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## CARROLL COUNTY SCHOOLS PARENTAL INVOLVEMENT PLAN



2014-2015

Revision Date July 8, 2014

## **CARROLL COUNTY BOARD OF EDUCATION**

164 Independence Drive  
Carrollton, Georgia 30116

### **2014-2015 Title I Parental Involvement Plan**

<h4><b>PART I GENERAL EXPECTATIONS</b></h4>
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**The Carroll County School System (CCS) agrees to implement the following statutory requirements:**

- The school district 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.
- The school district 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 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.
- The school district 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.

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- The school district 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 the following:*

- *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.*

## PART II

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

1. The ***Carroll County School System*** will take the following actions to involve parents in the joint development of its districtwide parental involvement plan under section 1112 of the ESEA:

CCS will involve all parents of Title I students in developing the CCS Title I plan under section 1118 of ESEA. The school system holds an Annual LEA Title I meetings prior to the beginning of the school year. At this meeting all parents and stakeholders are invited to attend through multiple modes such as a system school messenger calling system, the local newspaper, and the radio station. The annual meeting is used to inform parents of their rights to be involved in the Title I program at their respective schools, the school's performance on state assessments (section 1116 of ESEA), and the qualifications/requirements to be considered and function as a Title I school/program (section 1112 of ESEA). In addition, parents are afforded an opportunity to review the LEA Parental Involvement Plan and assist in the revision of the plan. This meeting will provide parents and teachers input regarding the development, revision, and review of the CCS Title I Parental Involvement Plan and the respective school level Title I Parental Involvement Plan.

2. The ***Carroll County School System*** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Each of the Title I Schools in CCS convene an Annual Title I Meeting individually where school leaders provide parents with a description and explanation of the school curriculum and the assessments used to measure student progress to include the proficiency levels the students are expected to meet. In addition to the school's Parental Involvement Plan, parents will have an

opportunity to help revise the Comprehensive Local Education Agency Improvement Plan (CLIP), the Flexible Learning Program Plan (FLP) in Focus Schools, Title I LEA Schoolwide Plan (SIP), and School-Parent Compacts. An agenda, sign-in sheet, and meeting evaluation/survey will be maintained by the Title I Director for the LEA Annual Title I meeting and maintained by the contracted Parent Coordinator for each school.

Various parental involvement activities are conducted throughout the school year at Title I Schools using flexible schedules based upon the needs of the parents and other pertinent stakeholders including business partners and community representatives. Title I schools will have parent representation on various committees/teams to provide parents with opportunities to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their child including ways they can monitor their children's progress. Childcare and transportation are provided to parents when needed to encourage participation in Title I school/system activities to eliminate parental involvement barriers for parents desiring to participate and provide input in their student's education. An agenda, sign-in sheet, and meeting evaluation/survey will be maintained by the Title I Director.

3. The ***Carroll County School System*** 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 Title I Director and school contracted Parent Coordinators will provide coordination, support, and technical assistance to Title I schools in planning and implementing effective parental involvement programs. The Title I Director will assist the school contracted Parent Coordinators and Principals by ensuring the effective planning and implementation of the parent involvement program. The above tasks are provided, at a minimum, in CCS by the following ways:

- Developing written School/Home Compacts each year.
- Developing and providing timely information about schoolwide programs and activities.
- Providing parents with their child's individual student assessment results, including an interpretation of such results.
- Ensuring parental involvement and input regarding the 1% Parental Involvement Set Aside.
- Presenting a description and explanation of the curriculum and the form of assessments used to measure student progress.
- Offering opportunities for regular parent meetings and educational workshops at the school level (information obtained by end-of-the year parent survey).
- Offering training for schools and parents to help bridge the gap between the school and home. Training needs may include, but are not limited to, testing/assessment information, health and wellness training, and other information of interest to all stakeholders based upon the results of parental surveys.
- Distributing written materials to enhance parenting skills and to increase effective communication between the home and school.

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- Providing child care for meetings, programs, and workshops.
- Providing translation of information to languages other than English when such information/services relate to parent involvement.
- Providing parents with an opportunity to evaluate the effectiveness of the Title I Program in the form of a survey.

The Title I Director will meet and/or communicate periodically with the Title I school administrators and school contracted Parent Coordinators to provide guidance and assistance regarding all of the items listed above. Also, the Title I Director will collect and review data in order to monitor the progress of the Parental Involvement Plan. The Title I Director will maintain documentation for all technical assistance meetings.

4. The ***Carroll County School System*** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Early Intervention Program (EIP), Special Education, Flexible Learning Program Plans (FLP), English Learners (EL), State-Funded Pre-Kindergarten (Pre-K)], by:

The Title I Program coordinates and integrates parent involvement strategies with other programs such as the Early Intervention Program (EIP), Special Education, Flexible Learning Program Plans (FLP), English Learners (EL), and State-Funded Pre-Kindergarten (Pre-K) whenever appropriate and feasible. Representatives from the above programs meet throughout the school year to plan and implement joint parental involvement activities. Activities are planned and implemented on a systemwide and individual school basis depending on the parameter of the targeted activities.

In addition to the above programs, parents are encouraged to provide input regarding their children's education by participating in the following ways:

- Attending Title I Annual meetings, monthly (if applicable) PTO meetings, and Open House meetings held at participating schools.
- Attending parent meetings, workshops, and activities held during the school year that may be coordinated by the contracted Title I Parenting Coordinator and School Administration.
- Attending and requesting individual parent-teacher meetings/conferences as practicable.
- Serving on various school committees at participating schools.
- Reviewing written information/correspondences from participating schools.
- Volunteering to assist in participating schools and individual classrooms.

CCS will take the following actions to ensure that information related to parental involvement (programs, workshops, meetings, and activities) is sent to the parents of participating students in an understandable and clear format to include alternative formats upon request:

- All parental involvement announcements/notices will be written and formatted where parents can clearly read and comprehend.
- All communication/correspondences to EL parents will be translated in versions applicable to their language.

- Interpreters will be provided for conferences, meetings, etc... as needed.

5. The ***Carroll County School System*** 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.

Annual evaluations also referred to as **Middle/Elementary School Parent Perception/Title I Surveys** are made available online in the spring to obtain feedback concerning the effectiveness of the plan to increase the participation of parents, and to identify barriers for greater participation of parents (particularly parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or of any racial or ethnic minority) in each of the schools. The Title I Director creates the survey and provides each school with a link to access the surveys. Hard copies of the surveys are also made available by each school in order to meet the needs of parents.

The data collected from the evaluation/survey, along with input from parent's serving on various committees, are used to monitor, revise, and update the Parental Involvement Plans at the school/system levels and School-Parent Compacts. To ensure that parents are notified in multiple ways of the importance of the evaluation and the opportunity to participate, the survey information is placed on the agenda at the LEA Annual I Title I Parent and Stakeholder meeting, discussed at each of the school's Annual Title I meeting, announced in school newsletters, posted on the school websites, and announced in multiple facets based upon the methods chosen by each school. Schools are encouraged to utilize a computer in their Title I Parenting Areas for parents who may not have access to technology at home.

Responses and comments from the evaluation/survey and committees will be summarized and used to design strategies and initiatives for school improvement. Following the annual review, schools administration will provide committees with the results of the surveys in order to revise the plan as needed and to foster and improve parental involvement in participating schools. The data will be used to revise compacts and the Carroll County Schools Parental Involvement Plan. Participating schools will submit all unsatisfactory parent comments and comments regarding parental involvement services and school plans to the Title I Director.

6. The ***Carroll County School System*** 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 CCS will provide technical assistance to Title I schools regarding the topics described in the above paragraph. Each participating Title I School will offer various workshops, trainings, and classes for parents in order to discuss the academic achievement of students in the core content area. Topics such as academic standards, state assessments/alternative assessments, monitoring student progress, and parental involvement will be the focus of each Title I activity. Curriculum-based events will be held at participating schools based upon various needs assessments, parental feedback, and student performance on standardized testing to include topics such as: Understanding CCGPS, CCRPI workshops, Homework Help workshops, Family Reading Nights, Math/Science Family events, Curriculum Night events that may highlight state mandated assessments. The ESOL Program will incorporate a Parent Outreach Program for the parents of English Learners (EL). Schools will provide transition workshops where they provide parents and students transitioning from Pre-K to Kindergarten, elementary to middle school, and middle school to high school with pertinent information regarding a successful transition to the next level.

As academic standards are discussed, schools will use various manipulatives and technology to provide parents with a simulation of what occurs in the core content classrooms of their students. Brochures, pamphlets, and handouts will be provided for parents as they participate in the various Title I activities in each of the schools. Contracted Parent Coordinators will have an opportunity to attend the Parent Engagement Conference where they will receive information for building stronger, equal partnerships with shared responsibilities among parents, schools and communities.

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, by:*

Title I Schools will use their Parenting Areas to disseminate pamphlets, brochures, and handouts to help parents work with their children to improve student achievement. The school district provided each Title I School with a pamphlet/brochure organizer and various Title I related brochures. Each school will use either their 1% Parental

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Involvement Set-Aside or a portion of their Title I School Allocation to purchase additional materials to assist parents as they work to improve their children's academic achievement.

The System Level Parent Coordinator will work with each of the school's contracted Parent Coordinators to develop trainings that will help the parents as they work with their children to improve their academic achievement. A 1% Parental Involvement Set Aside Form will be distributed at the Annual Title I meeting to provide parents with an opportunity to provide feedback regarding the way the funds may be spent to assist them as they work jointly with the school to improve student achievement.

Schools will use technology as a learning tool for parents as they demonstrate the use of technology in the classroom (iPads, Promethean Boards, Activotes, etc...) and accessing the parent portal to monitor academic student records. Furthermore, schools will provide information that supports student learning at home in the area of literacy by promoting family reading, vocabulary development, and reading comprehension.

*C. The school district 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, by:*

The CCS will address the training of teachers and staff regarding parental involvement through school level efforts. School level administrators will hold faculty meetings throughout the school year to educate teachers and staff about various ways to foster meaningful relationships with parents. Teachers and staff will be provided with ways to reach out, communicate with, and work with parents jointly in the endeavor to improve student achievement. Core subject departmental meetings will be utilized to identify ways to include parents in the homework process, develop activities that parents can use at home to enhance student learning, and coordinate special projects that allow parents to be involved in the learning process.

*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, by:*

The Title I Program coordinates and integrates parent involvement strategies with other programs such as the Early Intervention Program (EIP), Special Education, Flexible Learning Program Plans (FLP), English Learners (EL), and State-Funded Pre-Kindergarten (Pre-K) whenever appropriate and feasible. Representatives from the above programs meet throughout the school year to plan and implement joint parental



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involvement activities. Activities are planned and implemented on a systemwide and individual school basis depending on the parameter of the targeted activities.

All CCS Title I Schools have a designated Parenting Area for parents to encourage and support parental involvement. School administrators, faculty, and staff will coordinate and integrate parental involvement strategies with various programs by providing parent resources, as appropriate, to nurture learning, promote family literacy, and support parents as equal partners in education. Schools will host parent meetings to foster confidence in parents as their child's first teacher and support home as an extension of the classroom.

- 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:

CCS will provide written communication, as appropriate in an understandable language to parents in participating schools. Contracted services of translators and interpreters will be used to translate Title I related documents and interpret at Title I activities, workshops, and training upon request, and, to the extent feasible.

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

All Title I activities will provide an academic component designed to improve parental involvement and student achievement.

<p><b>PART III</b> <b>ADOPTION</b></p>
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*This CCS 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 the LEA Annual Title I Meeting held on June 23, 2014.*

*This plan was adopted by the Carroll County School System on July 7, 2014 and will be in effect for the period of July 1, 2014 to June 30, 2014. The school district will make this plan available to all parents of participating Title I, Part A children on or before August 1, 2014.*



# **Carroll County Schools Annual Title I Parent and Stakeholder Meeting**

**June 23, 2014**

**Carroll County Board of Education**

**9:00 a.m.—10:00 a.m.**

**4:00 p.m.—5:00 p.m.**

- Overview of the Title I Program
  - At-Risk Students
  - Content Areas
  - Supplemental
  - Parental Involvement
- “Welcome to the Carroll County Schools Annual Meeting of Title I Parents and Stakeholders”--PowerPoint
- Parental Involvement Funds (1%)
  - 1% Parental Involvement Funds Input Form—Due to Dr. Karen Pate today
- LEA Title I Plan
- LEA Parental Involvement Plan
  - FY15 Draft Parental Involvement Plan
  - Parental Involvement Input Form—Due to Dr. Karen Pate July 7, 2014
- School’s Title I Schoolwide Plan
- School’s Parental Involvement Plan
- School-Parent Compacts
- “Parent’s Right to Know”
  - Parental Notification of Non-Highly Qualified Teacher

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- Annual Evaluation of Title I Program
- Parental Involvement
  - Leadership Team/Parent Involvement Committee Participation
  - Parental Involvement Activities
    - Six Requirements to Build Capacity
  - Strategic School Improvement Plans
  - CLIP
  - Schoolwide Plans/Parental Involvement Plans
- Annual Title I Meeting hosted by each school
- Title I School Status
  - Title I Reward Schools
  - Title I Priority Schools
  - Title I Focus Schools
- Flexible Learning Program/Plan (Focus Schools)
- CLIP (Comprehensive LEA Improvement Plan)
  - FY15 Draft CLIP
  - CLIP Parental Involvement Input Form
- Parent Resource Areas in schools
- Complaint Procedures
  - <http://www.carrollcountyschools.com/Parents/tabid/7170/Default.aspx>
    - Complaint Procedures for Federal Programs
- Evaluation of the Annual Title I LEA Parent and Stakeholder Meeting
  - Survey
- Homeless Program—Denise Kuzy
  - Homeless Overview
  - McKinney Vento
  - FIT Tutoring Program

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### Other Federal Programs

- Title IIA—Teacher Quality/Effectiveness—Karen Pate
  - Parent and Stakeholder Needs Assessment
- Title III—ESOL Program—Erin Ortiz
  - ESOL Overview
  - Parent Outreach
- Exceptional Children Services—Tris Gilland
  - ECS Program Overview

<b>Sign-In Sheets and Invitations Attached</b>
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