**Leon County Title I**

**Parent Involvement Procedures**

The Leon County Title I Parent Involvement Program will be comprehensive in nature

and will encourage practices that enhance involvement and support parents and schools as partners in the improvement of student achievement.

Parents of all students in the Title I program shall have the opportunity to participate in

the design and implementation of the Title I program. Individual schools shall:

• Develop a school-parent compact or agreement.

• Have an annual meeting(s) early in the school year to provide an opportunity for parents to receive information about the Title I program and their right to be

involved in the program.

• Schedule a minimum of one conference per year with parents. Kindergarten, first

and second grade teachers shall schedule two conferences per year in compliance

with the Leon County report card procedures.

• Provide flexible and regular meeting opportunities for parents to share

experiences and participate in decisions relating to the education of their children

• Provide a description and explanation of the curriculum being used at school and

the forms of assessment to measure student progress.

• Have access to and coordinate with community and support services for children

and families

• Encourage parents as leaders and decision makers in support and advisory roles.

• Have strategies addressing parent involvement in their Title I Plan including:

1. Literacy for parents.

2. Effective ways of communicating with all stakeholders.

**1.063 Family and School Partnerships.**

1. The School Board of Leon County believes that a genuine and mutually respectful partnership among parents and guardians, schools and the district, coordinated across all programs and grade levels, supports student learning and school success. This policy provides a broad framework to help assist educators to develop comprehensive programs of family and community involvement and effective communications.
2. The school district is committed to meet its responsibility to provide high quality curriculum and instruction in a safe, caring and supportive learning environment that enables students, with the support of families and the community, to meet the highest academic achievement standards.
3. The School Board believes that a student’s achievement in school is enhanced by a family that:
4. Creates a home environment that instills the value of education.
5. Expresses high expectations for their children’s achievement and future careers.
6. Becomes involved in their children’s learning activities and school.
7. The district and schools shall identify and implement effective parent and guardian involvement and communication practices that improve student learning and meet the needs of its families. The practices shall include:
8. **Parenting.** The district and schools shall promote parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support students’ learning. Staff members shall strive to understand families and appreciate the diversity of cultures and approaches to child rearing. Parent training shall be offered through a variety of
9. media and at times when working parents and guardians may attend. A parent resource center shall be established at each school site with information and materials that may help parents and guardians in their role as their child’s primary teacher.
10. **Communicating**. The district and schools shall communicate with families about school programs and student progress through effective school-to-home and home-to-school communications. These shall be clear, understandable, consistent, two-way and meaningful and shall promote mutual respect and appreciation. The communication with parents and guardians shall include a description of the curriculum in use in the school, the forms of academic assessment used to measure student progress and the proficiency levels of students as they progress, including performance on grade level standards.

A variety of communication methods and opportunities shall be used and special efforts made to contact traditionally hard to reach families. Personal contact at open houses or other school events and through parent-teacher-conferences, telephone or home visits, shall be used to seek parental assistance with student academic or social difficulties or to recognize achievements.

1. **Volunteering.** The district and schools shall support efforts to improve recruitment, training, activities and schedules to involve families as classroom volunteers, and participants at school sponsored or other school related events. Volunteer training shall be offered through a variety of media and at times when working parents and guardians may attend.
2. **Learning at Home.** The district and schools shall create conditions that support the involvement of families with their children in learning activities at home, including homework.
3. **Decision Making**. The district and schools shall include families as participants and full partners in school improvement planning, school decisions, governance, and advocacy through parent groups, school and district advisory councils, committees and other parent/guardian organizations. Information shall be given and opportunities shall be provided for parents and guardians to make suggestions and participate, as appropriate, in decisions relating to the academic progress of their children.
4. **Collaborating with the Community.** The district and schools shall collaborate with businesses and other community groups to coordinate resources to strengthen schools, families and student learning. Partnerships with governmental agencies and other groups to make school programs and services available to families after regular school hours shall be developed.
5. Parents and guardians shall be involved in the development, implementation and evaluation of family involvement programs and the effectiveness of this policy.

(6) The district and school shall provide professional development opportunities for staff members to enhance their understanding of effective parent and community involvement strategies.

Statutory authority: 1001.42, 1001.51 and 1001.54, F.S.

Law implemented: 1002.23 and 1012.98, F.S.

Policy Adopted: November 18, 2003

**John G. Riley School Parent Survey**

**Action Plan** – John G. Riley Elementary

1. Develop Survey- Parent Involvement Committee (PI) creates a survey
   1. Utilize notes from School Advisory Committee
   2. Clearly state reasons for survey (“Preamble”), time table, and method for return process
   3. Complement School Improvement Plan (SIP)
   4. Include incentives for return- i.e. Celebrations tickets
2. Distribute Survey: Include in the first parent newsletter (First Friday in September.) and attach to school web site.
3. Analyze Survey Data- Parent Teacher Organization (PTO) and PI committee
   1. Identify 3 main goals identified from the returned surveys- i.e. Improve School safety/discipline, Parent Education, After school Care
   2. Develop implementation sub committees- i.e.
      1. Resource/Partnership identification and communication (see list of ideas)
      2. Programs and Activities (see list of ideas)
      3. Communications- What, When, Where, Who, Why (see list of ideas)
4. Report-Go Public with the plan- PI committee reports at PTO meeting.

Information will also be included in the next school newsletter and attached to school web site

1. Implement – the first step and start small
2. Evaluate – go back to identified main goals (3a. and see list of ideas)
3. Plan for Sustainability and Expand (see list of ideas for Parental Empowerment)

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| **OBJECTIVE: To increase parent and community involvement at school. The school needs to continue to develop positive relationships with our parents and community in order to increase the success rate of our students.** | | | |
| **Framework** | **Activity** | **Dates** | **# Attending** |
| **Parenting** | * **Connecting Families** * **Parents Make the Difference Newsletter** * **Back to School Orientation** * **School Newsletter** * **Conference Night ( Oct/March)** * **Parent Workshops** | Monthly  Aug & Sept. 2016  Monthly  Jan./March  October/ February | Over 600 |
| **Communicating** | * **Program information to parents about Title I – Open House** * **Written Policy about Title I** * **Written notice to parents that they have a right to request** * **Information on professional qualifications of teachers** * **Yearly Calendar and Handbook** * **Week- At- A- Glance (upcoming events)** | Sept. 2016  Sept. 2016  Aug. 2016  Year round  Aug. 2016 | We send home news items every week – over 600 students. |
| **Volunteering** | * **Volunteer opportunities at school events** * **Grandparent’s Day Science Fair** * **Book Fair –Reading Night** * **Classroom Helpers Field Trips** * **Field Day** * **Talent Show** | Activities are held monthly and parents can volunteer in teachers’ classes. | We have over 40 mentors and the # varies for each activity. |
| **Learning at Home** | * **Connecting Families – Building Better Readers and Helping Children learn at Home** * **Newsletter are send home every month -- over 600 students** * **Math Night** * **Science Carnival** | Monthly  Oct/Jan | Over 600  100+ |
| **Decision Making** | * **Parent Compacts** * **SAC** * **PTO** | Every student  Monthly Meeting | 550 + |
| **Collaborating with the Community** | * **Partners** * **Mentors** * **Red Ribbon Week** | Monthly  Weekly  Activities  Dates varies | 12  10\*  Must activities avg. 100+ |