

Dothan City Schools



Parental Involvement/Conferencing Plan

Parental Involvement/Conferencing:

Parental involvement and parental conferencing are recognized by the Dothan City Schools' Board of Education as critical elements in a child's success in school. Each school shall develop

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a plan for parental involvement and a plan for parental conferencing to be submitted to the Superintendent or his designee for approval prior to the beginning of school. The plan shall be developed following guidelines distributed to all schools by the Superintendent or his designee.

Guidelines for Parental Involvement:

1. Each school shall designate a faculty coordinator for parental involvement who shall serve as chairperson of the faculty committee and shall work in coordination with the building principal in the development and implementation of the parental involvement/parental conferencing plan.
2. Each school's annual plan shall include the following components:
 - 1.1 Parent participation component
 - 2.1 Professional development components, objectives and timeline
 - 3.1 Parental in-service/training component
 - 4.1 Goal and objective statements based on results of parent and teacher surveys
 - 5.1 School meeting component
 - 6.1 Information sent home in language the parent can understand

Guidelines for Parental Conferencing Plan and Academic Advisement:

Each school shall develop a plan for Parental/Academic Conferencing, which shall include:

- 1.1 In-service training component for teachers and other affected personnel in conducting effective parent-teacher conference
- 2.1 A plan for encouraging parents to become actively involved in conferences
- 3.1 A plan for documentation of all conferences attempted and held
- 4.1 A plan for communicating on a regular basis through newsletter and other information sent home
- 5.1 A plan for conferencing all parents of K-1 and special education students the first nine weeks
- 6.1 A plan for conferencing the parents of all 2-8 students the first semester

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- 7.1 A plan for conferencing the parents of all 9th grade students for academic planning the first semester
- 8.1 A plan for the regular conferencing of all students making D's or F's each nine weeks

Model Plan Goals and Activities:

GOAL I: To have each parent of kindergarten and first grade children know the teachers, feel comfortable coming into the school, and know ways in which they can help their child at home

GOAL II: For parents of children not doing well academically in school, to begin helping their child at home

Activities for the Six Components of Parental Involvement Programs:

1. Dothan City Schools will take the following actions to involve parents in the joint development of the LEA Parental Involvement Plan:

- The LEA Advisory Panel will meet twice a year (Fall and Spring) to review and amend the LEA Parental Involvement Plan and budget. The LEA will contact several Title I, Part A schools and request the name of a parent to serve on the panel. The LEA will then notify the parent representative by mail and provide them with a copy of the present LEA Parental Involvement Plan for them to review and evaluate. Recommended changes will be discussed and voted on at the Advisory Panel meeting.

2. Dothan City Schools will implement the following activities to involve parents in the process of school review and improvement:

- Each school will include parents on their school improvement (ACIP) committee.
- Each school will send parent surveys out at the end of the school year seeking their evaluation of the Parental Involvement Program. Parent representatives and the school advisory council in determining needed changes review results of the surveys.
- Each school will train parents on 1) student assessments 2) curriculum 3) how to help their child achieve academic success 4) the purpose and goal of Title I programs and funds 5) parental rights 6) how to schedule parent conferences and the importance of the parent/teacher relationship.
- Each school will make available to parents a copy of the school's Parental Involvement Plan and give each parent a copy of the school's student/parent handbook.

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3. Dothan City Schools 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:

- LEA representatives will visit each school during the school year to participate and assist with parent meetings and activities.
- LEA representatives will communicate with each school concerning the Parental Involvement Plan and its implementation.
- The LEA will assist in helping the schools plan and budget their Parental Involvement allocations.

4. Dothan City Schools will coordinate and integrate parental involvement strategies in Title I, Part A with parental involvement strategies under the following other programs, such as Head Start, and Title III (EL) by:

- The LEA will provide all school related forms in a language that all parents can understand with the support of the TransAct Program.
- The LEA will provide assistance to parents and students through the employment of EL tutors.
- The LEA will provide health and safety education to parents through the employment of school nurses. The school nurses work closely with teachers, parents, and students.
- An LEA representative will support Head Start by attending parent meetings and activities. The Head Start administrator sends a meeting calendar to the LEA.

5. Dothan City Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this Parental Involvement Plan in improving the quality of the Title I, Part A schools. The school district will use the findings of the evaluation to design strategies for more effective parental involvement.

- Each school will conduct yearly surveys that will be sent home at the end of the school year. The Parental Involvement Specialist will be responsible for compiling the data.
- Each school will use the survey data to make improvements in their Parental Involvement Plan.
- Each school improvement committee will review the results.

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6. Dothan City Schools 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 school involved & parents to improve academic achievement through the following activities:

- Each school will conduct meetings for parents in the evening and daytime to discuss various areas of achievement such as; homework, study skills, understanding student assessments, understanding academic content standards, how to work with educators, the requirements of Title I, Part A. Documentation of the workshops, materials for parents, agendas and sign-in sheets will be maintained at each school.
- Each school will provide training to teachers concerning the importance of the parent/teacher relationship.
- Each school will send home information to parents in a language they can understand and respond to via the TransAct Program.
- Each school will send home newsletters to all parents with homework tips.
- Each school will send parents interim progress or deficiency reports.

ATTACHMENT I (SAMPLE)

School Name _____

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Person Completing Form _____

CHECKLIST FOR PARENTAL INVOLVEMENT

Directions: Please check appropriate box in columns A and D and indicate the number participating in your school in columns B and C.

- A. Does your school participate in the activities listed below?
- B. Number of parents participating
- C. Number of teachers participating
- D. Do you need assistance with organizing this activity?

		<u>A</u>		<u>B</u>	<u>C</u>	<u>D</u>	
		Yes	No			Yes	No
1.	Parent Surveys	()	()	_____	_____	()	()
2.	Teacher Surveys	()	()	_____	_____	()	()
3.	Written School-to-Home Communication						
	a. Newsletters	()	()	_____	_____	()	()
	b. Information packets	()	()	_____	_____	()	()
	c. Letters	()	()	_____	_____	()	()
	d. Student Newspaper	()	()	_____	_____	()	()
	e. Other _____	()	()	_____	_____	()	()
4.	Home Visits	()	()	_____	_____	()	()
	a. Number of different families visited _____						
	b. Average length of time of visit _____						
	c. Average number of visits per family _____						
	d. Total visits per year _____						
5.	Volunteer-In-School Program	()	()	_____	_____	()	()
	a. Total number of volunteers utilized in the classroom _____						
	b. Total number of volunteers utilized out of the classroom _____						
	c. Total number of volunteer hours in the classroom _____						
	d. Total number of volunteer hours out of the classroom _____						

ATTACHMENT II (SAMPLE)

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DATE: _____ COORDINATOR: _____

SCHOOL: _____ SCHOOL YEAR: _____

PARENTAL INVOLVEMENT PROCESS DOCUMENTATION

I. Demographic Data

- _____ Number of students in elementary school
- _____ Number of students from single-parent families
- _____ Number of students from single-parent families who are considered low achievers
- _____ Number of students from non-white single-parent families
- _____ Number of students from non-white single-parent families who are low achievers

II. Definition of target families: _____

A. Parent Involvement and Home Communication (Overall Totals)

- _____ Total number of community education sessions held for parents to improve parenting skills
- _____ Total number of parents participating in community education parent involvement programs
- _____ Total number of parents participating in community education parent involvement programs by attending a one time class or special event
- _____ Total number of parent volunteers coming into the school during regular school hours
- _____ Total number of hours worked by parent volunteers
- _____ Total number of target parents participating in parent involvement programs by attending a recurring community education class
- _____ Total number of target parents participating in parent involvement programs by attending a one-time class or special event
- _____ Total number of home visit to target families (first time)
- _____ Total number of home revisits to target families

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- _____ Total number of target parents receiving materials on parenting from the school
- _____ Total number of school plays, other events held during the year for all parents
- _____ Total number of PTA/PTO Meetings held during the year
- _____ Total number of Open Houses held during the year
- _____ Total number of parent-teacher conferences held with target parents

B. Brief Description of Target Children and Parents

1. Target Children

Total Number _____
Number in Each Grade K _____ 3 _____ 6 _____
 1 _____ 4 _____ 7 _____
 2 _____ 5 _____ 8 _____

2. Target Adults

Total Number _____
Number Single-Parents _____

SAMPLE (Name of School)
Parent Survey

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Dear Parent or Guardian: We are in the process of conducting an evaluation of our parental involvement program, and we would like to know what you think. Please take a few minutes to complete this survey. The responses will be used to improve next year's parental involvement program. If you have questions about the survey or need assistance completing it, please contact Name of Contact Person _____

at _____ Phone Number and e-Mail _____.

1. Do you feel welcome in your child's school? Yes No

2. Does your school encourage you to be involved in your child's education? Yes No

3. Do you know your school's academic goals and how you can be involved? Yes No

4. Did you participate in any of the following activities offered this year? (List your own Title I activities. See samples below.)

- | | |
|---|--|
| <input type="checkbox"/> Annual Meeting of Title I Parents | <input type="checkbox"/> Parent Advisory Committees/Councils |
| <input type="checkbox"/> Title I Program Planning/Evaluation | <input type="checkbox"/> Explanation of State Standards/Curriculum |
| <input type="checkbox"/> Development of Parent Involvement Plan | <input type="checkbox"/> Family Reading/Math Nights |
| <input type="checkbox"/> Development of School-Parent Compact | <input type="checkbox"/> Observing/Volunteering in the Classroom |
| <input type="checkbox"/> Explanation AYP, School Improvement | <input type="checkbox"/> Parent-Teacher Conferences |

List any additional activities that you would like to see offered: _____

5. Do you know about volunteer work you can do at school? Yes No

6. Do you know how you can be involved in school planning/review committees? Yes No

7. Do you know what it means to be a Title I School and what your rights are? Yes No

8. Do you know how additional help with reading and/or mathematics is given to students through the Title I program? Yes No

9. Do you know what your child should know and be able to do in reading and/or mathematics for the grade he/she is in? (Academic Content Standard) Yes No

10. Do you understand your child's report cards and test scores? Yes No

11. Does the Title I School-Parent Compact help to remind you about things you can do to help your child do better in school? Yes No

12. Title I, of the No Child Left Behind Act of 2001 asks that priority be given to extra help beyond the regular school day. If free instruction and transportation are provided, would you want your child to attend Title I services after school, before school, weekend school, or summer school?

Comments: _____

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13. Do you have internet access in your home? Yes No

14. What is the best way for the school to share information about your child and school activities?

Telephone e-Mail Written Notices Audio/Video Tapes

Other (Specify): _____

15. Can you reach your child's classroom teacher(s) to discuss your child? Yes No

16. Do you feel that teachers in the school are interested and cooperative when you discuss your child's academic progress and/or other concerns? Yes No

17. Check any of the following items that would help you attend Title I Activities:

Evening Meetings *Suggested Time:* _____

Transportation Provided

Child Care Provided

Calendar of Events Sent Home Regularly

Reminders Sent Home One Week Before Event

Different Location Than the School *Suggested Location:* _____

Other *Specify:* _____

18. Did you receive a copy of the following three documents this year:

- The District's Parental Involvement Plan Yes No
- Your School's Parental Involvement Plan Yes No
- The School-Parent Compact Yes No

19. Do you know about the school's extra services (for example, counseling, and speech therapy)? Yes No

20. Do you know about the school's referral program to community services outside of the school? (Such services may be adult literacy programs, social services, health services, GED, adult career development, etc.) Yes No

21. Do you have comments/concerns about the Title I Program or the Parental Involvement Program in your school?

The following data requested is for statistical purposes only:

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Grades of children:

Pre-K K 1 2 3 4 5 6
 7 8 9 10 11 12

Race/Ethnicity (Select all applicable):

American Indian or Alaska Native Asian African American
 Native Hawaiian or Pacific Islander Hispanic or Latino White

Is your child eligible for the free or reduced-price lunch program?

Yes No

ATTACHMENT IV

SAMPLE (School Name)

TEACHER SURVEY

NAME: _____ **GRADE TAUGHT:** _____

- 1. What kinds of assistance to parents, parent involvement, school-home interaction or other “parenting” efforts do you believe are most needed in your community?**

- 2. In your work, what are some of the problems that relate to (a) lack of or (b) the wrong kind of parent involvement with children?**

- 3. What kind of help do you believe parents are looking for from your school?**

- 4. In what ways may parents be able to help the classroom teacher with their child’s academic success?**

- 5. Write a general goal for a parent involvement program, which you might assist in implementing.**

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ATTACHMENT V

SAMPLE (School Name)
PARENT PARTICIPATION RECORD

Child's Name: _____ **Grade:** _____

Teacher: _____

Attendance at School Open House	Attended Parent-Teacher Conference	Parent Volunteer at School	Classroom Visits
Date:	Date:	Date:	Date:

CONTACT RECORD

Home Visits	Programs Attended	Materials Given	Phone Calls
Date:	Date/Program:	Date/Type:	Date:

Comments: _____

ATTACHMENT VI

SAMPLE School Plan (School Name)

Parent Involvement/ Family/Community Engagement Plan

_____ School has established expectations for parent involvement in the educational process. The administration and faculty believe that Family Engagement is one of the most important links to academic success. We are committed to increasing Family Engagement within our school and the community by providing opportunities for parents to actively participate in the education of their child/children in the following ways:

1. Developing jointly with parents, agreeing on with parents, and distributing to parents, a Family/Community Engagement Plan
2. Supporting and encouraging active participation in PTO events
3. Providing opportunities for parents to respond to surveys and questionnaires expressing their ideas and/or concerns to improve education
4. Providing interpreter services when necessary
5. Encouraging parents to attend school events and use their talent/resources to enhance the instructional program
6. Providing parents access to written materials in their native language
7. Providing a flexible number of regularly scheduled parent meetings during the morning, afternoon and evening
8. Providing descriptions/explanations of curriculum, academic assessments, and student proficiency levels
9. Providing training to help parents work with their children to improve their achievement
10. The school may provide with Title I funds, transportation, child care, or home visits as necessary to help remove barriers to parent/guardian's participation in school activities and meetings

Title I Involvement

The administrators, faculty and parents will jointly develop, review, revise, and implement the Dothan City School Improvement Plan, Title I Family Engagement Plan, and School Compact requirements according to the guidelines set forth by law and by Dothan City Schools. To build capacity for involvement with parents and the community,

_____ School will:

1. Hold an Annual Title I Parent Meeting and other parent meetings, at flexible times and invite all parents to attend
2. Invite feedback from parents and respond to parent questions and concerns in a timely manner

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3. Provide all communications in a format and language that is easily understandable to all parents
4. Invite parents to observe _____ School programs and visit classrooms
5. Communicate with parents on a regular basis through weekly newsletters, weekly folders, and student progress reports
6. Provide scheduled parent-teacher conferences and requested parent-teacher conferences to discuss student progress
7. Provide parents and the community with assessment results and overall district and building performance
8. Provide parents and community stakeholders a copy of the Dothan City Family /Community/Engagement Plan and a copy of the Dothan City Schools Title I Parent Involvement
9. Provide meetings and activities to assist parents in understanding the curriculum, academic assessments, and student proficiency levels
10. Provide parents and community stakeholders accessibility of LEA policies and curriculum
11. Provide an information board of current events, updated website information, and distribute notices and communications in a timely manner to inform parents of school activities and academic programs
12. Utilize partnerships with community organizations and adopters to improve student achievement
13. Coordinate and integrate activities and programs through Parent and Community Engagement
14. Invite parents to join and actively participate in the _____ School PTO

To ensure _____ School parents participate in the school's programs, we will:

1. Provide annual meetings to explain the requirements of Title I, the school's participation in the Title I program, and parents' right to be involved
2. Provide flexible times for our parents to attend parent meetings during the morning, afternoon and evening
3. Offer training and workshops in parenting skills
4. Provide opportunities for parents to jointly develop, review, and revise the Dothan City Parent-School Compact, the Dothan City Family/Community Engagement Plan, and the School Improvement Plan
5. Provide opportunities for parents to give suggestions and comments about the Dothan City Parent-School Compact, the Dothan City Family/Community Engagement Plan, and the School Improvement Plan and respond to parent comments and suggestions in a timely manner
6. Distribute copies of the Parent-School Compact and the Family/Community Engagement Plan in a timely manner to all students, parents, and community stakeholders and acquire appropriate signatures

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7. Provide opportunities for parents to be involved in an organized, ongoing, and timely way in the planning and review of school programs
8. Provide access to community and support services
9. Provide parent meetings to explain the curriculum, assessments, formative assessments and expected student proficiency levels
10. Provide parents opportunities for regular meetings for suggestions, decision-making, and responses
11. Provide responses to parent suggestions, questions and concerns through newsletters, written and phone communication
12. Provide opportunities for parents to participate in professional development available to staff and parents
13. Provide EL parents information on assisting their children in attaining English proficiency and in achieving academic success
14. Involve parents in an organized, ongoing, timely way, in planning, and reviewing the Dothan City Family/Community Engagement Plan
15. Provide two scheduled parent-teacher conferences during the school year to discuss student progress and to review the School-Compact and Family/Community Engagement Plan
16. Provide timely information about parent programs