

Hightower Trail Elementary

Parent Involvement Plan

2016-2017 School Year

Created: September 2002

Modified: 8/16/16

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Modified: August 16 & August 23 2016

Indicator 1: Developed jointly with parents...Section 1118 (b)(1)

Parent participation and involvement in each child's education are important components in the Hightower Trail Elementary Title I program. The Hightower Trail Elementary Parental Involvement Policy was created in September 2002 by a team consisting of staff members, parents, and community members. Each year the policy is modified based on the results of our needs assessment conducted by the team. The most recent modifications took place during meetings held on August 16,23 through discussions that occurred in the media center. The updated policy is available through the school's website, the Parent Resource Center, and the front office.

Hightower Trail Elementary (HTES) will involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program under section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).

Indicator 2: Parents shall be notified of policy...Section 1118 (b)(1)

All meetings, notifications, instructional materials, and other pertinent information will be presented in the language easily understood by the parents. Oral explanations and directions will be offered to parents as necessary.

HTES will provide full opportunities, to the extent practicable, 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 ESEA in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.

Indicator 3: Revised and completed plan...Section 1118 (b)(1)

The school-wide Title I plan will be made available to the public through the school's website. A hard copy of the plan will be available in the Parent Resource Center. Parents may also request a copy of the plan through the school's front office. Administration and Title I team members will be available to answer questions and interpret the plan as needed.

Indicator 4: Parent comments... Section 1118 (c)(5)

Should the plan not be satisfactory to parents of participating children, HTES will submit any parent comments with the plan to the RCPS District Title I office. Parents have the opportunity to evaluate the programs and will be encouraged to make comments and suggestions. The comments and suggestions from parents will be acknowledged and responded to by the staff members and/or the administration, if requested by the parent.

Indicator 5: Annual meeting...Section 1118 (c)(1)

An Annual Title I meeting will be held in the evening of Curriculum Night prior to parents going to classrooms. All parents will be invited and encouraged to attend. School-wide Title I information will be distributed to explain the delivery of services available to students, the system and school's goals, parents' responsibilities, parents rights to be involved, and the plans to meet the requirements of the Title I program. The Title I program will assist parents in understanding the state, county and school's curriculum, and Title I goals and objectives. It will be available to all parents. Parents and the school will be encouraged to set high expectations for their children and become familiar with and understand the curriculum.

Indicator 6: Invite parents of participating children...*Section 1118 (c)(1)*

Hightower Trail Elementary is a school-wide Title I school and all parents are encouraged to participate in our Title I meetings, trainings, and workshops. All parents are invited and encouraged to attend all Title I meetings, trainings and workshops. Printed flyers are sent home with students announcing upcoming meetings. We also post meetings on our website. The annual Title I meeting date and time is posted in our local newspaper.

A recorded phone message is also sent out to all parents of our students. Monthly school and Title I newsletters, a school wide phone system, informal communication, personal telephone calls, at least two parent-teacher conferences, and home visits will keep parents informed of upcoming Title I programs and activities. A parent information board will be available for parents the will include school and PTO news.

Indicator 7: Offer flexible meetings... *Section 1118 (c)(2)*

Meetings/workshops for parents will be offered at flexible times for them to be able to participate in the school's programs. Meetings/workshops will be offered in the mornings and early evenings throughout the school year. Childcare and light refreshments will be provided for parents. Parents will be surveyed as to the type of programs they consider to be most beneficial, the schedule, and location of meetings/workshops. The planned meetings/workshops will afford parents opportunities to share experiences with other parents, formulate suggestions, and participate in decisions relating to the education of their children. The planned meetings/workshops will be informal with staff. Invited guest speakers will also help parents to accomplish their goals.

Indicator 8: Involve parents in planning...*Section 1118 (c)(3)*

Parents will have the opportunity to evaluate the programs, and will be encouraged to make comments and suggestions. The comments and suggestions from parents will be acknowledged and responded to by the staff members and/or the administration if requested by the parent.

Staff members, parents, and community members serve on the Title I Team and meet a minimum of four times a year. Information is sent home annually asking for parent volunteers to serve on this team. Team members review the annual needs assessment survey, testing results, and program evaluations to determine modifications that need to be made to the current School-wide Plan and Parent Involvement Plan. Parents and community members also serve on the school's Strategic Team and School council. Parents will offer suggestions and feedback in how staff members can work with them to support students and parents, implement appropriate programs, plan staff training, strengthen ties between home and school, and form a bolder partnership. As part of the strategic plan, a parent/staff member committee will focus on a parent-parent program that will support new parents to the school and offer support for them and encourage more parental involvement.

Indicator 9: Timely distribution of information...Section 1118 (c)(4)(A)(B)

Pertinent information will be disseminated to parents about the programs held in the school, results of school performance, and annual reviews. Monthly school and Title I newsletters, a school wide phone system, informal communication, personal telephone calls, at least two parent-teacher conferences, and home visits will keep parents informed of upcoming Title I programs and activities. A parent information board will be available for parents the will include school and PTO news.

Parents will be given the opportunity to review the school's annual results including the performance profiles at assessment explanation sessions. Any testing information for the school will be given by the school system to be published in the local newspaper. Parents will also be informed at planned parent meetings during the school year, and through the school's web site.

Parents will receive an explanation and a copy of their child's standardized test results. Parents will also be informed of their child's progress on informal testing and classroom performance and their expected proficiency levels at parent-teacher conferences. Parent-teacher conferences will be held at least twice each school year. Parents will review their child's academic skills, methods to accelerate the child's learning, training options, support activities, SST minutes, and testing information.

System curriculum objectives, state curriculum content, various types of assessments and the school's goals will be explained and presented to parents in the beginning of the year at our annual Title I meeting and at any other time if they have questions. Parents will be given the opportunity to ask questions and share suggestions and concerns.

Parents will be provided with the types of assessments, formal and informal, that will be administered to students during the school year. They will be given specific information used in measuring student progress and the expectations for meeting and exceeding state standards. Methods used to demonstrate what children have learned and will be prepared to learn in the next grade will be shared with parents. Each student will have portfolios that will include skill checklists, formative and summative results, writing samples, progress reports, performance tasks, and content performance. Parents and teachers will confer on ways parents can participate in monitoring their child's progress and participate in decisions related to the education of their child(ren).

HTES made Adequate Yearly Progress (AYP). With the transition from AYP to CCRPI, HTES has been identified as a Focus School. Parents will be notified annually of Focus school status.

Indicator 10: Opportunities for meetings to formulate suggestions...Section 1118 (c)(4)(C)

Parents will be able to share with each other in informal and formal settings including parent training sessions, Title I Team meetings, School council, PTO events, and Strategic Team meetings. Parents will be encouraged to offer input through these meetings and events, as well as through the completion of various surveys administered by the school and system.

Parent suggestions will be reviewed in a timely manner by the school's administrative team and other committees as appropriate. A suggestion box is available in the front lobby on a daily basis, and parents are encouraged leave suggestions for school improvement in the box. These

suggestions will be reviewed, discussed, and addressed by our administrative team, the school's Leadership Team, the Title I Team, and the School Council.

Indicator 11: Jointly designed parent compacts...Section 1118 (d)

HTES will jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

Indicator 12: Provide assistance to parents...Section 1118 (e)(1)

Parents are invited to attend Title I meetings that are specific to dissemination of Title I information. Parents are given information about the National Education Goals and Performance Standards. Information about how to access goals and the curriculum through the state's Department of Education web site are provided.

Parents are provided with written documentation about the state curriculum in the fall and as requested throughout the school year. Parents will be provided with assistance in interpreting the county's standards-based grading system and report cards. Parent/Teacher conferences will be an arena in which parents will be given additional assistance with understanding student performance levels.

Parents will be provided with the types of assessments, formal and informal, that will be administered to students during the school year. They will be given specific information used in measuring student progress and the expectations for meeting and exceeding state standards. The names and descriptions of state and local assessments will be provided to parents. They will receive further assistance at parent/teacher conferences. Letters will also be sent home with information about the assessments being administered, as well as an interpretation of the assessment results.

Title I information will be distributed to explain the delivery of services available to students, the system and school's goals, parents' responsibilities, parents rights to be involved, and the plans to meet the requirements of the Title I program. Requirements of Title I, Part A, will be provided to parents through the Hightower Trail Elementary Parent/Student Handbook. These requirements will also be reviewed at the annual meeting and other Title I meetings.

Parents can monitor their children's progress through the online parent portal where they have access to their student's school scores and state mandated test results. Methods used to demonstrate what children have learned and will be prepared to learn in the next grade will be shared with parents. Each student will have progress portfolios that will include skill checklists, formative and summative results, progress reports, end-of-level and curriculum guide checklists and test, and content performance. Parents and teacher will confer on ways parents can participate in monitoring their children's progress and participate in decisions relating to the education of their children.

Indicator 13: Provide materials and training...Section 1118 (e)(2)

Six parent workshops will be provided for parents during the school year. Topics for these workshops will be based on student and parent needs. Part of the training will include strategies that parents can use at home to reinforce literacy skills. Parents will be provided with several resources, including technology, and tools to utilize in the home setting. The school counselor and teachers, in addition to the parent liaison, will provide support and academic help skills to parents.

Instructional materials and literature about how to help children succeed in school will be offered for checkout from the parent resource center. Parenting workshops and home visits by the teachers will extend the Title I program to the home.

Indicator 14: Educate teachers, pupil services personnel, principals...*Section 1118 (e)(3)*

HTES will provide training to educate the teachers, pupil services personnel, principal, and other staff on 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 the school. Twice a year, the district will host a Parent Academy that will include workshops lead by teachers, parents, and community members. The Parent Academy is a learning opportunity for all adults in the Rockdale County community. Several times each year, the district Superintendent will host open forums for parents and community members to share their concerns, advice, and suggestions, ask questions, and learn about the direction of the Rockdale County Schools.

Indicator 15: Coordinate and integrate parent involvement programs...*Section 1118 (e)(4)*

HTES will coordinate and integrate parent involvement programs, activities, and strategies as much as possible with our Kindergarten Transition Team and Homeless Liaison. For example, the Kindergarten Transition Team will work closely with area daycares to provide resources and services for parents. Parents will be invited to attend a parent workshop while their child attends the annual KinderCamp prior to the beginning of school. Parents will be provided with materials and directions to assist them with preparing their child for the transition to school.

We will involve our Partners in Education and other appropriate community organizations such as Crossroads United Methodist Church, First Baptist church of Conyers, and Cooperative Extension Service in parent involvement activities. Partners in Education and community and service groups will be engaged with our school in meaningful collaboration to advance student learning. All stakeholders are encouraged to become involved in the school, such as volunteering in classrooms, volunteering in the Parent Center, mentoring students, and attending parent meetings as guest speakers and resource people.

A Parent Resource Center is available and parents are encouraged to visit. A copy of the school's Title I Plan and Parent Involvement Plan are available in the Parent Resource Center. Within the Resource Center, materials are available on topics relative to student academic success, assessments, homework help, state standards, report card information, and other pertinent topics.

Parents will be provided with information describing ways the home and family can become responsible for supporting their child's learning. Information will also be provided at parent workshops, parent-teacher conferences, homework workshops, and Response to Intervention meetings in ways that the school can support parents as needed.

Parents will have many opportunities to participate on school and county committees. They will also be able to offer suggestions and feedback through the school's suggestion box and surveys. Parents will be encouraged to attend local and county forums to receive updates on the system's progress and ask questions of the system's leadership.

Indicator 16: Ensure delivery of information to parents...*Section 1118 (e)(5)*

All meetings, notifications, instructional materials, and other pertinent information will be presented in the language easily understood by the parents. Oral explanations and directions will

be offered to parents when necessary. Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled in a quick and timely manner.

Indicator 17: Provide reasonable support for parental activities...Section 1118 (e)(14)

HTES will provide other reasonable support for parental involvement activities as parents may request. Such activities may include reasonable and necessary expenses that parents may incur by participating in school-related events and training sessions. Child care will be provided for parents of Title I students to make it convenient for them to participate in meetings and workshops. Meetings and workshops will be scheduled at a variety of times to maximize opportunities for parents to participate. The Title I teacher may also be able to arrange in home conferences with parents if they are not able to come to school to meet.

Indicator 18: Involve parents in development of training...Section 1118 (e)(6)

Parents will be notified of any community resources that will help them to become full partners in the education of their children. The school's partners-in-educations sponsors and the PTO will be encouraged to assist parents. The school staff will provide academic assistance to students through the after-school tutorial program. Staff members will be trained in working with parents and how to HTES meet their needs in working with students. Parent feedback will be sought through various avenues in making staff members aware of assistance that is needed. A parent-to-Parent program will also offer support for new families to the school.

Parent suggestions will also be included in planning professional learning for the administration, faculty, and staff members. Every effort will be made to strengthen the partnership between school and home as staff members seek ways to communicate with parents and improve the school community.

Indicator 19: Provide necessary literacy training...Section 1118 (e)(7)

Six parent workshops will be provided for parents during the school year. Topics for these workshops will be based on student and parent needs. Part of the training will include strategies that parents can use at home to reinforce literacy skills. Parents will be provided with several resources, including technology, and tools to utilize in the home setting. The school counselor and teachers, in addition to the parent liaison, will provide support and academic help skills to parents. Instructional materials and literature about how to help children succeed in school will be offered for checkout from the parent resource center. Parenting workshops and home visits by the teachers will extend the Title I program to the home.

Indicator 20: Reasonable/necessary expenses for parental involvement...Section 1118 (e)(8)

HTES will provide other reasonable support for parental involvement activities as parents may request. Such activities may include reasonable and necessary expenses that parents may incur by participating in school-related events and training sessions. Child care will be provided for parents of Title I students to make it convenient for them to participate in meetings and workshops. Meetings and workshops will be scheduled at a variety of times to maximize opportunities for parents to participate. The Title I teacher may also be able to arrange in home conferences with parents if they are not able to come to school to meet.

Indicator 21: Train parents to enhance involvement of others...Section 1118 (e)(91)

As part of the school's strategic plan, staff members and parents will form a Parent-to-Parent Team with the purpose of designing ways to involve parents in the school, especially parents new

to the school. Plans will include informal parent forums, home visits, and an information video about the school.

Indicator 22: Arrange school meetings at a variety of times...*Section 1118 (e)(10)*

Meetings for parents will be offered at flexible times for them to be able to participate in the school's programs. Meetings will be offered in the mornings and early evenings throughout the school year.

Indicator 23: Adopt and implement model approaches...*Section 1118 (e)(11)*

Hightower Trail Elementary will continue to work with parents and the community on HTES practices for involving parents in the work of the school. Research will continue to be conducted for model approaches that can be implemented in encouraging parents to be involved in the day-to-day school activities.

Indicator 24: Establish a districtwide parent advisory council...*Section 1118 (e)(12)*

A districtwide parent advisory council has been established in Rockdale County. This council, along with school Title I Parent Liaisons, Community and Student Support personnel, Title I personnel, and others, plan and coordinate the Parent Academy which is offered twice each year. The Parent Academy is a learning opportunity for all adults in the Rockdale County community. Classes include a variety of topics, such as the State-of-the-System by the superintendent, De-Stressing Your Teen, Nutrition, Resume Writing, Self Defense, Microsoft Excel, Financial Planning, and more. All activities, including lunch, are free. Childcare is available for children ages 3-10 only. Older children are welcome to accompany their parents and attend the classes in the tween/teen track.

Indicator 25: Develop appropriate roles for community-based...*Section 1118 (e)(13)*

Area businesses and community members will be invited to participate in school events and provide information on resources made available to parents. Sponsors will be used in supporting PTO events. Community members' services will also be included in conducting parent training sessions.

Indicator 26: Involve parents in decisions regarding use of funds... *Section 1118 (a)(3)(B)*

Parents of children receiving services are involved in the decisions regarding how funds reserved are allotted for parental involvement activities. Parents are invited and encouraged to participate in the assessment of the Title I program, decisions regarding how funds for parental involvement will be used, and revisions to the Schoolwide Title I plan. Copies of the Parent Involvement Policy, the Schoolwide Title I plan, and Parent/School Compact are available for parents to review and offer revisions.

Indicator 27: Provide opportunities for EL and Migratory parents... *Section 1118 (g)*

All meetings, notifications, instructional materials, and other pertinent information will be presented in a language easily understood by parents. Translators will be provided as necessary. Oral explanations and directions will be provided to parents as necessary. Hightower Trail Elementary provides full opportunities for all parents, limited English proficiency, parents of migratory children, parents of students with disabilities, and parents with disabilities, to fully and comfortably participate with the school atmosphere.