



Celina M. Brown, Principal

# Elbert County Elementary School

1150 Athens Tech Road  
Elberton, GA 30635

706-213-4600 (phone)  
706-283-1180 (fax)

## Parent Involvement Policy

2014-2015

*Available in Spanish upon request*

### Georgia Department of Education Title I Checklist for School Level Parental Involvement Policy for 2014-2015

- 1. Develop jointly with, and distribute to, parents of participating children with 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.**

The Parent Involvement Policy will be developed and updated annually with input from administrators, teachers, staff, and parents. This policy will be distributed to our parents at the beginning of the school year in the student handbook, school web page, and be made readily available upon request.
- 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.**

Our school has the Title I director come to our first meeting of the year. The director explains the Title I program and how it functions at our school. Parents are encouraged to ask questions at that time.
- 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.**

Elbert County School system has two parent conference days during the school year. One is during fall semester and the other is spring semester. We also offer meetings with our parents at times that are convenient to them. Our teachers come in early and stay later in the afternoon if it is necessary for a parent conference. Our teachers meet with parents any time a parent requests a meeting or a need arises for a meeting. Our school social worker and parent liaison also aid in transportation for families without means to get to school. However, home visits will occur if parents cannot get transportation or childcare.
- 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 school wide 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**



# Elbert County Elementary School

1150 Athens Tech Road  
Elberton, GA 30635

706-213-4600 (phone)  
706-283-1180 (fax)

Celina M. Brown, Principal

**programs, the school may use that process, if such process includes adequate representation of parents of participating children.**

Parental involvement is sought in the planning, review, and improvement of policies and programs. Our parents are continually asked for input into how to improve our school through surveys and meetings. We have a very active School Council and PTO with parent representatives that solicit input. The School Council meets four times a year to discuss things pertaining to our school and students.

**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 school wide Plan and attach those comments to the School wide Plan when submitted to the LEA.**

Our parents are informed continuously about their children's progress.

- (A.) Information about Title I programs is presented and distributed throughout the school year at open house, parental meetings, and organizational events. Letters are sent home and our website is updated weekly. We also distribute information through Facebook and Remind 101. Our school sign is also useful in reminding parents about events.
- (B.) The results of the annual school review are provided through the School Council and our PTO meetings. It is reported to our parents through our School Council. EC Elementary will also communicate through letters, website, Facebook, Remind 101 and flyers for different meetings so that parents have opportunities to give input.
- (C.) Score reports are sent home with students with the last report card (if results are back) or the first report card of the new year and includes a guide to interpret results.
- (D.) A description and explanation of the school curriculum is done by individual teachers at the beginning of the school year. Information about our curriculum is provided at PTO meetings and parent meetings. Each grade level explains the curriculum for their grade level to the parents at the beginning of each school year.
- (E.) The assessments that are used to measure student progress and their particular levels are Classworks and DIBELs. Progress monitoring and individual tests are given in each grade. We also give the STAR Reading Test to determine a students' reading level. Progress reports are given in each class to determine how students are progressing in



# Elbert County Elementary School

1150 Athens Tech Road  
Elberton, GA 30635

706-213-4600 (phone)  
706-283-1180 (fax)

Celina M. Brown, Principal

- Math, Reading, and Lang. Arts. Common formative assessments are given in reading, math, science and social studies.
- (F.) We give parents numerous opportunities to attend meetings to share suggestions and experiences with other parents and teachers. We do this through PTO meetings, as well as parent conferences.
  - (G.) We respond to parents' suggestions almost immediately. We do that through writing letters, making telephone calls, and conferencing with parents after discussion with the staff. E-mail is used daily by administrators/teachers and parents to communicate as well.
  - (H.) We collect all parent comments regarding the School Wide Plan and attach them to the School Wide Plan when it is submitted to the LEA. We do this at the end of the school year and the comments are sent to Mrs. Noble.

## 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 school wide 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.

We provide assistance to participating parents in the following areas:

- (A.) National Education Goals are discussed at open house, 504/IEP/RTI meetings, grade level meetings, school council meetings, and through newsletters, Facebook and the webpage.
- (B.) The content standards and student performance standards are sent home at beginning of the year. We make telephone calls when students are not meeting their potential. We request conferences and we follow up with progress reports every four and a half weeks. Teachers send home papers each week for parents to review and sign in order to be informed of their child's progress. The State of Georgia Department of Education Web site is distributed to parents in the student handbook and school website so that parents may have access to state standards at all times.
- (C.) Our School Improvement Plan is based on our System Improvement Plan and Title I plan. Parents have input that serve on School Council and PTO board. Community partnership also contributes to our plan.
- (D.) Components of School Improvement and Title I plan are presented to parents during our Title I Parental Informational Meeting.
- (E.) NA



# Elbert County Elementary School

1150 Athens Tech Road  
Elberton, GA 30635

706-213-4600 (phone)  
706-283-1180 (fax)

Celina M. Brown, Principal

- (F.) All parents are informed of all state and local assessments through newsletters, Facebook, webpage, school sign, Remind 101, and different parent meetings throughout the school year, such as CRCT Parent Night.
- (G.) Our parents participate through the School Council, PTO, and through volunteering and serving on school committees.
- (H.) There are several ways that parents can monitor their children's progress and work with their child to improve their performances. Progress Reports are one way parents can see children's progress. Power School is a website where parents can access their child's grades anytime. The parents are always informed either in writing, by phone calls, or by conferences if students are not making the desired progress.
- (I.) Parents can participate in decisions relating to the education of their children by attending conferences with the teachers, e-mailing the teachers, calling, or writing notes to the teachers. We invite parents to participate in our school leadership team meetings and school council. Parents are encouraged to ask questions as they feel the need to do so. Surveys are given yearly to seek their input on our school.

## 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.**

We provide materials and training in the following ways to our parents:

- (A) Parents are encouraged to help their children by being aware of the required grade level standards on-line. We give the parents a website for them to go to if they have access to a computer. We explain how to get to the site and what to do once there. The Parent Resource Center is located at the Blackwell Early Learning Center. The phone number is 706-213-4050. Information is available to parents. Mrs. McClary holds individual classes to help parents in parenting and helping their children.
- (B.) Mrs. Wausheka McClary holds classes at the Parent Resource Center and has many materials available to the parents to be checked out. The parents can utilize the facility by checking out books, tapes, or getting pamphlets that will help with their children. She also talks with individual parents to give them individual help with their children.

## 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.



# Elbert County Elementary School

1150 Athens Tech Road  
Elberton, GA 30635

706-213-4600 (phone)  
706-283-1180 (fax)

Celina M. Brown, Principal

Elbert County Elementary School understands the importance of parents in the overall educational successes of the organization and educates teachers / staff with the value and contributions of parents. This information is presented through professional learning opportunities, in-services, and faculty meetings. Title I and professional development department provide us with printed materials to distribute to teachers and parents. These are given out at open house and parent conferences throughout the year.

- 9. Coordinate and integrate parent involvement programs, activities, and strategies with Head Start, 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.**

- 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.**

We have a consolidated PTO for our entire system. Each school will have PTO officers and volunteers from our consolidated PTO board. PTO has a Face Book Page, a website on the BOE webpage under parent tab, and bulletin boards at each school with important information.

PTO will have information on the TV/radio/ newspaper throughout the year

The PTO newsletter will be posted on the webpage, Newspaper and Facebook Page.

PTO Board Meetings are the 3<sup>rd</sup> Thursday each month at 6:30 at the BOE Office.

ECES council will also have parents and parent/business people serving. We will have a large number of parent/community volunteers. Some will be readers, mentors, student teachers, high school student cadets, and lunchroom traffic helpers.

- 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.**

The Parent Resource Center is open Mondays through Fridays from 8am to 2pm. Parents are welcome to come in and check out materials. There may be times during the operational hours that the parent involvement coordinator may not be in the center due to parent meetings, school visits, or other trainings. In which case parents are advised to call the number posted or email Mrs. McClary who will provide assistance upon her return.

The center houses resources that offer support to parents of children struggling in specific subject areas, discipline best practices, ADHD information, character building, self-esteem building, family matters, test taking procedures and much more.

The parent involvement coordinator provides support to parents and families by way of accompanying parents to school meetings, making home visits to deliver information and offer



# Elbert County Elementary School

1150 Athens Tech Road  
Elberton, GA 30635

706-213-4600 (phone)  
706-283-1180 (fax)

Celina M. Brown, Principal

support to parents who do not have transportation to come to the center, host parent training opportunities, and all things necessary to build effective communication between home and school.

- 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.**  
At the beginning and end of the school year parent surveys will be sent home. Parents have an opportunity to tell our school how they feel about our effectiveness and they can evaluate our programs and offer suggestions of ways we might improve.
- 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, meetings, and other activities in a language and format such that parents understand.**  
Our school provides information to the parents as it becomes necessary concerning their children. We have a department of Special Education for those with disabilities. We have Response to Intervention (RTI) Teams that meet during the year whenever a child is recommended or transfers from another school with regards to learning problems. We have a full-time Speech Pathologist to provide services to those in need of those opportunities.
- 14. Provide other reasonable support for parental involvement activities as parents may request.**  
Elbert County Elementary School provides parents with reasonable support when requested through conferences, open house, PTO meetings, and parent resource center. Times for conferences are made so that it is convenient for both parents and teachers. Conference calls are used as well as e-mail when parents are unavailable to meet as well. Parent Surveys are used to determine what parental involvement activities are needed yearly. Parents are notified through newsletters, flyers, letters home, and website.
- 15. Involve parents in the training for teachers, principals, and other educators to improve the effectiveness of such training.**  
Parents participate in the development and revision of the school's Title I Plan which list strategies and measures to improve teacher and administrative effectiveness. Parental involvement with School Council, PTO Board Meetings, conferences with teachers and administrators, as well as, parental surveys allows for our school to obtain ideas and concerns..
- 16. Train parents to enhance the involvement of other parents.**  
This is carried out through our Parent Involvement Coordinator located at the Blackwell Early Learning Center.
- 17. Adopt and implement model approaches to improving parental involvement.**  
This is carried out through our Parent Involvement Coordinator located at the Blackwell Early Learning Center.