

Title I Parental Involvement Policy 2016-2017

Honey Creek Elementary

Created: May 2011

Modified: May 3, 2016

Parent participation and school involvement is an important component of the Honey Creek Elementary School Title I program. Honey Creek supports the development, implementation, and evaluation of a plan that increases parent involvement and reflects the needs of its students and families. This Title I Parental Involvement Policy was written collaboratively with parents who participate on the Title I, SACs, PTO, and School Council committees.

1. Honey Creek's Title I Parental Involvement Policy is developed jointly with HCE administration, faculty and staff, and parents. Components of the plan were comprised from Parental involvement guidelines and a school-wide climate survey, administered at the beginning and throughout the academic year. Parents of Honey Creek Elementary School are invited to a parent meeting at the beginning of the school year. The purpose of the meeting will be to:
 - Inform parents about the guidelines, purpose, goals, and expectations of the Title I program;
 - Inform parents of the components of the School-wide Title I Programs available in the school;
 - Inform parents of the school improvement or corrective action process, if applicable;
 - Inform parents of their important role in their child's success and the requirements of Title I, Part A; and
 - Present an overview of the school's curriculum and expectations regarding parental involvement.
2. The Initial Title I meeting for the academic year will be held in the beginning of the school year to inform parents of HCE's Title I status and the requirements for their school's participation under Title I, the meaning of Title I, and their rights to be an involved parent at Honey Creek. Meetings for parents will be offered at flexible times both morning and afternoon throughout the school year to allow parents the opportunity to participate in the school's programs and parental educational opportunities.
3. Various meetings will be planned throughout the school year on a monthly basis to provide numerous opportunities for parents to be involved in school activities, educational sessions and school program planning. These meetings will be held both mornings and evenings to accommodate parent schedules. With funds provided by Title I, transportation, child care, home visits as needed to prevent and eliminate any parental involvement barriers.
4. Opportunities for HCE faculty and staff, parents, and community stakeholders to actively contribute to planning, review, and improvement of programs under Title I are given on a consistent basis with each scheduled session. Parents and community stakeholders serve along with HCE faculty and staff on the school's strategic planning team and school council. These teams offer suggestions and feedback on how to provide student support, parental support, implementation of needed programs, staff development training, to increase the connection between home and school. As a part of the strategic plan the parent and community involvement

committee will focus on parental needs and empowering and encouraging parents to be involved with the school and their child's education.

5. (a). Pertinent information will be disseminated to parents about school programs, school performance data, and annual reviews. In order to keep parents informed of upcoming programs and activities, parent Information bulletin boards and information stations placed throughout the school building, school emails, Alert Now, automated attendance notification, informal communication, personal phone calls, frequent parent-teacher conferences, I-Parent, and the school web page will be used. In addition, a Spanish translation of all information will be made available on DVD, and A PTO Announcement board located in the School based PTO/ Parent Center.
 - (b) Parents will be given the chance to review the school's annual surveys and assessment results. Any testing information for the school will also be given by the school system to be published in the local newspaper and state and system websites. A copy of Honey Creek's SACS report and current test results will be available at the school for parents. Assessments results are available via the system and school website.
 - (c) Parents will be given a copy of their child's standardized test results, as well as an explanation. At conferences, teachers will inform parents about their child's progress on informal testing and classroom performance as well as the expected proficiency level. At least twice a year, parent-teacher conferences will be held. Parents will have the opportunity to review their child's testing results, RTI minutes, and testing information with a teacher, counselor, or administrator. After review of results, parents and staff will determine strategies for acceleration, remediation, and training opportunities for teachers, tutorials, academic safety nets and student support.
 - (d) System curriculum objectives, state curriculum content, various types of assessments and school goals and expectations will be explained and presented to parents during the initial Title I meeting. Parents will be given the opportunity to ask questions and make suggestions.
 - (e) Parents will be provided with varied assessments administered throughout the year, formal and informal. Specific data information will be shared with parent regarding student progress, growth, and strategies for meeting and exceeding the state standards.
 - (f) Parents will be willing to share with each other in formal and informal settings with parent education training sessions, Title I team meetings, School Council, Strategic Planning Team meetings, and PTO events.
 - (g) Parent suggestions are addressed in a timely manner by school administration and/or school committees as documented in meeting minutes and reports. Suggestions, whether oral or written will be reviewed, discussed by school administration, the Building Leadership Team, the Title I team, and the School Council.
 - (h) Any unsatisfactory comments regarding the school wide plan will be attached to the document and submitted to the LEA.
6. (a) The national Common Core Curriculum Initiative and system curriculum objectives and state GPS curriculum content will be presented and explained to each parent at a Curriculum Night meeting held at the beginning of the school year. The process of moving standards from local to state to a national common curriculum will be discussed. Parents will be given an opportunity to ask questions and share suggestions and concerns about Standard Based instruction. Access to the

Georgia Department of Education was demonstrated and links to curriculum information is shared with parents at this time.

(b) Through our parent education program entitled HCE Parent University we will offer parent sessions in all academic areas of support. Sessions will be offered for parents in understanding state standards and curriculum and test and data interpretation, as well as understanding the standards based report card and grading system. Parent Conferences and communication offer further assistance with understanding data, measurement tools, and student performance levels.

(c) Honey Creek Elementary has made Adequate Yearly Progress for 8 consecutive years and is not on the needs improvement list. Based on the College and Career Readiness Performance Index which replaces AYP, Honey Creek received a score of 94 and was also named a Title 1 Reward School based on Student Academic Performance.

(d) The School Wide Title I Plan and Title I Involvement Policy is made available to the public via the RCPS and Honey Creek website. A copy of the plan is also available in the school office as well as the PTO and Parent Resource room located in the media center. Parents may request copies of the plan in the school office. Administration, Faculty, and Title I Team members will be available to interpret or answer any questions regarding the plan as needed.

(e) Honey Creek Elementary is a school wide Title I school. The Targeted Assistance status does not apply.

(f) Various types of state and local assessments will be used to measure student progress and the proficiency levels students are expected to meet. This information will be shared with parents during the initial Title I meeting and Curriculum Night. Further assistance will be given to parents during parent-teacher conferences. Letters will be sent home to parents regarding upcoming assessments to be administered and interpretation of assessment results.

(g) Requirements of Title I, Part A will be provided to parents through the Honey Creek Elementary Parent Student Handbook. These requirements will be reviewed during the Title I meeting and Curriculum Night

(h) Methods used to demonstrate what children have learned and academic expectations of the next grade will be shared with parents. Each student will have a progress portfolio with required information including skill checklists, formative and summative results, progress reports, end of level and curriculum guide checklists, tests, and content performance. Through Parent and Teacher conferences, RTI/ and Student Support Team meetings parents and teachers will determine and monitor student progress and participate in educational decision making regarding the student.

(i) Parents will have many opportunities to participate on county and school level committees and forums. Suggestions and feedback is available to the school from parents via surveys, suggestion boxes, or oral and written communication with the school and administration, Parents will be able to attend local and county forums. System leadership will be available to parents to provide updates on system progress as well as address any questions or issues.

7. (a) Six educational based workshops will be provided for parents during the school year. Topics for the workshops were based on student and parent needs. Parent needs will be determined based on the School wide Title I survey given at the onset of the academic year. Session training will include strategies for reinforcing literacy skills, math skills, technology use and other resources to be used in the home environment.

- (b) The school counselor, teachers, and parent liaison will provide parenting skills to parents. Instructional resources and materials on parenting will be available for check-out to parents through the school based parent resource center located in the media center. HCE Parent University educational sessions and home visits will extend the Title I program to the home.
8. Parents will be informed at all Title I meetings and educational sessions of community resources available to assist them with their child's education. The Partners in Education sponsors and the PTO will provide parents with assistance as needed. The school staff will provide academic assistance to those students in need through tutorials and after-school programs. Staff development in the areas of working with parents to encourage student achievement will be provided. The Parent to Parent Program will offer assistance to parents as staff members will seek appropriate paths to obtain information regarding parents in need. SchoolMessenger, automated attendance notification, informal communication, personal phone calls, frequent parent-teacher conferences, Infinite Campus, and the school web page will be used.
 9. The Kindergarten Transition team will work with area daycare programs to provide additional resources and services to parents. Parents will attend a parent educational session while students attend the annual Kinder-Camp initiative prior to the beginning of school. Supplies for assisting parents with their child's transition to school will be provided.
 10. Area businesses, community members, and Partners in Education sponsors will be invited to participate in school events and provide parents with information regarding available resources. Opportunities for this community connection will also be provided through the HCE Parent University educational program. Sponsors also will support PTO events and participate as an active member of the HCE parent University instructional component.
 11. The Parent Resource Center will be available to encourage parent participation in the classroom as well as classroom visitation. Information will be shared with parents during these visits on how to reinforce academic skills at home. Parents will be encouraged to volunteer in classrooms when needed. Parents can be emailed when a need exists. Flexible volunteer times will be offered to promote participation. The School Wide Title I Policy Plan and Title I Parent Involvement Policy is also available in the school office as well as the PTO and Parent Resource room located in the media center. Parents may request copies of the plan in the school office. Administration, Faculty, and Title I Team members will be available to interpret or answer any questions regarding the plan as needed. The Parent Resource Center will contain materials available on topics such as parenting, child development, behavioral and social development and skills, academics, academic support, and assessments and data interpretation
 12. With the help of parents, a school parent compact plan will be created that outlines how parents, the school staff, and students will share the responsibility for improved student achievement as well as the means by which the school and parents will build a partnership to help children achieve the state's high standards. The Annual School wide Title I surveys and the surveys conducted during the HCE Parent University informational sessions will serve as a measuring tool for the assessment of the Title I program, resources, and plan. Title I Team, parents, and community stakeholders will play an integral role and serve on planning teams and committees. They will have the opportunity to suggest topics for educational training and resources for the parent resource center. Parents will be offered the opportunity to offer suggestions for enhancing and improving the current programs.

13. All meetings, notifications, instructional materials and other pertinent information will be presented in a language easily understood by the parents. Oral explanations will be given when necessary. All parents will be encouraged to provide e-mail addresses as part of their student information so that messages may quickly be sent to all participants. Alert Now will send out messages to all families, and teachers will also make personal calls.
14. Parents will receive information describing ways the home and the family can become responsible for supporting their child's learning. Information will be provided through parent workshops, parent-teacher conferences, and Response to Intervention meetings in ways that the school can support parents as needed.
15. Parent suggestions will be included in planning professional learning for administration, faculty, and staff. Efforts will be made to establish a sound communication partnership between school and home which strengthens student achievement and community relationship. HoneyCreek needs your help in planning programs and services that will serve you and your children. All parents of children receiving Title I services have the opportunity to provide input into how the required 1% set aside Title I and parent Involvement Funds will be budgeted. Please contact the school regarding suggestions.
16. As a part of the school Strategic Plan, a Parent to Parent team will be formed with staff members and parents. This team will formulate ways to engage new parents into becoming involved in school programs and activities. Plans will include informal parent forums, home and social visits, and an informational video about the school.
17. Honey Creek Elementary will continue to work with parents and the community on Best Practices for involving parents in the mission of our school. Research on model approaches will be implemented to encourage and empower parents to be involved in the daily routine and school activities.

2016-2017 Parent Workshop Dates

Date	Event	Location	Time
7 /18/16-7/20/16	Pre-K/Kindercamp	HCE	8:30-11:30p.m.
7/22/16	Open House	HCE	5:00 – 7:00
8/30/16	Curriculum Night/Title I Annual Meeting (PK-5)	HCE Café	5:00 – 6:00 7:00 – 8:00
10/11/16	Technology Meeting for Parents	HCE	5:00 – 8:00
12/6/17	Math Meeting for Parents	HCE	5:00 – 8:00

2/7/17	Writing/Reading Meeting for Parents	HCE	5:00 – 8:00
3/7/17	Science Meeting for Parents	HCE	5:00 – 8:00
4/11/17	Social Studies Meeting for Parents	HCE	5:00 – 8:00
5/10/17	Transition Training for Parents	HCE	5:00 – 8:00