



DISTRICT TITLE I PARENT INVOLVEMENT PLAN

2013-2014

Revised 09/23/2013

The Houston County School System (HCSS) recognizes the necessity of a quality education for all children. The district further recognizes the legal and moral obligation for the implementation of such programs, and the involvement of parents/guardians of Title I students in the process. Parental Involvement shall include, but not be limited to establishing partnerships with parents and community members while encouraging their participation in the design, implementation and evaluation of the Local Educational Agency's (LEA) Title I Parent Involvement Plan and activities as outlined in sections 1112, 1116 and 1118 of the Elementary and Secondary Education Act of 1965.

Part I.

The Houston County School System agrees to implement the following statutory requirements:

The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA). These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parent involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

The school district will incorporate this district-wide parental involvement policy in to its LEA plan developed under section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities 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 LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

The school district will 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, and will ensure that no less 95 percent of the one percent goes directly to the schools.

The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools 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-

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

Part II.

The Houston County School System will implement the required components of the district-wide Parental Involvement Plan as described below:

1. The Houston County School System will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under section 1112 of the ESEA:

The HCSS shall provide parents of Title I students multiple opportunities to jointly develop, review and revise Title I documents.

- *The Federal Programs Director and District Parent Involvement Coordinator will host two Drop-in Document Review Days annually. During these Drop-in Days, parents will be invited to come and review district-wide Title I documents at the Board of Education. Comment cards will be available for parents to provide their input. The Title I staff will also be available to record comments, questions or concerns. If parents are unable to attend the Drop-in Days, they may request copies of the documents be sent to them.*
- *The district will partner with community agencies annually for a spring community fair. Parents will be able to review system documents and provide feedback during this event.*
- *A permanent station that houses Title I and other system documents is located at the district's Central Registration. Parents can review documents and complete comment cards at any time.*
- *All Title I documents are available on the district website. Parents may provide their input by submitting an electronic comment directly from the website.*
- *The District Parent Involvement Plan will be made available to all parents of students in Title I schools via the district website, Title I schools' websites and Parent Resource Centers. Unsatisfactory comments regarding the district plan shall be submitted to the State Education Agency.*

2. The Houston County School System will take the following action to involve parents in the process of school review and improvement under section 1116 of the ESEA:

The HCSS will require all Title I schools to involve parents in the school review and improvement process. Schools must notify all parents using multiple methods of communication about the opportunities to be involved.

- *Title I schools shall invite all parents to attend Drop-in Document Review Days at their school. Each school must host at least two such days in the spring. Schools will structure their Drop-in Days in the same fashion as the district.*
- *Each Title school must have a fully-functioning Parent Action Team comprised of parents, teachers, Parent Involvement Coordinator and administrators. This collaborative team will meet at a minimum four times a year and all parents will be invited and encouraged to participate.*
- *Parents shall also be involved in the review and improvement process by completing parent satisfaction surveys for the schools and district.*

3. The Houston County School System will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - *The Federal Programs Director and/or District Parent Involvement Coordinator will provide professional learning/technical assistance to principals and school-level Parent Involvement Coordinators on a regular basis through planned meetings, on-site visits, webinars, emails and phone conferences.*
 - *The District Parent Involvement Coordinator will provide additional training regarding the review/revision process of the school-level Parent Involvement Plans and Compacts. Copies of the Title I Parent Involvement Plan and School-Parent Compact will be distributed to all parents and made available using a variety of methods including but not limited to: Title I Parent Handbook sent home with students at beginning of the year, the school's website and Parent Resource Centers.*
 - *The District Parent Involvement Coordinator will assist Title I schools in the development of a 1-Year Action Plan will include a minimum of seven capacity building, academically-focused parent events as well as activities that support a welcoming school environment. The 1-Year Action Plans will be directly aligned to each school's School Improvement Plan, Title I Needs Assessment and Title I Schoolwide Plan. All School Improvement Plans are presented each year to the executive cabinet at the central office level for review and feedback and to assure that individual school plans are directly aligned to the District Strategic Plan.*
 - *The district and all Title I schools have adopted the research-based parent engagement model of the National Network of Partnership Schools.*
4. The Houston County School System will coordinate and integrate parent involvement strategies in Part A with parental involvement strategies under the following other programs such as Pre-Kindergarten Programs and Early Intervention Programs, by:
 - *Whenever appropriate and feasible, parent involvement activities will be a coordinated effort with other programs. Title I schools will provide information and workshops on school readiness and the importance of parental involvement.*
 - *The district will partner with other community agencies in an annual community fair. The district will provide information on school readiness and parental involvement at this event.*
5. The Houston County School System will take the following action to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - *A district-wide, Title I Parent Satisfaction Survey will be administered annually. The purpose of the survey is to evaluate program effectiveness, to determine if parent needs are being adequately addressed, and to identify barriers to participation. The survey results shall be used to design strategies for effective parent programming and to revise, if necessary, the district and schools' Parent Involvement Plan. Timely responses to parent questions and suggestions shall be provided and unsatisfactory parent comments shall be submitted to the Title I office. Title I schools and the district will post survey results on their respective websites.*

6. The Houston County School System will build the schools' 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:
- A. The school district will, with the assistance of its Title I, Part A schools provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph---
- *Title I schools with assistance from the District Parent Involvement Coordinator shall plan parent workshops and activities, along with volunteer opportunities on a regular basis and at various times and to the extent practicable provide services to eliminate parental involvement barriers. HCSS requires each title school to have at a minimum seven (7) parent-focused academic based activities a year. These events will assist parents in understanding topics such as: The State's academic content standards, The State's student academic achievement standards, State and local academic assessments, how to monitor their child's progress, and how to work with educators. Title schools will also offer events that help build a welcoming climate and relationship between families and schools.*
- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent involvement by:
- *Parents will be given information on adult literacy opportunities upon request. The district will provide a link on the system website to the Adult Literacy/GED site for Central Georgia Technical College. Opportunities for technology training will be provided at the school level. The district will provide a county-wide basic computer training course for families four times a year.*
- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals 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 schools, by:
- *The Director of Federal Programs and District Parent Involvement Coordinator will provide training to principals and school level Parent Involvement Coordinators during regular meetings. Training topics may include: How to effectively communicate with parents, How to structure and provide opportunities to shared decision making and How to use data to revise PI Plan and Compact. The district will require school personnel to view the parent involvement webinar series from GaDOE. The district also recommends that Title I schools send representatives to the Family Engagement Conference biannually.*
- D. The district 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:
- *The District Parent Involvement Coordinator will provide information on school readiness and the importance of parental involvement to area childcare centers and Pre-k programs. This information will help families with the transition from these programs to Houston County School's kindergarten classrooms. Elementary level school personnel are encouraged to invite families to their parental engagement workshops throughout the year. The district also publishes a Kindergarten Readiness Booklet that is available on the district website and in all Parent Resource Centers.*

- E. The school district 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:
- *The district will provide required documents and other pertinent information in an understandable format, and to the extent practicable, in a language parents understand. The district may employ a translator to assist in this effort. Additionally, The International Welcome Center located at the Central Registration complex shall further assist parents when culture and language may be barriers. The district will inform school personnel that all parents must be invited to parent involvement planning meetings, academic events, and shared decision making sessions using multiple forms of advertisements.*
- F. Provide the other reasonable support for parental involvement activities under section 1118 as parents may request.
- *Requests will be reviewed at the district level and decided upon to the extent practicable if deemed necessary and beneficial for parents.*

Part III.

Discretionary and Other Components of the District-wide Parental Involvement Plan:

- *All Title I schools shall hold an Annual Title I Meeting at a convenient time within the first six weeks of school. During the meeting, each school is to inform parents about the purpose, goals, guidelines and expectations of the Title I program. Parent sign-in sheets, meeting agendas and advertisements are submitted to the district office. To the extent practicable, accommodations will be made for parents with disabilities, language barriers, and other special needs.*
- *HCSS shall notify parents of the ESEA Designation of each Title I school. Parents of students attending a Title I School, identified as Priority, Focus, or Alert shall receive a written explanation regarding such status and be advised of their parental rights under ESEA. Priority and Focus Schools will implement a Flexible Learning Program (FLP) as required according to ESEA guidelines. Information regarding the ESEA Flexibility Waiver, School Identification and Flexible Learning Programs will be displayed on the district website.*
- *All parents with student(s) in a Title I school will receive a Title I Parent Handbook. This handbook will contain the following notices: School-level Title I Parent Involvement Plan, School-Parent Compact, Parents' Rights to Know Teacher Qualifications letter, Notification of Highly Qualified Teachers and Paraprofessionals letter, FERPA, Complaint Procedure, Shared Decision Making Invitation, and ESEA Designation letter.*
- *The district and Title I schools shall communicate regularly with parents through a variety of media, including but not limited to: parent-teacher conferences, parent workshops/events, Parent Resource Centers, newsletters, Title I Parent Handbook, flyers, emails, educational access channels, websites, call-out messenger system, school's marquee, and social media.*
- *Title I schools shall maintain a Parent Resource Center that is strategically located within the school building. Schools shall be responsible for notifying parents about the center's location, hours of operation and available resources. Parent Resource Centers shall provide learning opportunities for parents that promote literacy, parental development, learning at home, information about Title I, communication and decision making.*
- *The district and Title I schools will follow the framework for parental involvement as prescribed by the National Network of Partnership Schools (NNPS)-School, Family, and Community Partnerships. This research based program focuses on building parental capacity by implementing Parent Action Teams and developing 1-Year Action Plans based on the NNPS six keys of involvement. The NNPS six keys of involvement are:*

1. *Parenting- Help all families establish home environments to support children as students.*
2. *Communicating – Design effective forms of school-to-home and home-to-school communications about school programs and children’s progress.*
3. *Volunteering – Recruit and organize parent help and support.*
4. *Learning at Home – Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions, and planning.*
5. *Decision Making – Include in school decisions, develop parent leaders and representatives.*
6. *Collaborating with Community – Identify and integrate resources and services from the community to strengthen school programs, family practices, and student learning and development.*

- *The district and Title I schools will embrace its students, parents, and community. Administrators, faculty and staff will collaborate with businesses and community-based organizations to provide resources and networks for parents and students.*
- *The district shall reserve one percent of district allocation, if \$500,000 or more, for parent involvement.*

Part IV.

Plan Approval

The district-wide Parental Involvement Plan has been developed jointly with and agreed on with parents of children participating in Title I, Part A programs, as evidenced by agendas and sign-in sheets.

This plan was accepted by the Houston School System on September 23, 2013, and will be in effect for the period of one year. The school district will distribute this plan to all parents of participating Title I, Part A children on or before October 30, 2013.

Signature of Authorized Official

Date