

Building a Meaningful and Comprehensive Parental Involvement Policy for Your School

*Title I, Part A Parental Involvement
Webinar Series
February 17, 2015*

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Interim Program Manager
Parent Engagement Program
Georgia Department of Education

Developing a Policy/Plan?

***"That's how we have
always done it."***



***"Just use the
same one that we
used last year."***

Plan is Not a Four Letter Word



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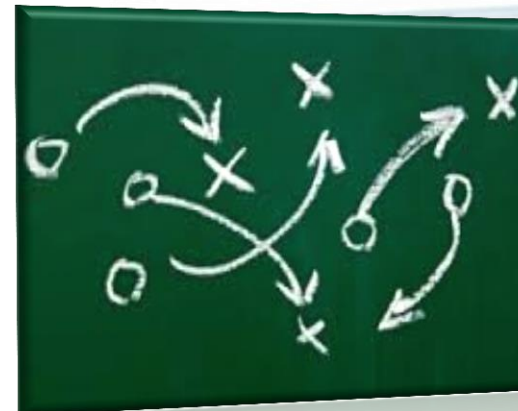
Comprehensive LEA
Improvement Plan

Schoolwide Plan

School Improvement Plan

Targeted Assistance

Flexible Learning
Program



Quality Family Engagement Programs are:

SYSTEMIC

Family Engagement is purposely designed as a core component of educational goals, such as school readiness and student achievement

INTEGRATED

Embedded into structures and processes including professional development, teaching and learning, community collaboration, and the use of data for continuous improvement and accountability

SUSTAINABLE

Will have adequate resources, including public-private partnerships, to ensure effective strategies with the power to impact student learning and achievement



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Ineffective Family-School Partnerships

THE CHALLENGE

Lack of opportunities
for **School/
Program Staff** to
build the capacity
for partnerships

Lack of
opportunities for
Families to build
the capacity for
partnerships

OPPORTUNITY CONDITIONS

Process Conditions

- Linked to learning
- Relational
- Development vs. service orientation
- Collaborative
- Interactive

Organizational Conditions

- Systemic: across the organization
- Integrated: embedded in all programs
- Sustained: with resources and infrastructure

POLICY AND PROGRAM GOALS

To build and enhance the capacity of staff/families in the "4 C" areas:

- **Capabilities** (skills and knowledge)
- **Connections** (networks)
- **Cognition** (beliefs, values)
- **Confidence** (self-efficacy)

FAMILY AND STAFF CAPACITY OUTCOMES

School and Program
Staff who can

- Honor and recognize families' funds of knowledge
- Connect family engagement to student learning
- Create welcoming, inviting cultures

Families who
can negotiate
multiple roles

- Supporters
- Encouragers
- Monitors
- Advocates
- Decision Makers
- Collaborators

Effective Family-School Partnerships Supporting Student Achievement & School Improvement

US ED The Dual Capacity- Building Framework for Family-School Partnerships

Developing High Impact Strategies

Think About...

...*a Syllabus*



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- Guide yearly progress
- Identify key dates
- Ensure standards being taught
- Revised each year



*Every good teacher develops
and utilizes a syllabus to meet
standards and objectives*

Today's Lesson Plan



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- Understand what the School Parental Involvement Policy must address, describe, and contain
- See how to develop the School Parental Involvement Policy
- Learn strategies to get parent input and ideas to distribute policies

Required Components

Does Your Policy...



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...describe the purpose of the **parental involvement policy** along with information about your **Title I program**?

...describe how all parents will be involved in the development of the **school parental involvement policy**?

To Make the Policy *More Effective*



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Provide a brief overview of Title I and its purpose, as well as what is included in the school parental involvement policy.

Ensure all parents have the opportunity to provide input on the school parental involvement policy by providing several attempts and ways for parents to provide feedback.

School Plan for Shared Student Achievement

1A

what is it?

This is a plan that describes how Oak Elementary will provide opportunities to improve parent engagement to support student learning. Oak Elementary values the contributions and involvement of parents to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Oak Elementary will support parent engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

how is it revised?

Oak Elementary School invited all parents to attend our annual School Forum last spring to review and revise this parental involvement policy, as well as the schoolwide plan, our school-parent compact and the parental involvement budget. Additionally, parent input and comments regarding this plan are welcome during the school year through an online form. The plan is posted on our school Web site for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and by mail to ask parents for their suggestions on the plan and the use of funds for parental

1B

2C

2B



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	Does the School Parental Involvement Policy:	Section of Title I Law	To make the policy more effective:
Jointly Developed	1A Describe the purpose of the parental involvement policy along with information about the Title I program.	1118(b)(1)	<ul style="list-style-type: none"> Provide a brief overview of Title I and its purpose, as well as what is included in the school parental involvement policy.
	1B Describe how parents will be involved in the development of the school parental involvement policy.	1118(b)(1)	<ul style="list-style-type: none"> Ensure all parents have the opportunity to provide input on the school parental involvement policy by providing several attempts and ways for parents to provide feedback.

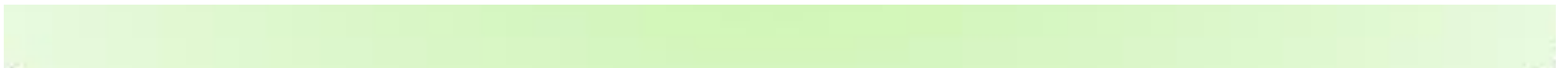
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Develop and describe multiple opportunities throughout the year for parents to provide input and participate in decision making.

List the specific opportunities that exist for parents to provide input on the schoolwide plan.



Parent Input	<p>2A Describe how parents will be involved in the planning, review, and improvement of parental involvement programs.</p>	1118(c)(3)	<ul style="list-style-type: none"> Develop multiple opportunities throughout the year for parents to provide feedback and suggestions.
	<p>2B Describe how the school will provide parents with the opportunity for regular meetings to formulate suggestions and participate in decision making regarding their child's education.</p>	1118(c)(3) 1118(c)(4)(C)	<ul style="list-style-type: none"> Provide parents with multiple opportunities to provide suggestions and participate in decision making.
	<p>2C Describe how parents will be involved in the development of the <u>schoolwide</u> plan.</p>	1118(c)(3)	<ul style="list-style-type: none"> List the specific opportunities that exist for parents to provide input on the schoolwide plan.

how is it revised?

Oak Elementary School invited all parents to attend our annual School Forum last spring to review and revise this parental involvement policy, as well as the schoolwide plan, our school-parent compact and the parental involvement budget. Additionally, parent input and comments regarding this plan are welcome during the school year through an online form. The plan is posted on our school Web site for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and by mail to ask parents for their suggestions on the plan and the use of funds for parental involvement. Parents can also give feedback during several parent meetings and activities during the school year including our annual Community Cares event.

B

2C

2B

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2A

2C

School Forum – May 2, 2015

- ✓ A forum for parents to participate in roundtable discussions with the principal and staff regarding the schoolwide plan, parental involvement policy, school-parent compacts and the parental involvement budget.

Required Components

Does Your Policy...



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...Describe how the school will convene an **annual meeting** to inform parents of the requirements of Title I and the school's participation, as well as the parents' right to be involved?

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Describe how the school will offer a flexible number of Title I Annual Parent Meetings at various times and in varying formats

Describe how parents will be involved in the design and delivery of the Annual Title I Parent Meeting

Offer a meeting in a central location, outside of the school, in the neighborhood

Sample Policy and Guide

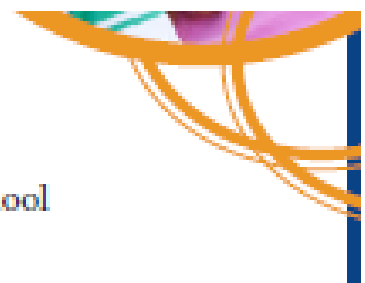


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Annual Title I Meeting	<p>3 Describe how the school will convene an annual meeting to inform parents of the requirements of Title I and the school's participation, as well as the parents' right to be involved.</p>	1118(c)(1)	<ul style="list-style-type: none"> Describe how the school will offer a flexible number of Title I Annual Parent Meetings at various times and in varying formats.
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Annual Title I Meeting - September 5, 2014 & September 6, 2014

- ✓ We invite you to an evening of learning and sharing about our Title I program, including our parental involvement policy, the schoolwide plan, the school-parent compacts, and parents' requirements. Invitations will be mailed and posted in the school newsletter and local media.



Required Components

Does Your Policy...



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...Describe how the school will notify parents of the parental involvement policy in an **understandable format?**

...Describe how the school will provide parents with **timely information** about Title I programs?

... Describe how the school will offer parents a **flexible number of meetings** and **transportation, child care, or home visits?**

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Ensure that necessary information is received by parents by providing updates in multiple ways.

Describe the various methods the school will use to communicate information with parents.

Develop and include a yearlong calendar that identifies key dates and events for parents

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Let's Get Together!

Oak Elementary will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement. All meetings for parents will be held twice during the day in the morning before school and in the evening at 7:00 pm.

4C

where is it available?

At the beginning of the year, the plan is included in the student handbook that is given to all students. As a reminder, we will mail the plan to all parents in August before the scheduled Open House event. The plan will also be posted on the school Web site. Parents can also retrieve a copy of the plan in the Parent Resource Center.

4A

- ✓ Communicate with all families and the community on a regular basis regarding schoolwide events and activities, through phone messages, social media, and flyers

4A

Notifications	4A Describe how the school will notify parents of the parental involvement policy in an understandable format.	1118(b)(1)	<ul style="list-style-type: none"> Ensure that necessary information is received by parents by providing updates in multiple ways.
	4B Describe how the school will provide parents with timely information about Title I programs.	1118(c)(4)(A)	<ul style="list-style-type: none"> Describe the various methods the school will use to communicate information with parents
	4C Describe how the school will offer parents a flexible number of meetings and transportation, child care, or home visits.	1118(c)(2)	<ul style="list-style-type: none"> Describe how the school will offer multiple meetings at convenient times for parents to increase participation

Required Components

Does Your Policy...



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...Describe the process the schools will follow to jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will **share the responsibility for improved academic achievement?**

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Work with parents to evaluate commitments and determine how successful each party was throughout the school year in honoring the compact

Utilize the compact as a tool throughout the school year to evaluate the compact process and to remind parents, students, and the school of their commitment to assist students in meeting district and school academic achievement goals

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">School-Parent Compact</p>	<p>5 Describe the process the schools will follow to jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved academic achievement.</p>	<p>1118(d)</p>	<ul style="list-style-type: none"> Work with parents to evaluate commitments and determine how successful each party was throughout the school year in honoring the compact.
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5 School-Parent Compacts
As part of this plan, Oak Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students and teachers during the Community Cares event and the School Forum. The school-parent compacts are kept with each child's teacher if parents need a copy.



Sample Policy and Guide

Required Components

Does Your Policy...



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...Ensure that the format and language of the policy are **family-friendly**?



Section 1118(f)

Section 1118(b)(1)

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Describe how district reports, letters, information, and materials will be available in a format and language that all parents can understand

Seek specific input from parents with limited English proficiency, parents with disabilities, and parents of migratory children to determine how the school can provide the best possible opportunities for all parents to be involved

Oak Elementary School

Parental Involvement Policy and Plan for Shared Student Success

2014–2015 School Year

7



Oak Elementary School
Dr. John Smiley, Principal
123 Tree Street
(123) 456-7890

www.sampleschoolwebsite.com

Plan Revised May 31, 2014

What is Title I?

1A

Oak Elementary is identified as a Title I school as part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support State and local school reform efforts tied to challenging state academic standards in reinforce and enhance efforts to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support parental involvement. All Title

I schools must jointly develop with all parents a written parental involvement policy.



School Plan for Shared Student Achievement

1A

what is it?

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how is it revised?

Oak Elementary School invited all parents to attend our annual School Forum last spring to review and revise this parental involvement policy, as well as the schoolwide plan, our school-parent compact and the parental involvement budget. Additionally, parent input and comments regarding this plan are welcome during the school year through an online form. The plan is posted on our school Web site for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and by mail to ask parents for their suggestions on the plan and the use of funds for parental involvement. Parents can also give feedback during several parent meetings and activities during the school year including our annual Community Cares event.

who is it for?

All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. Oak Elementary will provide full opportunity for the participation of parents with limited English, parents with disabilities and parents of migratory children.

where is it available?

At the beginning of the year, the plan is included in the student handbook that is given to all students. As a reminder, we will mail the plan to all parents in August before the scheduled Open House event. The plan will also be posted on the school Web site. Parents can also retrieve a copy of the plan in the Parent Resource Center.



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1B

2C

2B

1A

4A

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Family Friendly

6 Ensure that the format and language of the policy are family friendly.

1118(f)
1118(b)(1)

- Describe how district reports, letters, information, and materials will be available in a format and language that all parents can understand.

Required Components

Does Your Policy...



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...Describe how the school will **build parent capacity** for strong parental involvement?

...Describe how the school will provide **assistance** to parents in understanding the State's academic standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators?

Required Components

Does Your Policy...



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...Describe how the school will **provide materials and training** to help parents to work with their children to improve their children's achievement, such as literacy training and using technology?

...Describe how the school will **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 parents and the school?

Required Components

Does Your Policy...



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...Describe how the school will **coordinate and integrate parent involvement programs** with Head Start, Reading First, Early reading first, Even Start, the 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?

Required Components

Does Your Policy...



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...Describe how the school will ensure that **information** related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand?

...Describe how the school will provide other **reasonable support** for parental involvement activities under this section?

To Make the Policy *More Effective*



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Describe the various ways the school will implement procedures to build the school and parent capacity

Provide grade level educational workshops designed to help parents understand the corresponding subjects, assessments, and requirements

Develop parent guides and resources that align with the classroom instruction to bridge student learning with parent support at home

To Make the Policy *More Effective*



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Create regularly scheduled, at least quarterly, staff development classes highlighting different ways that the school, families, and students can work together to obtain goals

Coordinate with the corresponding organizations to strengthen communication and enhance potential opportunities for parental involvement including providing information and resources to support school orientation for parents and students to assist in successful student transitions to school

<p>7 Describe how the school will build parent capacity for strong parental involvement.</p>	<p>1118(e)</p>	<ul style="list-style-type: none"> Describe the various ways the district will implement procedures to build the schools' and parents' capacity.
<p>7A Describe how the school will provide assistance to parents in understanding the State's academic standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators.</p>	<p>1118(e)(1) 1118(c)(4)(B)</p>	<ul style="list-style-type: none"> Provide grade level educational workshops designed to help parents understand the corresponding subjects, assessments, and requirements.
<p>7B Describe how the district will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology.</p>	<p>1118(e)(2)</p>	<ul style="list-style-type: none"> Develop parent guides and resources that align with the classroom instruction to bridge student learning with parent support at home.
<p>7C Describe how the school will 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 parents and the school.</p>	<p>1118(e)(3)</p>	<ul style="list-style-type: none"> Create regularly scheduled, at least quarterly, staff development classes highlighting different ways that the school, families, and students can work together to obtain goals.
<p>7D Describe how the school will coordinate and integrate parent involvement programs with Head Start, Reading First, Early reading first, Even Start, the 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.</p>	<p>1118(e)(4)</p>	<ul style="list-style-type: none"> Coordinate with the corresponding organizations to strengthen communication and enhance potential opportunities for parental involvement including providing information and resources to support school orientation for parents and students to assist in successful student transitions to school.
<p>7E Describe how the school will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.</p>	<p>1118(e)(5)</p>	<ul style="list-style-type: none"> Provide all parents with materials, correspondence and information in appropriate languages, according to the school population, and a format that is family-friendly.
<p>7F Describe how the school will provide other reasonable support for parental involvement activities under this section.</p>	<p>1118(e)(14)</p>	<ul style="list-style-type: none"> Utilize the discretionary items described in Section 1118 to develop strategies to improve parent involvement. Provide opportunities for parents to request additional support and offer input on the



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Sample Policy and Guide

Sample Policy and Guide

Parent Math Night - October 10, 2014

- ✓ Learn how to make math fun at home.

8B

Kindergarten Coffee House - November 7, 2014

- ✓ Parents will enjoy hearing the latest writing samples and curriculum updates.

8

Parent-Teacher and Student Conferences - October 1, 2014 & February 15, 2015

- ✓ Scheduled updates on your child's progress.

Taste of Curriculum Night - October 21, 2014

- ✓ Sample a little bite from the different areas of your child's academics.

8A

Technology Talk - January 17, 2015

- ✓ Catch up with the latest resources to help support your child's learning.

8B

Lunch n Learn - Monthly

- ✓ Gain knowledge about topics relevant to your child's education.

8A

Community Cares Fair - March 15, 2015

- ✓ Connect with the school and community to build a better school and review school plans.

Oak Elementary is Branching Out!

Oak Elementary will take the following measures to promote and support parents as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

- ✓ **8E** Ensure that all information related to school and parent programs, meetings, and other activities is published in both English and Spanish, posted on the school Web site, and included in the monthly school newsletter for all parents. **4B**
- ✓ **8C** Provide monthly trainings for staff during their planning periods on strategies to improve communication with parents and ideas to increase family engagement. Staff will also share best practices during regularly scheduled faculty meetings.
- ✓ **8D** Partner with Head Start and Early Reading programs by conducting joint staff meetings for parents and sending school information about parent engagement activities to help prepare parents and their child for kindergarten and improve school transition.
- ✓ Share information in English and Spanish on the school blog and in the school newsletter for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators. **8A** **8B**
- ✓ **2B** Communicate with all families and the community on a regular basis regarding schoolwide events and activities, through phone messages, social media, and flyers.
- ✓ **8F** Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parental involvement. **4A**
- ✓ Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement. **8B**
- ✓ **8F** Use our Partners in Education and School-Community Team to improve awareness of the activities and events listed in the school parental involvement policy.
- ✓ Offer literacy and computer classes for parents to help further enhance their various educational levels.
- ✓ Collect feedback from parents at all events, place input card around the building and post suggestion form on the school website in order to respond to parents' requests for additional support for parental involvement activities. **8F**



Parent Input...

...in Multiple Ways

- Frame the Conversation
- Align with School Improvement
- Evaluate Activities and Strategies
- Collect Feedback
- Use Technology



Policy Distribution...

...in Multiple Ways

- Student Handbook
- Website
- Parent Packet
- US Mail
- Parent Resource Center
- Take Home Folder
- Annual Title I Meeting
- Local Newspaper
- School Newsletter
- Front Office



Documentation



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1. School Parent Involvement Policy and Plan

- ✓ Labeled with school name
- ✓ Labeled with current school year and revision date (M/D/Y)
- ✓ Contains all parent involvement policy requirements

2. Agendas and Sign-in Sheets

- ✓ Labeled with school name, location, date, and time of meeting
- ✓ Meeting agenda contains School Parent Involvement Policy as either purpose of meeting or a detailed item as part of meeting
- ✓ Sign-in sheets with signatures and roles defined (i.e. parent)

Documentation



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3. Minutes/Evaluations/Feedback

- ✓ Labeled with school name and meeting purpose
- ✓ Labeled with location, date, and time of meeting
- ✓ Record of parent, student, teacher feedback on policy
- ✓ Pictures/Video/Survey

4. Communications (Meeting Announcements/Sharing)*

- ✓ School/Community newsletter, flyers, or letter to parents
- ✓ Emails, call logs, website, social media, video announcements
- ✓ Parent-teacher conferences, school events, or parent meetings

**Must show evidence that ALL Title I parents were invited to provide input in the development/revision of the school parental involvement plan*

Helpful Reminders

- ✓ School Year
- ✓ Revision Date (M/D/Y)
- ✓ Distributed in Multiple Ways
- ✓ Multiple Opportunities for Parent Input



Contact Information



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Questions?