



FY18 School Parental Involvement Policy
Canby Lane Elementary School
2017-2018
September 7, 2017

DEKALB COUNTY SCHOOL DISTRICT GOALS:

Goal Area I: Student Success with Equity and Access
Improve student's mastery of learning standards

- The DeKalb County School District will increase the percentage of students scoring at the Developing Learner level or above on the Georgia Milestones Literature End of Grade (EOG) Assessment.
- The DeKalb County School District will increase the percentage of students scoring at the Developing Learner level or above on the Georgia Milestones Math End of Grade (EOG) Assessment.

In support of strengthening student academic achievement, **Canby Lane Elementary** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents of participating children a written parental involvement policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Canby Lane Elementary School shall abide by and support all rules and regulations pertaining to Title I: Improving the Academic Achievement of the Disadvantaged, Elementary and Secondary Education Act of 1965 (ESEA), and the Canby Lane Elementary Parent Involvement Policy which follows.

The **Canby Lane Elementary** agrees to implement the following requirements as outlined by Section 1118:

- 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 plan under Section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).
- Update the school parent involvement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parental involvement policy available to the local community.
- 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 the ESEA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- ****Include parental involvement correspondence and parental involvement plan:** (1) If students are being educated at LEA schools, the LEA schools' parental involvement plan will include a statement that the residential facilities in its school's attendance area are included in the parental involvement correspondence and activities. (Statement should be included in Component 4) (2) If students are being educated at an N or D facility, then the facility will develop/provide a parental involvement plan, correspondence, and activities to the extent feasible.
- If the school-wide program plan under Section 1114(b)(2) of the ESEA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parental involvement and 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:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) 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
- (D) Other activities are carried out, such as those described in Section 1118 of the ESEA

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

JOINTLY DEVELOPED

Canby Lane Elementary will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Canby Lane Elementary School welcomes parents any time throughout the year. Parents are encouraged to join the Parent-Teacher Association (PTA) and volunteer through that specific organization, or volunteer in the classroom, library, or main office. Parents are also invited to join their children for lunch or observe their children in the classroom. Parents are invited four times a year to conference with their child's (ren) teacher to stay abreast of academic performance and expected outcomes based on grade level standards.

ANNUAL TITLE I MEETING

Canby Lane Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the school-wide plan, and the school-parent compact.

In addition to Curriculum Night, **Canby Lane Elementary** will also conduct 5 other parent meetings. They will meet in the mornings, afternoons, or evening and always provide parents with strategies to provide interactive, fun opportunities to practice important skills. Parents will be informed of the FY ESA Flexibility Learning Program (FLP), Canby Lane ES Focus School Status, School Improvement 1003 (a), Georgia Milestone Assessment that assesses student's knowledge of the local and state curriculum. All meetings will provide opportunities for parents to address concerns relating to the education of their children with certified staff members.

COMMUNICATIONS

Canby Lane Elementary will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parental involvement.

- 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.

Canby Lane Elementary School will communicate with parents through several other avenues, the first being the school/parent/student compacts. These documents state the responsibilities of the partnership among the Principal, Teachers, Parent, and Students to help children achieve Georgia's high expectations. Other means of parent communication will include parent-teacher conferences, agenda books, PTA meetings, progress reports, school newsletters, School Connects calling system, e-mails, Home & School Connections, and Remind 101 notices of school events.

We will involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of school-wide programs and the school parental involvement policy by:

- Engaging parents in the development and implementation of Canby Lane's Title I Plan.
- Engaging parents to read, review, and revise the Title compact that address the responsibilities of all stakeholders.
- Engaging parents by electing them to serve on the executive board of the Canby Lane School Council, attend council meetings to discuss school-wide improvement projects, school and student needs.
- Engaging parents by sending written invitation as well as a personal invitation to attend parent meetings.
- Engaging parents by sending written and verbal invitations to attend parent/teacher conferences, RtI meetings, and data talks to review student performance and engage in conversation of how they can assist in obtaining performance targets.
- Engaging parents by offering parental workshops that will realistically assist them in assisting their child at home.
- Engaging parents by providing opportunities for them to volunteer at the school in a variety of ways.
- Providing parents with the Parent Right to Know letter during the month of August.
- Engaging parents by inviting them to participate in various curriculum nights: DSCD Curriculum Night, Math Night, Science Night, Parent/Grandparent Lunch N' Learns, and Read-Ins.
- Engaging parents by offering workshops and conferences at Canby Lane that speak to reading standardized test data, interpreting report cards/progress reports, and attendance protocol.

SCHOOL-PARENT COMPACT

Canby Lane Elementary will take the following actions to 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.

We will conduct an annual meeting, at a convenient time, to inform parents about the school's Title I program, the nature of the Title I program, the parents' requirements and the school

parental involvement policy, the school-wide plan, and the school-parent compact and encourage and invite all parents of participating children to attend to communicate to parents in a timely manner concerning the annual meeting during the morning at 9:00 a.m. until 10:00 a.m. and evening at 5:00 p.m. until 6:00 p.m. in the media of Canby Lane. The calling post, personal phone calls, flyers sent home each day as well as personally distributing flyer in the parent-pick-up loop before and after school will be utilized. Flyers will also be located in the main office, so that parents will have access to this pertinent information when visiting, volunteering, or participating in early check-out.

- Site-based Parent Centers/Information Stations/Lending Libraries
- Parental Involvement Workshops - (postage & communication)
- Parental Involvement Survey/Summary
- Parental Involvement Handbook for Parents
- Student Agenda: (parent communication tool)
- School Website • Newsletters/flyers-(Paper/toner/ink cartridges)
- Calling Post
- Parent Portal
- DCSD Website/Community.Net
- Nikki Folders for Thursday courier to parents

Canby Lane Elementary School will complete a yearly Consolidated School Improvement Plan (CSIP), Comprehensive Needs Assessment (CNA), and FLP Plan, wherein the effectiveness of both the parent meetings and other communication efforts will be monitored. Suggestions to increase parent involvement will be recommended, validated, and then implemented. These efforts are to ensure increased parent involvement, monitor students' academic progress, and build stronger connections between home and school, positively affecting students' achievement.

RESERVATION OF FUNDS

Canby Lane Elementary will take the following actions to 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 by:

Canby Lane Elementary will provide parents with copies of the CSIP and budget for parents to review and provide suggestions for spending the 1 percent of Title I, Part A funds reserved for parental involvement. According to the current budget, funds have been allocated for four parent workshops to educate parents on the current academic expectations and standards for students in all core content area.

COORDINATION OF SERVICES

Canby Lane Elementary 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:

Students entering Pre-Kindergarten and Kindergarten programs are given the opportunity to attend an orientation. The Kindergarten Summer Camp is the means by which incoming kindergarteners are introduced to the Canby Lane family. Rising Pre-K and Kindergarten Kinder Camp is a school transition program for families and children who are transitioning from home and/or early learning settings to a Pre-K or Kindergarten Program. Kinder Camp provides the opportunity for children to become acclimated to their new “big school” to experience school rituals and routines, to learn or practice skills needed in Kindergarten, and to develop relationships with school staff and other Kindergarten students prior to the actual first day of school. The Kindergarten Remediation Program (Kinder Camp) is designed to give struggling students an extra boost on their way to first grade. This program is used in conjunction with their regular Kindergarten classroom. The Kindergarten Remediation Program will provide early interventions for students with learning differences to effectively remediate students with reading, spelling, handwriting, and math weaknesses and create eager and successful lifelong learners. Kinder Camp will span three weeks from 8:00 a.m. to 12:00 p.m. during the summer month. This program is funded through Title I.

Grade to Grade: Teachers plan across grade level and vertically with other grade level teams to ensure that students are being prepared for the next grade level or school.

Elementary to Middle School: Fifth grade students are given an orientation visit to the feeder school. Administrators and counselors from the feeder middle school visit Canby Lane during the school year to address expectations and academic concerns. Fifth grade students are given an orientation visit to the feeder school during the spring semester. During registration for rising sixth graders, students may enroll in electives of their choice. During the summer, the feeder school offers a two-week special orientation program for rising sixth graders. Special Education Program: Students in special programs are gradually moved from our special programs to our regular programs with additional support. Special education settings are offered for students with academic and behavioral deficits.

Exceptional education students are served in their least restrictive environment based on the Individualized Education Programs (IEP). Students who transition from general education programs to special education classes participate in a co-teaching or supportive instruction model in the general education classroom.

BUILDING CAPACITY OF PARENTS

Canby Lane Elementary will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - 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 Title I, Part A.
 - How to monitor their child's progress.
 - How to work with educators.

We will provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- Engaging parents, teachers, and students in the development and implementation of Canby Lane's Title I Plan.
- Engaging parents and teachers to read, review, and revise the Title compact that address the responsibilities of all stakeholders.
- Establishing a Parent Center for parents to have access to Title I plan, compact, technology, policies, resources/strategies for parents to help their children at home with core content.
- Scheduling conferences for parents at appropriate times before, during, and after school with teachers without interrupting the instructional environment.
- Scheduling parent brunch and lunch programs to provide various personal resources and academic information during various hours of the school day and during the weekend.

BUILDING CAPACITY OF SCHOOL STAFF

Canby Lane Elementary will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate, 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 by:

- Engaging parents, teachers, and students in the development and implementation of Canby Lane's Title I Plan.
- Engaging parents and teachers to read, review, and revise the Title compact that address the responsibilities of all stakeholders.
- Establishing a Parent Center for parents to have access to Title I plan, compact, technology, policies, resources/strategies for parents to help their children at home with core content.
- Scheduling conferences for parents at appropriate times before, during, and after school with teachers without interrupting the instructional environment.
- Scheduling parent brunch and lunch programs to provide various personal resources and academic information during various hours of the school day and during

Canby Lane Elementary will provide other reasonable support for parental involvement activities under Section 1118 as parents may request by:

- Establishing a Parent Center for parents to have access to Title I plan, compact, technology, policies, resources/strategies for parents to help their children at home.
- Scheduling conferences for parents at appropriate times before, during, and after school with teachers without interrupting the instructional environment.
- Contacting area daycares to establish partnerships to encourage and support parents more fully in participating in the education of their children.

DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT
POLICY COMPONENTS

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the involvement of other parents.
- To maximize parental involvement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
- Adopt and implement model approaches to improving parental involvement
- Establish a school-wide Parent Advisory Council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

We will involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of school-wide programs and the school parental involvement policy by:

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ADOPTION

This LEA parental involvement policy has been developed jointly and agreed on with parents of children participating in Title I, Part A programs, as evidenced by the agenda and sign-in sheets of the parents, guardians, and community members in attendance.

This policy was adopted by the DeKalb County School District on 09-07-17 and will be in effect for the period of the August 2017-August 2018. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 15, 2017.

(Signature of Authorized Official)

(Date)