**Roan School**

**1116 Roan Street Dalton, GA 30721 | 706-876-4350**

**roan.daltonpublicschools.com**

**2016-17 Parental Involvement Policy**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Una traducción de este documento está disponible en nuestra escuela.*

*Llame al 706-876-4350*

**Revised: 8-29-16,9-15-16, 9-26-16,10-6-16**

**Parent/Community Review: 9-27-16**

**Parent/Community Suggestions/Amendments: 10-4-16**

**Second Revision Incorporating Suggestions/Amendments: 10-7-16**

**Last Call for Suggestions: 10-8-16, 10-18-16**

**Final Update for 2016-2017: 10-19-16**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 1: General Expectations**

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) (school parental involvement policy). 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).

Roan School will adhere to the following as required by law:

* Roan School 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 plan under section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).
* Roan School will update the school parent involvement policy periodically to meet the changing needs of parents and the school and distribute it to the parents of participating children and make the parental involvement plan available to the local community.
* Roan School 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 the ESEA in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
* 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.
* Roan School agrees to 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 –*

1. ***that parents play an integral role in assisting their child’s learning;***
2. ***that parents are encouraged to be actively involved in their child’s education at school;***
3. ***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;***
4. ***the carrying out of other activities, such as those described in section 1118 of the ESEA.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 2: DESCRIPTIONS OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMNENT POLICY COMPONENTS**

1. Roan 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.

* Initial Policy Review by Design Team
* Conduct an annual informational/involvement meeting for parents
  + Student identification criteria is explained
  + Program overview and requirements are explained
* Conducts an annual survey of parents regarding needs and concerns
* Develop Budget for Title I funds designated for Parent Involvement processes
* Design Team and Evidence and Assessment Team review survey results
* Parent policy is reviewed by administration
* Parents and community participate in the development/review of the Parent Policy draft through the School Council, Staff, and Annual Parent Meeting.
* Final draft of Parent Policy completed by administration based on feedback from parents, community, and staff
* Policy made available to parents and school community

1. Roan 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 and the school parental involvement policy, the school wide plan, and the school-parent compact.
   * + Annual meeting conducted in fall
     + Invitations are sent via flyers, website, Facebook, and posted in the office
     + Translation and presentation provided by the district parent involvement coordinator
     + Meeting is presented in both Spanish and English
     + School participation in Title 1   
       Parental Rights to access the PIP  
       Review of the PIP  
       Opportunity to submit responses
2. Roan 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 parental involvement.

Flexible meeting times are offered whenever feasible. Parent-teacher conferences, PTO meetings, School Council meetings and family activities are scheduled in the morning, at lunch, and in the evening to allow as many parents as possible to attend. Parent-teacher conferences are scheduled in the fall with each parent with written notice in English and in Spanish. Choices are provided so that parents may attend conferences before school, during the day, or after school. Hard to reach parents are contacted by bilingual office personnel, teacher, or school social worker to establish a convenient conference time. Parent or teacher may request additional conferences at any time during the school year.

School and district parental involvement policies are discussed in PTO meetings, School Council meetings, and at the annual Title 1/PIP review meeting, and are available on school and district websites.

Meetings, activities, and services provided by the school which involve parents are:

* Conduct Parent-Teacher conferences, two/year; more upon request
* Grade level specific parent conferences/open house
* Open-lines of communication via newsletter from principal
* Parental/school compact
* District Web page with specific postings
* Roan School Web page
* Roan Facebook page
* Literacy Night / Science Night/ Tech Nights/ Family Theme Nights
* Picnic in the Park Spring Celebration
* Parent volunteer opportunities (Media Center, Book Fairs, Fund Raisers, etc.)
* Parents observation of classrooms
* Parents eating breakfast and/or lunch with their child
* Parent/Administrator conferences
* Parents presenting to classrooms
* Social services/counselor work with parents
* Conduct ELL group meetings, two or three times a year
* PAWS meetings-( Parents Always Willing to Support) monthly meetings

1. Roan Schoolwill take the following actions to provide parents of participating children the following:
   * Timely information about the Title I programs;

Information is provided to parents regarding the programs and services at Roan School through the following means:

* Newsletters
* Flyers/Pamphlets
* Afternoon and evening informational meetings
* PTO meetings
* Family Nights
* Orientation
* School website
* Roan Facebook page
* Telephone messenger
  + 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;

Curriculum, assessment, and academic progress are provided to parents of Roan students through the following means:

* Provides the State’s academic content standards (Common Core/Georgia Performance Standards)
* Provides the State’s student academic achievement standards
* Provides practice State and local academic assessments
* Provides examples of curriculum based assessments for Math and English/Language Arts
* Online Assessment System (OAS) access
* Parent/teacher conferences
* Use of the GA Dept. of Education website
* Assessment and grading requirements are listed in the Dalton Public Schools Elementary Handbook
* School website
* Standards based report card (school wide)
* Weekly homework folders and student planners (grades 3-5)
* Response to Intervention, Exceptional Student Services (IEP meetings), and Challenge parent meetings
* ITBS, Georgia Milestone, Writing Assessment- Write Score for grades 3-5, Access testing (ELL), GKIDS results reported to parents
  + 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;

Roan School provides opportunities for parent meetings and input into decisions relating to the education of their children through the following:

* Standards Based Reporting Meeting (school wide)
* PTO Meetings
* Family Nights
* Parent Conferences- grade level specific for Fall
* Teacher/Parent Information sessions
* School Council
* IEP Meetings
* Challenge Parent meetings
* Bridges Parent meetings
* Administrator – Parent meetings
* ELL parent meetings- three times a year
* Response to Intervention Meetings
* PAWS meetings

1. Roan School 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.

A school-home compact is in place. This compact describes the roles and responsibilities of parents, students, teachers, and principal to ensure student success. Roan School will incorporate the school-home compact as a component of its Parental Involvement Policy. The compact is referenced with students and parents throughout the year.

The school’s purpose is to provide high quality instruction in an environment that supports learning. The curriculum should be rigorous enough so that students are able to meet or exceed state standards. Engaging work enables students to access the curriculum. Parents share responsibility with the school for supporting academic success. Parents should ensure that children attend school regularly and on time and provide a home environment that supports learning and appropriate behavior. Supervising homework assignments so that work is completed to best of the child’s ability is another important parent role.

The school compact emphasizes positive, regular communication between students, parents, and teachers. Teachers should maintain an open line of communication and involve parents in decision-making related to their child, demonstrating professionalism and positive attitude. Attending regular conferences with the child’s teacher and other school meetings increase parent knowledge of expectations and student achievement.

Parents are asked to encourage their child to read at home and talk about school activities with their child each day. Parents may be involved during the school day by taking advantage of many volunteer opportunities.

1. Roan School will build the school’s and parents’ capacity for strong parental involvement, in order 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:

* School Council including parents, teachers, and administrators
* Response to Intervention meetings
* Parent Conferences with teachers and /or administrators
* Topical meetings held at various times to inform parents of programs and services
* Orientation to the school
* Family Nights featuring specific content focus
* Volunteer opportunities (classroom presentations, book fair, field studies, etc.)
* Provisions for translators and translation of written documents
* Support for the work of the PTO
* PAWS 2.0

1. Roan School 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, and
   * how to work with educators

Dalton Public Schools and Roan School provide assistance to parents in understanding the indicators listed above through the following means:

* PTO Meetings
* Parent Teacher Conferences
* Picnic in the Park- community resources
* Migrant program services for qualifying families
* Conducts an annual survey of parents for needs and concerns
* Invites parents to participate in the development of the building parent involvement policy through our School Council
* Providing access to the Title I Plan for all parents
* Invites parents to an annual informational/involvement meeting
* Allocates funds for parent involvement
* Provides the State’s academic content standards
* Provides the State’s student academic achievement standards
* Provides practice State and local academic assessments
* Provides examples of Curriculum based assessments
* OAS access
* Use of the GA Dept. of Education website
* Access to the School website
* Standards based report card process
* State assessment results provided to parents

1. Roan Schoolwill 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;

Opportunities are provided for parents to learn about the teaching and learning process and to access materials through the following means:

* Material checkout is provided upon request
* Guided Reading books are sent home daily
* Teacher led content workshops to familiarize parents with content and grade level standards
* Use of the school media center
* Informational meetings on various topics
* Response to Intervention Meetings
* Parent-Teacher conferences
* Family Night content focus sessions
* PAWS meeting

1. Roan Schoolwill provide training to educate the teachers, pupil services personnel, principal, and other staff in 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, by:

* School Plan includes a Professional Learning Community component that fosters a school-home partnership
* District LC trainings
* School LC trainings
* Working on the Work framework
* Leadership Academy
* Child abuse awareness training, allergy training
* Volunteers in the school
* GKIDS Training
* Standards based reporting training
* Recruit and retain bilingual teachers and paraprofessionals to embrace the cultural heritage of our majority Hispanic population
* Migrant program services

1. Roan School 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:

Roan School houses two prekindergarten classes. There are community based programs providing services for our students and their families that work collaboratively with the school and families. Examples of local agencies and services that integrate parent involvement programs with the school are:

* Orientation for future Bobcats (area preschool programs)
* Public Health Department
* Northwest GA Healthcare Partnership
* Dalton Fire and Police Departments
* Boys Scouts/Girl Scouts
* After School Program
* Literacy Nights
* Creative Arts Guild
* City Hall
* Big Brothers/Big Sisters

1. Roan Schoolwill 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:

* Newsletters (English and Spanish)
* School website posted in both English and Spanish
* Flyers/Pamphlets (English and Spanish)
* Afternoon and evening informational meetings (Translator provided)
* PTO meetings (Use of Translator system)
* Family Nights (Translators provided)
* Orientation (Translators provided)
* Parent Teacher Conferences (Translators provided)
* Bilingual staff provided as need in the front office reception area

1. Roan Schoolwill provide other reasonable support for parental involvement activities under section 1118 as parents may request

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART III. DISCRETIONARY SCHOOL LEVEL PARENTAL INVOLVEMENT POLICY COMPONENTS**

Roan School provides opportunities for Parental Involvement as indicated under the following categories:

**1. Parenting**

Parenting services are provided through the school social worker and guidance counselor who work closely with parents and their families. Connections are made with local agencies such as area churches, the Health Department, Juvenile Court, Highland Rivers, the Migrant Program, etc. to provide support for families.

**2. Communicating**

The school communicates with parents through the following means:

* Student Planners (grades 3-5)
* Weekly homework folders
* School website
* Roan Facebook page
* Newsletters (English and Spanish)
* School Council
* PTO (translated)
* Family Nights (translated)
* Translated parent conferences- grade level specific in the Fall
* Flyers sent home (English and Spanish)
* All communication and documents in both English and Spanish
* Student handbook in English and Spanish

**3. Volunteering**

Parent volunteerism is encouraged at Roan. An open door policy for parents encourages parents to be involved within the school. Many parents bring their children into the building each day, eating breakfast and escorting their child to the classroom. Parents are also encouraged to have lunch with their children. Parents have an opportunity to volunteer in the media center, for book fairs, and to participate in field studies away from school. Parents are encouraged to share their knowledge and expertise with students by reading to classrooms or presenting information and material. Parents are always welcome to sit in on classroom activities as an observer or participant.

**4. Learning at Home**

Learning beyond the classroom or school environment is always encouraged. Teachers provide extended learning opportunities for children that will involve parents in supporting the learning process. The literacy program provides children with Take home Books to read to parents, siblings, and other family members.

Through parent conferencing sessions, teachers provide parents with information that will assist them in working with their child at home. The school and state websites and newsletters also provide resources for parents to engage their children in learning experiences at home.

**5. Decision Making**

Parental involvement in the decision making process is a function of both the School Council and PTO. Parents review the School Improvement Plan, the Title I Plan, and the Parent Involvement Plan. The annual parent survey also gives parents an opportunity to contribute to the decision making process. The administrators and staff are always open to any input from parents that will result in improved learning experiences for children or contribute to a more conducive school environment.

**6. Collaborating With Community**

Roan collaborates with many local agencies and programs that support the learning of children and provide essential services to parents and their families.

Rock Bridge Community Church has adopted Roan School for the last two years to provide support to our community, parents, school, classrooms, students, and staff. Small groups and mentors from the church come in to assist teachers and students.

Big Brothers/Big Sisters, Girl Scouts, Boy Scouts United Way, Salvation Army, Family Support Council, Regional Library, Promotoras de Salud, Dalton Whitfield Community Development Corporation, Amerigroup, and Boys and Girls Club support individual students. The Whitfield County Health Department, Highland Rivers, Georgia Hope, PAWS, North Georgia Healthcare Partnership, and other health and wellness agencies work in alignment with the school to provide physical and emotional support for families.

The Creative Arts Guild partnership brings fine arts programs to the schools and exposes many children to performances that they would not experience outside the school setting.

The school has a long term relationship with Dalton State College and Lee University. This partnership provides opportunities for college students to work with children and prepare themselves to become career educators.

Roan is always open to developing community relationships that will contribute to children becoming productive citizens of the world.