

Parent Involvement Policy – School Level

Hamilton County Department of Education

School Name

ORCHARD KNOB ELEMENTARY SCHOOL

For reference, see the Title I standards on the Tennessee Department of Education Website:
<https://www.tn.gov/content/tn/education/student-support/family-community-engagement.html>

It is the policy of this school to:

1. Ensure that all students achieve high academic standards
2. Welcome parents into the building (Standard 1 – Welcoming All Families)
3. Have an organized PTA, PTO, or parental organization
4. Include parents in the decisions that affect their children by (Standard 5 – Sharing Power):
 - a. Conducting a needs assessment survey each spring
 - b. Including parent members in leadership committees
 - c. Maintaining open communication between teachers and parents (Standard 2 – Communicating)
5. Report student progress to parents on a regular basis (Standard 3- Supporting Student Success) by:
 - a. mid-term progress reports
 - b. report cards
 - c. ½ day parent conference days
 - d. phone calls
 - e. informal dialogue
6. Provide parents with opportunities to strengthen their knowledge and parenting skills by offering scheduled meetings for parents to discuss ways to help their children. (Standard 3- Supporting Student Success)
7. Build capacity for parental involvement by:
 - a. Convening an annual meeting to inform parents of responsibilities and encourage participation
 - b. Offering meetings at flexible times
 - c. Involving parents in planning, review, and improvement
 - d. Working together with community members to connect students, families, and staff to expand learning opportunities, community services, and civic participation. (Standard 6 – Collaborating with Community)
8. Provide assistance to children at risk of not meeting high standards by:
 - a. Providing individual intervention with certified teacher(s)
 - b. Informing parents of how they can help their children achieve.
 - c. Teaching families how to be advocates for their own and other children. (Standard 4 – Speaking Up for Every Child)

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1. Describe how the school jointly develops, with the input of parents, the written parent involvement plan.

Annually, at the beginning of the year, the administration will hold a meeting to inform parents, staff, and community members of the parent involvement plan and to seek feedback.

Parental Involvement Expectations

1. Parents will be recognized as first teachers in their child’s academic lives.
2. Parents will be provided multiple opportunities to volunteer in the classroom.
3. Parents will be active members of the leadership team.
4. Parents are welcomed as pivotal partners with the school.
5. Parents will consistently follow the school-wide rules and expectations for parent and students.
6. Parents will maintain ongoing communication with school by written form, face-to-face, and other forms of communication.
7. Parents will receive training by the FPS regarding policies when visiting classrooms.

a. Describe the annual meeting where parents receive information concerning being a Title I school. (Attach documentation)

Parents will receive information during the annual Open House, Registration, Back to School Bash, and Parent Conference meetings, PTA Meetings, and School Website.

b. Describe how parents are explained the requirements of Title I, and the rights of parents to be involved in the school.

Parents receive the following Channing Bete literature:
“Parents’ Rights In Education – A guide to No Child Left Behind Act.”
“Schoolwide Title I Programs – How and why they work”
“About School-Parent Compacts”
The documents are also available for Spanish-speaking parents.

c. Describe the schedules of school parent meetings.(Attach documentation)

Orchard Knob Elementary aims to provide parents with monthly meetings and/or training schedules. Some examples are: PTA meetings, Weekly News Letters, Website, and in-house media display.

d. Describe how parents are involved in an organized, ongoing, and timely way. (Attach documentation)

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PTA/PTO - The school has an organized PTO that meets monthly. Parents are encouraged to attend board meetings and participate on Parent Conference Days. Parents receive a weekly phone message and newsletter with information about opportunities to become involved with the school.

- e. Describe how the school provides parents timely information about programs under parent involvement. (Attach documentation)

It is the school's custom to disseminate information to families via weekly and monthly newsletters, flyers, phone calls (School Messenger), and other various forms of communication.

- i. Describe how the school will provide parents a description and explanation of the curriculum used in the school, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. (Attach documentation)

The school will provide parents with grade level and common core state standards, access to district's literacy and math websites, and standards based report cards. Parents will also receive Parent Handbooks, student practice book, and individual student profiles on all state assessments.

- ii. Describe how the school provides parents with opportunities for regular meetings. (Attach documentation)

As stated earlier, parent meetings are scheduled monthly. Parent/Teacher conferences are scheduled twice a year. Parents may also request to meet with a teacher.

- f. Describe how the school develops, with the input of parents, its school-parent compact. (Attach compact and documentation)

Annually parents receive the Channing Bete literature "About School-Parent Compacts." Parents also are able to provide input during annual Open House.

2. Describe how parents, teachers, and administrators share the responsibility of improving student achievement and meeting the state's high standards.

- a. Describe the school's responsibility to provide to provide high-quality curriculum in a supportive and effective learning environment.

Annual School-wide RTI, TCAP, benchmark, and interim assessment data is reviewed regularly and an Instructional Focus Calendar is developed per semester by each grade level and included are the state standards. This is also shared with related arts teachers and interventionists. The curriculum is aligned with the state standards to ensure that research based strategies are taught daily to enhance the learning of each student as well as meet the learning styles of all students. In concert with the academic focus, school-wide positive rules and expectations are communicated to all stakeholders: parents,

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students, community, and staff to maintain a positive learning environment that is conducive to a culture of learning for all.

b. Describe the ways in which each parent is responsible for supporting their children's learning.

1. Being knowledgeable about the curriculum.
2. Assisting with homework.
3. Communicating regularly with the school.
4. Accessing resources available to help students with school work
5. Attending parent meetings, parent/teacher conferences, and additional meetings.
6. Attending and supporting school programs and activities.
7. Encouraging their child to be positive about academics and their behavior.
8. Supporting school-wide rules and expectations.

c. Address the following:

- * Parent teacher conferences are held twice a year. The school notifies parents in advance of the dates and times available.
- * Student progress reports are sent home every 4 ½ weeks. Teachers may also utilize student agenda mates to communicate student progress.
- * Opportunities for parents to volunteer and observe classrooms through the Parent Volunteer training and handbook facilitated by the Family Partnership Specialist.

3. Describe when and how the school distributes the written school level parent involvement plan.

The written school level parent involvement plan is made available on the school's website and throughout the year to every parent who may request a copy.

4. Describe how the school notifies parents of the written school-level plan in a way that is easy for parents to understand.

The school ensures that parents are aware that the school is a school-wide Title I school and the requirements that go along with being a Title I school. Literature is distributed to parents about understanding Title I. Parents receive the Channing Bete literature "About School-Parent Compacts", "School-wide Title I Programs", and "Parents' Rights in Education." The literature is available in English and Spanish. All communication sent home has a footer that states OKES is a school-wide Title I school.

5. Describe how the school makes the school level plan available to the local community. Include the website link.

The plan is posted on the school's website address at www.oke.hcde.org

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6. Describe how the school periodically updates the Parental Involvement plan to meet the needs of the parents and the school.

Annually staff and parents are surveyed. This information is used to determine if changes are necessary. Also, all suggestions made by parents are reviewed and discussed by administration of the Family Partnership Specialist.

7. Describe how the school gets feedback from parents on needed changes of the plan throughout the school year.

Parents may speak with the Family Partnership Specialist concerning feedback and needed changes.

8. Describe how the school provides assistance to parents in understanding achievement standards, assessments, and how to monitor progress and provide assistance to their children.

The school provides parents with the opportunity to regularly meet with teachers. Teachers also provide parents with materials they can use at home with their children. Monthly parent meetings are held where parents are informed about the state standards, assessments, and progress monitoring.

9. Describe the materials and training that the school will provide to parents.

Orchard Knob Elementary makes every effort to meet the needs of parents by holding meetings, providing workshops, and distributing materials. Parents receive Channing Bete literature booklets, they are given the opportunity to attend meetings about attendance.

10. Describe the type of training that the school receives to reach out to, communicate, and work with parents as equal partners.

* The FPS attends monthly network meetings and professional development with the district to learn strategies to support parents.

11. Describe the way the school will integrate and coordinate services for parental involvement. Include the grants that provide parental support.

The school's FPS works with a number of community organizations to formulate partnerships for the benefit of providing parental services. The school also uses Title I funds to provide support for the parent involvement plan. The FPS attends monthly network meetings.

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12. Describe the types of information that is provided to parents in a language they can understand.

All materials and communication that is given to parents is presented in a way that is parent friendly. The school to the best of its ability tries to clarify all information and stay clear of words and jargon that is not understood by all.

13. Describe the types of support that is provided at the request of parents.

- Assistance with uniform clothing
- Assistance with transportation
- Community resources
- Housing assistance
- Educational assistance
- Social and Emotional Support Resources for Students and Families

14. If applicable, describe the opportunities provided for parents with limited English proficiency, disabilities, and migrant status.

The Family Partnership Specialists will work in collaboration with La Paz and the district's office, community organizations, to provide ELL parents with educational assistances provided in their native language.

15. Provide examples of how your school demonstrates the following:

Standard 1 – Welcoming All Families

Each morning and afternoon the Family Partnership Specialist (FPS) greets parents in the main corridor. Also, the Men on Board stand outside and open car doors for children when they arrive to school each morning. The FPS also provides coffee each morning for parents in the parent room.

Standard 2 – Communicating

The FPS sends out flyers to the school pertaining to upcoming events. The FPS also provides information for the weekly newsletter about parent meetings and opportunities for parents to volunteer. The School Messenger is also used to communicate with parents. As needed, the marquee is updated with upcoming events for the school. OKES also has a website that is updated weekly with events for the parents and staff.

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Standard 3 – Supporting Student Success

Each quarter, students are recognized for Star Roll and Honor Roll. They have the opportunity to take an educational field trip. Students are also recognized for perfect attendance. Additionally students are recognized for improvement in behavior, effort, and academic performance.

Standard 4 – Speaking Up for Every Child

OKES has an Anti-Bullying Program and a School-wide Positive Behavior Program in place and a Behavior Interventionist on staff to work with our students.

Standard 5 – Sharing Power

OKES has weekly Grade Level Meetings, selected Interview Committees, Instructional Admin. Team, SLAT Teams, and Leadership Team . The FPS has a Parental Involvement Program giving parents an opportunity to participate in various training sessions.

Standard 6 – Collaborating With Community

The Administrators, Teachers, and FPS reaches out to different stakeholders for community support. The FPS contacts the community for donations for school events. We also invite the community to OKES for school functions so that the community feels welcomed at our school at any time. OKES extends opportunities for community members to volunteer at our school everyday.