

# Title I Parent Involvement Plan

**School: David Cox Road Elementary 600-362**

## **I. Parental Involvement Policy**

- A.** List names and roles (teachers, administrators, parents, etc) of persons involved in developing and review of Parental Involvement Policy.

Celeste Spears-Ellis	Principal
Kiesha Pride	Assistant Principal
Lynn Clay	Parent
Nickie Hinton	Facilitator
Joeie Puckett	Facilitator
Marcia Reeder	Teacher, grade PK
Shaniekia Moore	Teacher, grade K
Amber Thompson	Teacher, grade 1
Renita Hobbs	Teacher, grade 2
Candace Bryant	Teacher, grade 3
Shakethia Davis	Teacher, grade 4
Dalia Razo	Teacher, Connect
Jeffrey Ruediger	Counselor
Lorese Robinson	Counselor

- B.** Briefly describe the process your school used to:
1. select participants to develop the policy (school improvement team, parent involvement committee): **Utilized School Leadership Team/Staff Members**
  2. develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Involvement Section 1118 of No Child Left Behind Act (NCLB))
  3. implement policy
- C.** Copy of Policy (**attached**)

## **II. Annual Information Meeting**

- A.** Describe your plan to convene an annual meeting to inform parents of their school's participation in Title I Part A. Include strategies to inform LEP parents.

**Our Annual Meeting was held on September 19, 2019. Parents received notice of this meeting through fliers and Parent Square messages. Parents who attended were also engaged in our "Curriculum Night" activities and were introduced to their child's learning goals and expectations for the upcoming school year.**

## **III. Flexible meeting times**

- A.** Describe your strategies to offer flexible times for parental involvement opportunities and meetings.

**School Leadership Team meetings are held monthly at 6:00pm to give working parents an opportunity to participate. Parents are invited and encouraged to register as volunteers for**

our school by using the CMS volunteer clearance system- [www.cmsvolunteers.com](http://www.cmsvolunteers.com). They are encouraged to volunteer and visit classrooms during various times of day. Parents are welcomed to join their students for lunch, and when previously arranged, volunteer in classrooms.

#### **IV. Title I Part A Planning**

- A.** What timeline and strategies will you use to involve parents in an organized, ongoing, and timely way, in the planning, review and improvement of the Title I Part A Program.

Through our communication platform and Title I presentation, parents have been notified of our school goals, along with other information. We develop our district supported School Improvement Plan process to document and track school improvement strategies. Parents are involved in monitoring the SIP during each SLT meeting as well as communication through ParentSquare that encourage them to review our plan online.

#### **V. Parent Information and Opportunities**

- A.** Describe how you will provide parents with the following:
1. Timely information about Title I Part A Programs
    - **ParentSquare, Connect Ed. Messages, fliers, social media platforms, and the school website**
  2. School performance profiles
    - **Parents are provided report cards on an annual basis; School Data and Title I tabs on our school website**
  3. Assessment results of their child's performance
    - **Mid-quarter progress reports**
    - **Quarterly Report Cards**
    - **PowerSchool logins (online tool for parents)**
    - **Thursday folders/Weekly folders from teachers**
    - **Student Agendas**
  4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities
    - **Each year, we hold parents conferences, Literacy/Math/Curriculum/"Got Skills Nights to help parents understand the curriculum and the North Carolina Standard Course of Study, as well as new teaching strategies. Our 3<sup>rd</sup> Grade parents will be involved in Read to Achieve information sessions that explain the new reading legislation to improve 3<sup>rd</sup> grade literacy across our state. Translators will be available as needed for families.**
  5. Opportunities for regular meetings to participate in decision-making
    - **Monthly School & Grade Level Newsletters**
    - **Parent Information Bulletin Board**
    - **School Leadership Team Bulletin Board**
    - **Phone Calls (Personal)**
    - **Connect Ed. Messages**
    - **ParentSquare Communication**

6. Timely responses to suggestions and questions raised by parents
  - **Phone calls, emails, letters/notes home, agendas, personal meetings**
7. Reasonable access to staff, opportunities to volunteer and participate in child's class
  - **By encouraging all parents to register with the volunteer system and receive emails concerning opportunities; Specific fliers sent home for special opportunities to volunteer (i.e. Book Fair, carnivals, school dances, etc.); Messages are appropriately forwarded to staff members by our school receptionist; Student agendas also serve as means of two-way communication between classroom teachers and parents.**

## **VI. School-Parent compact**

- A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities.
  - **Parents are presented with the Parent-School Compact on the first week of school in the student agendas. This document is read aloud in our Annual Title I Meeting and is included in our Parent Policy. This document, which is an agreement between the home and school, outlines the parent's, student's, and principal's responsibilities for supporting learning. Our expectation is to have 100% agreement, verified by signatures, to our school compact.**
- B. Include a copy of the compact **(attached)**

## **VII. Building Parent Involvement Capacity**

- A. Briefly discuss how you will address the following:
  1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress and participating in decisions relating to the education of their child
    - **Each year, we hold our Annual Title I meeting to help families understand how our school is performing relative to state standards. We also use this time to help families understand our Title I status.**
    - **Our annual empowerment nights (Curriculum, Literacy, Math, EOG) help our parents understand how we monitor their students' progress; as well as our parent conferences and frequent progress reporting.**
    - **School Leadership Team is also communicated as a vehicle for parents to help participate in the decision making process at the school.**
    - **Parent Teacher Conferences are not only held during the CMS designated conference window, but throughout the school year.**

2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult ESL, GED etc.)
  - **Literacy Night, Math Night, technology training, Parenting Skills sessions, Read to Achieve Sessions** are all available to enrich our parents in specific skills so that they can more effectively parent their child.
  - **Enrichment sessions** are also available within our school system.
  - **Our academic coaches (facilitators)** are also available, as needed, for additional specific family/student needs.
3. Educate teachers and other staff to work with parents
  - **Ongoing professional development** as offered by the district, counselors, and social worker.
  - **Information passed by Northeast Zone Community liaisons** to staff where appropriate (i.e. written information on having an effective home visit, etc.)
4. Coordinate and integrate parental involvement programs/activities
  - **David Cox Road Elementary fosters an atmosphere of collaboration. This prevents overscheduling or scheduling competing activities, which could negatively impact participation.**
5. Develop appropriate roles for community-based organizations and businesses
  - **Beginning of the year email and phone call communication with existing partners. Ongoing communication throughout the year. Dialogue concerning expanding partnership.**
  - **We utilize/recommend community services for our families, as needed.**
6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
  - **We encourage parents to attend district and community courses throughout the community.**
  - **Written materials home**
7. Ensure that information related to parent involvement is sent home in the language used in the home
  - **We have staff who are bilingual that serves as a support to our non-English speaking families as needed. Our ELL teacher arranges translation for other languages. The school also sends home communication in multiple languages.**

## **VIII. LEP and Disable Parents**

- A. Provide full opportunities for the participation of parents with limited English proficiency or with disabilities

**Our ESL Teacher reserves interpreters and translation for all students and parents/guardians as needed.**

**IX. Reservation of Funds: Not less than 1% of the LEA's allocations SHALL be reserved to carry out parent involvement activities, including family literacy and parenting skills. (95% of this allotted to individuals Title I schools)**

- A. How will your school assure a portion of your allotment will be spent on parent involvement?

**We set aside funds from our initial allotment each year for parent involvement.**

- B. How will your school insure parent involvement regarding how funds will be allotted for parental involvement activities?

- **See parent involvement plan**

## **X. Parent Request**

- A. Describe how you will provide reasonable support for parental involvement activities requested by parents.

- **Our staff is available to serve at most of our parent events.**
- **Our volunteer coordinator sends out emails to our approved volunteers when support is needed for parent activities.**
- **Parents also have the opportunity to volunteer for parental involvement activities – fliers are sent home with response forms.**

## **XI. Annual Evaluation**

- A. Discuss timeline and plan for involving parents in an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools.

**Each year, parents are asked to provide feedback and recommendations on the parent involvement policy.**

<b>Parent Responsibilities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure my child attends school every day on time and completes his or her homework every day.</li> <li><input type="checkbox"/> Attend parent-teacher conferences, PTA meetings and workshops whenever possible in order to help my child learn.</li> <li><input type="checkbox"/> Contact teachers or staff when I am concerned or have a question about my child.</li> <li><input type="checkbox"/> Ask my child every day for home/school communication.</li> <li><input type="checkbox"/> Limit my child's TV and video game time and make sure my child is well rested.</li> <li><input type="checkbox"/> Provide study space, study materials and learning opportunities for my child, in the home or through the library, church or community.</li> <li><input type="checkbox"/> Volunteer in my child's class or school when possible</li> </ul>	<b>Teacher Responsibilities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a safe, welcoming environment for students and families.</li> <li><input type="checkbox"/> Provide challenging opportunities for learning. Address students' individual needs, whether basic or advanced, and offer special assistance whenever needed.</li> <li><input type="checkbox"/> Help parents identify ways to help their children learn. Communicate with parents and families about resources, materials, and workshops.</li> <li><input type="checkbox"/> Communicate regularly with parents and families about children's academic performance. Provide information about how children are doing as well as ways they can help promote learning at home.</li> <li><input type="checkbox"/> Have at least one parent-teacher conference annually.</li> <li><input type="checkbox"/> Participate regularly in professional-development programs.</li> </ul>
<b>Parent Signature:</b> _____ <b>Date:</b> ____/____/____	<b>Teacher Signature:</b> _____ <b>Date:</b> ____/____/____
<b>Student Responsibilities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Come to school on time.</li> <li><input type="checkbox"/> Get and complete my homework assignments.</li> <li><input type="checkbox"/> Bring books, homework, and papers to school on time.</li> <li><input type="checkbox"/> Follow CMS behavior rules</li> </ul>	<b>Principal Responsibilities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set high standards and implement effective programs in reading and math throughout the school.</li> <li><input type="checkbox"/> Educate students, teachers, families and school staff about the importance of daily reading and the partnership approach of the compact. Allocate resources to ensure that high standards are met for all students.</li> <li><input type="checkbox"/> Provide workshops for families on how to help students learn.</li> <li><input type="checkbox"/> Welcome all families and include and encourage families with low literacy or math skills and/or limited English proficiency. Also ensure that translators or equipment are available so that all families can participate.</li> <li><input type="checkbox"/> Provide a variety of opportunities for parents and families to volunteer at the school.</li> </ul>
<b>Student Signature:</b> _____ <b>Date:</b> _____	<b>Principal Signature:</b> _____ <b>Date:</b> _____

# David Cox Road Elementary

## Title 1 Parent Involvement Policy

The purpose of the Title 1 Parent Policy for David Cox Road Elementary is to encourage each parent to become actively involved in their child's education. The following personnel were involved in the creation of the Title 1 Parent Policy for David Cox Road Elementary: Celeste Spears-Ellis, Principal, Kiesha Pride, Assistant Principal, Jeffrey Ruediger/Lorese Robinson, Counselors, and members of the School Leadership Team. During the 2019-2020 school year, the following activities and strategies will be implemented in order to strengthen our family/school connection and are offered at various times and include evening events to maximize parent involvement:

- Parents will receive a copy of this Parent Involvement Plan which outlines activities and opportunities to be involved in the educational process. This document will also be available on our website.
- Parents will receive a copy of the David Cox Road Elementary Learning Compact (English and Spanish) for grades PK-5. The compact will be distributed at our Open House with student information packets and during registration for new students. This agreement between the parent, student, teacher and school administration outlines each member's responsibility in the learning process.
- A Title I Parent meeting will be held on September 19, 2019 from 6:00 pm – 7:30 pm. The Title 1 Parent meeting will include a presentation by Principal Ellis, followed by an explanation of Title 1, a description of parent rights as related to Title 1 schools, assessment information, and Curriculum Night in their child's classroom.
- An explanation of how parents can be involved in the school improvement planning process is participating in and attending School Leadership Team meetings.
- An opportunity to participate in a Title 1 Annual Review of the district and school Title 1 Family Policy through School Leadership Team. All parents and all staff are invited to each SLT meeting.

In addition to the Title 1 Parent meeting, David Cox Road Elementary will offer the following programs and activities to actively involve parents and increase home/school connections:

- August 22, 2019- Open House 5:00-7:00pm
- September 19, 2019- Annual Title 1 Meeting, Curriculum Night 6:00-7:30pm
- October 10, 2019- "Got Skills Night"- Literacy 6:00-7:30pm
- October 28, 2019- Parent-Teacher Conferences
- November 7, 2019- "Got Skills Night"- Math 6:00-7:30pm
- December, 2019- Winter Musical
- December 19, 2019- International Night
- January 30, 2020- "Got Skills Night"- Data 6:00-7:30pm
- February 28, 2020- Family Dance Night
- March 12, 2020- "Got Skills Night"- EOG 6:00-7:30pm
- April 28, 2020- Community Block Party

A comprehensive communication plan will be implemented and will include:

- Monthly school-wide calendars and grade level newsletters (English and Spanish) will be distributed in paper and web-based formats.
- ParentSquare-A communication platform to connect and maintain effective communication between home and school. It will be utilized to communicate updates, reminders, and positive praise about school events.
- Agendas and communication folders will be provided to all students to facilitate two-way daily communication between families and the teacher.
- All school events will include the use of interpretation devices/headsets to allow full access to meeting proceedings for Spanish-speaking families.

Family Support and Community Involvement strategies will include:

- Monthly committee meetings focused on implementation of school improvement plan tasks.
- Active engagement of community partners with the work of the school.

- Counselors will facilitate Parenting Skills sessions for families throughout the year.