



PART I: GENERAL EXPECTATIONS

2017-2018 Parent and Family Engagement Policy

Revised: May 30, 2017

School: NORTH DODGE ELEMENTARY SCHOOL

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to parents of participating children a written parental involvement policy, agreed on by such parents, 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).

The school will adhere to the following as required by law:

- 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 schoolwide 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.
- If the schoolwide 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 parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parental engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

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

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENT and Family Engagement POLICY COMPONENTS

1. North Dodge Elementary School 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 involvement in the decisions regarding how funds for parental involvement will be used.

- An annual Title I Spring Input Meeting is held to solicit information from parents/families regarding Title I programs, including how funds will be used in parent involvement activities.
- An annual Title I meeting is held in the fall for the purpose of reviewing Title I plans made the previous spring.
- All parents are invited to these meetings by letter, school marquee, and school website.
- The *Parent and Family Engagement Policy* is shared with parents and the community via the school's website and each parent is given a copy. Additional copies are placed in the Parent Resource Center for parents and community members to pick up. Both English and Spanish versions of the *Parent and Family Engagement Policy* are available.

2. North Dodge Elementary School 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 schoolwide plan, and the school-parent compact.

North Dodge Elementary School convenes an annual Title I and Curriculum meeting which is held in September. This meeting is held in the evening as the majority of NDES parents have indicated through an annual survey this is the best time for them to attend. All parents are invited and encouraged to attend. Parents are notified of this meeting through an ad in the local newspaper, the *Dodge County News*, the school marquee, local bank signs, the school website, and through invitations sent home.

At the annual meeting a Title I presentation is shared. The purpose of the meeting is to:

- Inform parents of the requirements of the parental involvement provisions of ESEA.
- Inform parents of our participation under Title I and to explain Title I requirements.
- Inform parents of their right to be involved in the education of their children.
- Inform parents of their right to request parent meetings throughout the year.
- Explain the school-parent compact, the schoolwide plan, and the parental involvement policy.

3. North Dodge Elementary School will take the following actions to offer a 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 parent and family engagement.

Other meetings are held throughout the year and are scheduled at various times of the day, such as morning, lunch, or evening to accommodate differing schedules. Parents are notified of meetings through flyers, the school marquee, local newspaper ads, radio announcements, and the school website. Meetings are to accomplish the following:

- Inform parents of their child's success.
- Inform parents of school, grade level and individual teacher policies and procedures.
- Present an introduction to the grade level curriculum.
- Parents and community members are asked to serve on committees such as the School Council, and become active in PTO.

Parents who have barriers to parental involvement are identified through teacher referrals, and lack of response on the part of the parents. To build relationships, the Title I Parent Involvement Coordinator makes personal contacts and extends personal invitations to parents. To attract more parents NDES also holds meetings at alternative venues such as a neighborhood community center and neighborhood restaurants. We also offer to arrange for transportation and childcare.

4. North Dodge Elementary will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs.
- 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.
- 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.

The school will provide all parents and families of students information through meetings, workshops, parent/family letters, newsletters, conferences, the school website, phone contacts, and local newspapers. This information includes a description of the school's Title I programs, curriculum and an explanation of that curriculum, a list and description of Georgia Common Core Performance Standards, the assessments used to measure student progress and the results of these assessments. These contacts will include:

- NDES website
- Georgia Milestones Night
- A description of the school's curriculum and an explanation of that curriculum are provided to parents through parent-teacher conferences, weekly calendars, report cards, a list and description of Georgia Standards of Excellence taught each nine weeks, and standards are posted in classrooms.

5. North Dodge 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.

The North Dodge Elementary *School-Parent Compact* is developed and accepted through the collaborative efforts of parents, community members, school administrators, faculty, and staff. Each spring an input meeting is held for the purpose of reviewing and revising the local *School - Parent Compact*. The compact is distributed to all parents and students at the beginning of the school year and as new students are enrolled in the school. Both English and Spanish versions of the *Parental Involvement Policy* and *School-Parent Compact* are available. A sign in sheet, agenda and minutes will be kept by the Title I Coordinator as evidence of meeting(s).

The *School-Parent Compact* is the means by which the school and parents will build and develop a partnership to help children achieve high standards. Parent teacher conferences are held during the school year and the compact is discussed as it relates to the individual student's achievement.

6. North Dodge Elementary will build the school's and parents' capacity for strong parental involvement 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. North Dodge Elementary will provide assistance to parents of participating children, 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.
 - How to work with educators.

NDES will provide assistance in understanding the National Educational Goals of Elementary Secondary Education Act (ESEA), Georgia Standards of Excellence, the school improvement process, and the school improvement plan and its components through the school website, newsletters, phone contacts, and conferences. Title I, Part A information is presented to faculty, staff, parents and community members during the annual Title I meeting.

Parents receive a copy of their child's assessment results whenever a national, state, or district level assessment is given. An explanation guide is also provided so that parents can understand the meaning of the results. Every effort is made to provide parents with a conference time in which to share the results and answer questions. Students may be included in these conversations. Parents are able to access their child's grades and attendance at any time through the web based program *Power Parent*. In addition, two sessions are scheduled annually (*Georgia Milestones Family Nights*) to specifically address Reading, Math, the Dodge County testing policies, and how to understand the results. Parents and students are given the opportunity to work together on practice web-based sites to prepare for the *Georgia Milestones Assessment*.

Parents are encouraged to monitor their child's progress and work in partnership with our staff to improve the achievement of their children through volunteering in the classrooms, contacting the school with questions or comments, attending conferences, meetings, and workshops, and working

with their child at home. Parents are kept apprised of their children's progress through weekly academic and behavioral reports, agendas, progress reports, report cards, parent-teacher conferences, and phone calls.

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- B. North Dodge Elementary School 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:

Training opportunities will be offered by intervention teachers, classroom teachers, ESOL teachers, counselors, technology specialists, and PTO for parents to learn about the importance of student attendance, homework assistance, school communication, content support, child development, literacy, and technology. Parents are provided materials at every opportunity to help them work with their children to improve academic performance. A Parent Resource Center is in the lobby of NDES. Handouts and articles regarding parenting skills are available for parents at the annual meeting, in the Parent Resource Center, and are sent home to parents during the school year.

- C. North Dodge Elementary School 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:

NDES faculty and staff are provided professional learning sessions on the importance of communicating with parents about positive behaviors and advancements in achievement. Topics include how to reach out to parents throughout the year during grade level meetings and staff meetings.

There are also many ongoing opportunities for parents and staff to work together including school volunteering and PTO. This ongoing dialogue strengthens home-school partnerships.

North Dodge Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Dodge Pre-K, and other public preschool programs. NDES encourages and supports parents in more fully participating in the education of their children by:

- NDES works closely with Dodge County Family Connections and the Communities in Schools program (CIS). Programs which require family and school interaction such as Reading Buddies are offered in coordination with these agencies. A range of workshops are held for school faculty, staff, families and community members through Family Connections.
- NDES works with the local food bank and local churches to offer Weekend Book Bags which provides snacks for the weekend for needy children.
- NDES faculty and staff work diligently to support students and their families in their transition from pre-kindergarten to kindergarten by coordinating with Head Start, Dodge Pre-Kindergarten, and local private pre-kindergartens. Yearly the school counselor, administration, pre-kindergarten and kindergarten teachers meet to discuss the transition process and make plans for registration and visitation. Pre-kindergarten students visit North Dodge Elementary to tour the school.

- D. North Dodge Elementary School 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:

NDES will ensure that information related to school reports, parent programs, meetings, and other activities is sent home to encourage the participation of all parents including parents with limited English proficiency, parents with disabilities, families that are homeless, and parents of migrant children in a format and to the extent practicable, in a language such parents can understand. At NDES, ELL parents begin the year meeting with ESOL and Migrant teachers who explain the NDES Handbook which covers school policies and procedures. ELL parents who are not Spanish speaking are assisted on an as needed basis with interpreters located within the community. ESOL teachers assist teachers and parents on a regular basis by translating notes to and from parents, making telephone contacts, and helping to schedule parent/teacher conferences. During grade level meetings, ESOL teachers meet with classroom teachers to inform them of ESOL program goals and requirements. Agencies such as Two Rivers Migrant Agency are involved and contacted for assistance when needed.

Parents of students with specific needs are involved in meetings such as Response to Intervention, Student Support Team, and Individualized Educational Planning. At these meetings parents, administrators, and teachers meet to develop a plan that supports the student's academic achievement.

- E. North Dodge Elementary School will provide other reasonable support for parent and family engagement activities under Section 1118 as parents may request by:

NDES is committed to obtaining high standards for student achievement and to give every child a quality education. All NDES educators are highly qualified and use sound teaching strategies based on scientific research which are proven to accelerate student achievement. These strategies are implemented school wide to ensure student success. Faculty and staff strive to improve student achievement through identifying needs, setting short term attainable goals, and providing immediate feedback with appropriate interventions or extensions to achieve the standards. Student progress will be monitored and shared with parent partners through parent conferences, regular progress reports, and phone calls.

Indicate which of the following discretionary school parent and family engagement policy components the school will implement to improve parental engagement.

- 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 engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the engaging of other parents.
- To maximize parent and family engagement 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 parent and family Engagement.;
- Establish a schoolwide 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.

The North Dodge Elementary School faculty and staff foster a parent-friendly environment and provide parents with strategies to use at home that support academic achievement. NDES will communicate regularly with parents through a variety of media/methods, including but not limited to:

- Parent Meetings
- Parent-Teacher Conferences
- Parent Workshops
- Newsletters
- Agendas
- Flyers and other information sent home with students
- Local Newspaper (Dodge County News)
- School Marquee
- School Web Site
- “One Call Now” (phone tree)
- Remind 101 (a text based homework communications system)

Parent feedback through the annual survey and through interactions during meetings, workshops, and at parent-teacher conferences is passed on to NDES administrators and shared with members of the NDES Leadership Team, and the School Advisory Council. All parents are invited to participate and all meetings are open forum providing parents the opportunity to provide suggestions and to participate in discussions relating to the education of their children. Feedback and suggestions are considered when revising the *Parent and Family Engagement Policy* and any school documents and changes are made when warranted. Parent questions, concerns, and suggestions are handled in a timely manner through telephone calls, notes, and conferences. Translators will be provided as needed. Community organizations are active at NDES through providing volunteers, food programs, school supplies, presentations and programs. Some examples are:

- Pilot Club
- Lisbon Community Center
- Shriners Club (donations at Christmas)
- Alcoa (grant donations, volunteers)
- Communities in Schools
- Local Food Bank
- Local Churches
- Walmart (donations for classrooms)
- 1st United Credit Union
- Dodge YDC
- OCMC (grant donations)