s education at school;
- ✓ 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;
- ✓ the carrying out of other activities, such as those described in section 1118 of the ESEA.

**DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICTWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**The Carrollton City Schools will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under section 1112 of the ESEA:**

**1. Annual Stakeholder Meeting**

Carrollton City Schools will hold an annual Stakeholder Meeting in the late spring/ summer. Parents will be invited to the stakeholder meeting through announcements in the newspaper, on school/ district website, and through *Schoolcast* (automatize calling system). At this meeting, the results of the Annual Title I Parent Survey is shared and the LEA Parent Involvement Policy is open to development/revision,. Parents work together to make changes, and recommendations are shared to be considered in the development of the Parent Involvement Policy for the upcoming school year. Participant recommendations are noted and incorporated into the final Parent Involvement Plan.

**2. Parent Surveys**

All Title I A schools will make available, in multiple ways (on-line, paper copies distributed to all parents of students, and copies available in each school’s Parent Resource Center) an annual Parent Survey. Items on the survey will be chosen in accordance with and consideration of the regulations outlined in section 1118 of the

ESEA of 1965, student academic data, parental involvement trends, and parental feedback and suggestions, and will be decided upon by the Title I Director, Title I Parent Engagement Coordinator, and the Title I administrator in each school. The district will provide an electronic version of the survey which will be able to generate a variety of reports including participation frequency, disaggregated data, and a variety of formal presentation reports. Communication and opportunities which encourage parents to participate in the survey will include announcements in Title I Newsletters distributed to all parents, distribution of the survey (paper copy), invitation and links to participation on school and district websites, bulletins/newsletters, School-Cast announcements, and availability of computers in schools for parents to access the survey. The survey will be open for extended periods of time to encourage maximum participation. Once completed, the district will distribute individual school results and district-wide results to all schools. Results will be presented to all staff in schools, and will be available to all parents through school websites and in a meeting to which all parents of students are invited. Parental feedback, trends, strengths, and areas for improvement will be noted and considered in the development of the LEA Parental Involvement Policy.

### **3. Parent Feedback/ Evaluation**

Every parental involvement meeting and each parental academic-focus event will provide opportunity for written feedback from parents on offerings and activities in place as well as opportunity for suggestions on future meeting topics and events and needs to be filled. The Parent Engagement Coordinator and Title I school administrators will strive to establish a positive, open, and comfortable rapport with parents where they are at-ease in contributing and responding to existing parent involvement endeavors. The LEA will take into consideration all feedback and input from parents, and will identify practices that are currently effective, and areas for improvement, and will incorporate the actions necessary to building effective partnerships with parents into the LEA Parental Involvement Policy. All non-satisfactory comments received will be attached to the plan upon submission to the State Education Agency.

### **The Carrollton City Schools will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:**

- ✓ State and local assessment results will be made available to all parents (school results and district results) in meetings and on websites.
- ✓ Parents will be notified by mailed letter and school and district website(s) that a school has been identified as Reward, Priority, Focus or Alert School status, and what this means. Actions that the school, school district, and State Department of Education is taking to address this status will be shared, as necessary.
- ✓ Parents will be provided opportunity for comment and feedback through surveys and meeting opportunities.

- ✓ Parent feedback, and results from the annual Title I parent survey will be shared, and parents will be provided with the opportunity to provide proposals on improvement initiatives.
- ✓ Parents will be provided opportunity to participate in the process of reviewing and contributing to the revision of School Improvement Plans, Schoolwide School Improvement Plans through designated meetings to which all parents/guardians of students in Title I schools are invited to attend.
- ✓ Each school will share their School Improvement Plan with parents in a meeting (Annual Title I Parent Involvement Meeting) that all parents will be invited to attend, with opportunity for feedback. The School Improvement Plan will be available at all times in Parent Resource Centers, on each school's website and upon request.

**Carrollton City Schools will provide the following necessary coordination, technical assistance and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:**

The Georgia Department of Education requires that Carrollton City Schools monitors the implementation of Title I program and provide technical assistance to school on all Title I parent involvement requirements as well as develop a plan to carry out effective parent involvement practices. This technical assistance includes monitoring the expenditure of all funds associated with Title I Parent Engagement Activities.

Title I Director will undergo training from GaDOE and other sources to maintain proficiency in Title I parent engagement program compliance requirements. When possible the Title I school administrators and Title I parent engagement Coordinator will be encouraged to attend the GADOE PIC regional meetings, annual conference and Parent Engagement Webinar Series to stay abreast of program requirements and best practices.

The Title I Director will meet with the Parent Engagement Coordinator and Title I School Administrators at the beginning of the school year to review the parent involvement requirements. The Title I Parent Engagement: A Comprehensive Guide to Implementing an Effective Title I Parental Involvement Program is provided to each participant at the meeting and utilization throughout the year. In addition, monthly meetings are held with the team to monitor activities and to ensure compliance and provide an opportunity for collaboration and sharing of best practices and resources between schools. . Meeting agendas and sign in sheets are kept on file for documentation.

Technical support is provided to carry out effective parent involvement practices including providing information/ guidance in the following areas:

- Review of Parent Involvement laws and expectations
- Parent required notifications
- Timelines– Parent Notifications
- Annual Title I meeting
- Correspondence in Other Languages
- Parent Engagement Coordinator Roles and Responsibilities
- Parent Night Calendar of Events
- Elimination of barriers which prevent parent participation
- Parent Committee
- Parent Involvement Plan
- FLP notification requirements
- Parent survey
- Evaluation of Parent Engagement Activities
- Documentation of Parent Participation
- Parent/ School Compact
- Building Parent Capacity
- Parent Resource Center
- Parents Right to Know
- Family Friendly Schools Award
- Parent Engagement Professional Development and resources

The LEA will provide, and use, checklists and templates as offered by the GADOE to ensure effective, meaningful compliance.

The Title I Parent Engagement Coordinator will be available to plan and support school-based academic parent/family events.

**Carrollton City will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs, agencies and partners such as:**

- 21<sup>st</sup> Century Learning Centers
- Head Start
- Special Education
- Pre-K
- Early Intervention Program
- Bright From the Start
- University of West Georgia

- Kiwanis Club
- Ferst Foundation
- Local Public Library
- Southwire

**Carrollton City Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.**

### **1. Annual Stakeholder Meeting**

Carrollton City Schools will hold an annual Stakeholder Meeting in the late spring/ summer. Parents will be invited to the stakeholder meeting through announcements in the newspaper, on school/ district website, and through *Schoolcast* (automatize calling system). At this meeting, the results of the Annual Title I Parent Survey is shared and the LEA Parent Involvement Policy is open to development/revision,. Parents work together to make changes, and recommendations are shared to be considered in the development of the Parent Involvement Policy for the upcoming school year. Participant recommendations are noted and incorporated into the final Parent Involvement Plan.

### **2. Parent Surveys**

All Title I A schools will make available, in multiple ways (on-line, paper copies distributed to all parents of students, and copies available in each school's Parent Resource Center) an annual Parent Survey. Items on the survey will be chosen in accordance with and consideration of the regulations outlined in section 1118 of the ESEA of 1965, student academic data, parental involvement trends, and parental feedback and suggestions, and will be decided upon by the Title I Director, Title I Parent Engagement Coordinator, and the Title I administrator in each school. The district will provide an electronic version of the survey which will be able to generate a variety of reports including participation frequency, disaggregated data, and a variety of formal presentation reports. Communication and opportunities which encourage parents to participate in the survey will include announcements in Title I Newsletters distributed to all parents, distribution of the survey (paper copy), invitation and links to participation on school and district websites, bulletins/newsletters, School-Cast announcements, and availability of computers in schools for parents to access the survey. The survey will be open for extended periods of time to encourage maximum participation. Once completed, the district will distribute individual school

results and district-wide results to all schools. Results will be presented to all staff in schools, and will be available to all parents through school websites and in a meeting to which all parents of students are invited. Parental feedback, trends, strengths, and areas for improvement including methods to remove barriers which prevent parent participation will be noted and considered in the development of the LEA Parental Involvement Policy.

### **3. Parent Feedback/ Evaluation**

Every parental involvement meeting and each parental academic-focus event will provide opportunity for written feedback from parents on offerings and activities in place as well as opportunity for suggestions on future meeting topics and events and needs to be filled. The Parent Engagement Coordinator and Title I school administrators will strive to establish a positive, open, and comfortable rapport with parents where they are at-ease in contributing and responding to existing parent involvement endeavors. The LEA will take into consideration all feedback and input from parents, and will identify practices that are currently effective, and areas for improvement, and will incorporate the actions necessary to building effective partnerships with parents into the LEA Parental Involvement Policy. All non-satisfactory comments received will be attached to the plan upon submission to the State Education Agency.

**Carrollton City Schools will build the schools' 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:**

**A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, 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:**

The LEA will ensure that all topic information, as identified in Title I, Part A requirements, will be shared with parents at each school. The Title I Parent Engagement Coordinator and Title I Director will inform schools of these requirements, and will serve by gathering resources, including PowerPoint's, informative materials and resources to share, in addition to school-developed resources.

Information will be provided to parents in multiple methods: Newsletters, school/district website, brochures, parent conferences. Parent night activities, Schoolcast, letters from Principals, PTVO, Annual Title I Meetings.

The Parent Engagement Coordinator and Title I school administrator will be available to participate in and assist at all meetings and activities offered to parents at the district's Title I schools, and will respond to all requests for support.

Each school will have a Parent Resource Center, where resources and materials will be available to parents. The resources will include information specific to parents on specific topics, as well as resources that parents may borrow as they work with their child to build academic skills. Parents will be offered the opportunity to provide input on the acquisition of specific resources (through the parent involvement fund).

**B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.**

Parent Meetings: Schools will be supported in providing opportunity for all parents to participate in meetings and family events which will focus on school/grade level academic expectations. Meeting support will include offering of resources and information to be shared on how parents can work with their child to achieve academic success. Parents will be informed of opportunities available in the local community that include free tutoring, ESOL support, and GED preparation.

All schools will provide the opportunity, through meetings, for all parents to participate in learning about the use of technology to access specific information and on-line activities to support their child's academic achievement. School computers and internet access will be available to parents at all times. Parent meetings will include demonstration of programs that are offered by schools, the district, and the GADOE. Links to educational sites and programs will be shared on a monthly basis in Title I Newsletters.

Parent Resource Center: Each school will have a Parent Resource Center, where resources and materials will be available to parents. The resources will include information specific to parents on specific topics, as well as resources that parents may borrow as they work with their child to build academic skills. Computers with on-line access will be available for parent use. Schools will continue to build on resources for parents to access in the Parent Resource Center. Effective use of the resources will be demonstrated. Schools will publicize their Parent Resource Centers to increase parent



awareness of the center through open-house events, visible posters, newsletters, and featuring the Centers whenever feasible.

**C. Carrollton City will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals 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 schools.**

- The annual Title I Parent Survey will serve to determine specific areas that may need attention in specific schools; once identified; staff will be informed and supported in improving parent-school relations and strengthening parental involvement opportunities with assistance from the Parent Engagement Coordinator. This will include presentations at grade level meetings or in staff meetings to share on standard topics such as effective parent-teacher conferencing and creating a partnership with parents, as well as topics of need particular to individual schools.
- Each school will develop, with input from parents, staff and students, a Compact, which will outline how the school and parents will work together, as equal partners, toward student academic success. The compact will include strategies to meet specific academic achievement goals which will call for specific actions to be taken by the school, the family, and the student.
- Each school will develop, with input from parents and school staff, a Parent Involvement Policy that will outline the implementation of actions and strategies to ensure a partnership for the purpose of student success. The Policy will outline specific targets that will be met through the implementation of a variety of services and opportunities for parents to participate in.
- Student progress will be reported to parents – through writing, conferencing, on-line grades accessibility, with ideas for parental support of student progress. Two formal conference opportunities will take place at each school and formal report cards will be issued once each 9 week school term. A progress report will be issued mid-way through each 9 week term. All parents will be invited to a demonstration of access to PowerSchool at the start of the school year, which will enable parents to monitor student progress throughout the school year.
- Information concerning the Title I programs will be shared, including what parents will receive through the program. The Annual Title I Parent Involvement Meeting will take place by the end of September, 2014. Information will also be available at all times on the school and district websites.
- Teachers/School Staff will participate in parent meetings and events, as appropriate, to inform and work with parents in a variety of ways to share academic expectations and how parents can be involved in working with their child in achieving academic success.

- Teachers will discuss the Family-School Compact during parent-teacher conference time in the fall.
- The LEA will continue to build on resources which focus on effective parental involvement practices to make available to schools.

**D. The school district 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.**

Each school will work with feeder Day Care programs to foster a smooth transition from Day Care to Kindergarten. Activities will include offering invitations to school events and Open House sessions where information on opportunities and programs is shared, and a walk-through at the school. Each school will work with the local day care facilities in the spring to facilitate and informational meeting on Kindergarten transition.

Each school will make available a Parent Resource Center, where information, computers, materials, and academic activities may be easily accessed by parents to use with their student at home. All items may be borrowed or used free of charge. Parents will have input, through the Annual Title I survey and feedback opportunities, to share ideas and requests that would serve to enrich the functionality of the Parent Resource Centers. Parents will be made aware of the Parent Resource Center's offerings through events such as PRC Open House, newsletters, posters.

**E. The school district 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:**

Announcements and invitations to parent events and opportunities will be shared in multiple ways, including school bulletins, inserts to school newsletters, phone calls and website postings.

To the extent practical, correspondence to parents including title I required documentation will be provided in a language that the parents can understand. Translators will be available at parent conferences, parent night activities and on other occasions upon request. School and district website has translator function enabled.

Information in school newsletters, Title I bulletins, and phone calls will be presented in parent-friendly language. The LEA will expand the use of email and/or texting as a way of communicating with parents. Other means of notifying parents of events may include posters, signs, banners, etc.

**F. Provide other reasonable support for parental involvement activities under section 1118 as parents may request.**

All feedback opportunities (surveys, written forms) will provide parents the option to make requests for specific Parent Involvement activities or topic presentations. All requests will be taken into careful consideration. Flexible meeting times, childcare and transportation has been provided in an effort to remove barrier which prevent parent participation.

**DISCRETIONARY DISTRICTWIDE COMPONENTS**

- In an effort to eliminate barrier which prevent parent participation, schools provided transportation and child care costs to enable parents to participate in school-related meetings and training sessions;
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home/ phone conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- The district has established a district-wide stakeholder meeting to provide advice on all matters related to parental involvement in Title I, Part A programs;
- The district has continued to developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

**ADOPTION**

This District-wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by invitations to participate in policy development, meeting agendas, sign-in forms, documented survey results, and completed feedback forms.

This policy was adopted by Carrollton City Schools on July 22, 2014, and will be in effect for the period of FY15. The school district will make available this policy to all parents of participating Title I, Part A children through the District website, Title I School websites, in each Parent Resource Center in each Title I school, at each Title I school Annual Title I

Parent Involvement Meeting, and upon request to Annette Murphy, Title I Director through email at [annette.murphy@carrolltoncityschools.net](mailto:annette.murphy@carrolltoncityschools.net), or by phone 770 834 7077 or by mail 288 Tom Reeve Drive, Carrollton, GA 30116