Parental Involvement Policy for
Kleven Boston Elementary School
Revision May 31, 2011

PART I. GENERAL EXPECTATIONS

The Cherokee County School District (CCSD) Parent Involvement Committee, which includes all Title I principals, all Parent Involvement facilitators, and CCSD district Title I staff, agrees to implement the following statutory requirements:

- The committee will meet quarterly during the school year to discuss district parent involvement programs and requirements.
- Each Title I school will develop and distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- Each Title I school will notify parents about the Parental Involvement Policy in an understandable and uniform format and to the extent practical, and will distribute this policy to parents in a language the parents can understand.
- Each Title I school will make the Parental Involvement Policy available to the local community.
- Each Title I school will develop, distribute to parents, and provide evidence of distribution of their schools’ School Parent Compact. The compact will be a component of its Parental Involvement Policy.
- Title I schools agree to be governed by the following statutory definition of parental involvement, and will carry out programs and 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—

  A. That parents play an integral role in assisting their child’s learning;
  B. That parents are encouraged to be actively involved in their child’s education at school;
  C. 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 (i.e., SIP/School Improvement Plan/Committee, School Council);
  D. The carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW BOSTON ES WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS.

1. Boston ES will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing and timely way under section 1118(b) of the ESEA:

   - Review and revision of school-based Parental Involvement Policy by School Parent Council members in May
• Review and approval of school-based Parental Involvement Policy by School Parent Council Meeting in August
• Review of CCSD Parental Involvement Policy by School Parent Council Meeting in August

These updated documents will be part of Boston ES’s School Improvement Plan and will be reviewed and approved by:
• School Parent Council
• Boston ES Leadership Team
• Assistant Superintendent of Educational Programs
• Board of Education

2. Boston ES will take the following actions to distribute the School Parental Involvement Policy to parents of participating children and the local community:

   The School Parental Involvement Policy will be posted on the school website at http://www.cherokee.k12.ga.us/Schools/boston-es/default.aspx which may also be accessed through the CCSD website at www.cherokee.k12.ga.us. Notice will be given in the Boston ES school newsletter, and parents will be informed at meetings of the PTA. Parents will be informed of the website and will be invited to contact the school if a hard copy or a translation is needed. Parents can also come to the school to view the policy on a computer in the media center.

3. Boston ES will update its School Parental Involvement Policy to meet the changing needs of parents and the school during the last quarter of each school year.

   The principal, parent involvement facilitator, leadership team, and school council members will review and revise the School Parental Involvement Policy in May, taking into consideration the results of the last parent survey. The School Parental Involvement Policy will be reviewed and approved by the School Parent Council at their August meeting.

4. Boston ES will inform parents of the following:
   • That their child’s school participates in Title I
   • About the requirements of Title I
   • Of their rights to be involved
   • About their school’s participation in Title I

   Parents will be informed in the following manner:
   • Letter sent home with participating children
   • At the annual August Curriculum Nights through Title I informative video clip
   • At Title I events and parent workshops throughout the school year
   • School newsletter
   • School website
   • Signage on campus
5. Boston ES will hold a flexible number of meetings at varying times, and provide child care if appropriate paid for with Title I funding as long as these services relate to parental involvement:

- **“Meet and Greet” Open House** – July 28
  - 8:00-9:30 a.m. Grades 1-2
  - 9:30-11:00 a.m. Grades 3-4
  - 5:00-6:30 p.m. Kindergarten General Meeting followed by Classroom Visits
- **ESOL Parent Conferences** – August
- **Curriculum Nights**
  - August 29 – Kindergarten and 1st Grade
    - 5:30 – Hispanic Parent Meeting
    - 6:00 – EIP/Title I Parent Meeting
    - 6:15-7:30 – Classroom Visits
  - August 30 – 2nd, 3rd, and 4th Grades
    - 5:30 – Hispanic Parent Meeting
    - 6:00 – EIP/Title I Parent Meeting
    - 6:15-7:30 – Classroom Visits
- **Fall Book Fair** – September 8-16
- **Parent Workshop** – September 14 – 9:15-10:30 a.m.
- **Grandparents/Family Night and Book Fair** – September 15 – 6:15-7:30 p.m.
- **Media Center Extended Hours** – 3:30-6:30 p.m. every Tuesday – beginning August 16
- **PTA Movie Night** – September 30 – 6:15-8:15 p.m.
- **Parent Workshop** – October 12 – 9:15-10:30 a.m.
- **PTA Meeting with 3rd Grade Music Program** – October 13 – 6:20 p.m.
- **PTA Fall Festival** – October 15 – 10:00 a.m.-2:00 p.m.
- **Family Reading Night** – November 3 – 6:15-7:45 p.m.
- **Fall Food Drive** – November 7-18
- **Parent Workshop** – November 9 – 9:15-10:30 a.m.
- **PTA Meeting with 2nd Grade Music Program** – November 10 – 6:30 p.m.
- **Kindergarten Thanksgiving Programs** – November 14-18 – Times vary
- **PTA Saturday with Santa** – December 3 – 9:30 a.m.-2:00 p.m.
- **PTA Meeting with 4th Grade Honor Chorus Program** – December 15 – 6:20 p.m.
- **Parent Workshop** – January 11 – 9:15-10:30 a.m.
- **Third Grade GCRCT Parent Night** –February 2 – 6:15-7:30 p.m.
- **PTA Bingo Night** – February 3 – 6:30-8:30 p.m.
- **Parent Workshop** – February 8 – 9:15-10:30 a.m.
- **Technology Night** – March 1 – 6:15-7:45
- **PTA Meeting with 1st Grade Music Program** – March 8 – 6:30 p.m.
- **Parent Workshop** – March 14 – 9:15-10:30 a.m.
- **Spring Book Fair** – March 22-30
- **PTA Movie and Pizza Night** – March 23 – 6:15-8:15 p.m.
- **Parent Night and Book Fair** – March 29
- **Fine Arts Day** – May 11
6. Boston ES will provide information about Title I programs to parents of participating children in a timely manner.

   *Boston ES is a school-wide Title I program. Information about the Title I program is provided to all parents at the annual Curriculum Nights in August and at PTA and Title I meetings throughout the year.*

7. Boston ES will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet in the following manner:
   - "Meet and Greet" Open House
   - Annual August Curriculum Nights
   - Family Reading Night
   - Technology Night
   - Gr. 3 GCRCT Night Parent Meeting
   - Parent conferences
   - Aspen – Parent Portal
   - Newsletters
   - Website
   - Flyers
   - Signs

8. Boston ES will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicable/possible. Such meetings will be held by request of teacher and/or parent.

9. Boston ES will submit to the district any parent comments if the school-wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children.

**PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT.**

1. Boston ES 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:
   - Etowah HS Mentor Program
   - Etowah HS Teachers’ Cadet Class
   - Tutors from KSU and Reinhardt College
   - PTA P.A.S.S. Program (Zone Initiative)
   - Reading Mentors (Parents and Community Volunteers)
   - Parent Volunteers for Boston Media Center and Book Fairs
• Volunteer Appreciation Day
• Fall Food Drive (with the cooperation of New Victoria Baptist Church)
• Give A Kid A Chance
• Shop With A Cop (with Cherokee County Sheriff’s Department)
• Christmas Angels (Hillside United Methodist Church)
• Career Day
• Visits from CCSD Officer Peabody and K-9 Dale
• Cherokee County Fire Dept. “Fire Safety House”
• Dental Health Presentations for Kindergarten
• Cobb EMC Job Shadowing Day
• Cobb EMC Performance by Boston 4th Grade Honor Chorus
• American Heart Association “Jump Rope for Heart”
• American Cancer Society “Relay for Life”

2. Boston ES will incorporate its Teacher, Parent, and Student Compact as a component of its School Parental Involvement Policy. It will be included in the school agenda and will be free to all students. The Boston Elementary Teacher, Parent, and Student Compact is as follows:

Teacher
- I will have a positive attitude toward your child.
- I will set the tone of respect in the classroom.
- I will provide a stimulating, active learning environment.
- I will provide and check homework assignments.
- I will keep parents informed.

Parent
- I will be responsible for my child’s attendance and punctuality.
- I will review and sign the agenda daily.
- I will read school and classroom newsletters.
- I will support classroom, school, and county discipline policies.
- I will praise, support, and encourage my child.

Student
- I will come to school with a positive attitude ready to learn.
- I will attend school regularly.
- I will take responsibility for my actions and the choices that I make in the classroom.
- I will respect my teachers, classmates, and myself with my actions and words.
- I will do my homework and hand it in on time.
- I will bring appropriate school supplies (agenda, paper, folders, pencils, etc.) to school.

3. Boston ES will, with the assistance of its district, provide assistance to parents of children served by the school in understanding topics such as the following:
   - 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 Title I
   - How to monitor their child’s progress
   - How to work with educators
This will be done through:
  - Parent Involvement Events
  - Workshops
  - Conferences
  - RTI Meetings
  - Literacy Coach
  - Website

4. Boston ES will, with the assistance of its district, 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 parental involvement, by:
   - Providing parent workshops and events
   - Providing parent newsletters
   - Extending library hours each Tuesday, 3:30-6:00 p.m.
   - Remedial and enrichment opportunities during February and Spring Breaks
   - Parent conferences
   - RTI Meetings
   - PTA P.A.S.S. Programs (e.g. Internet Safety)

5. Boston ES will, with the assistance of its district 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:
   - Counselor Training
   - RTI Training
   - Parent Involvement Updates
   - Literacy Coach
   - Teacher Resource Library

6. Boston ES will, to the extent feasible and appropriate, 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:
   - Verbal and written translations provided
   - Speak and Listen headsets available for large group settings (i.e., Title I meetings, Curriculum Nights, etc.)

PART IV. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

Boston ES, in consultation with its parents, has chosen to undertake the following discretionary activities to build parents’ capacity for involvement in the school to support their children’s academic achievement:
• Establishing a School Parent Council.
• Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
• Training parents to enhance the involvement of other parents.
• In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting phone conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
• Adopting and implementing model approaches to improving parental involvement.
• Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
• Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

PART V. ADOPTION

This School Parental Involvement Policy for Kleven Boston Elementary School has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs at Boston ES as evidenced by the minutes of the School Parent Council Meeting.

This policy will be presented to the School Parent Council for approval on August 18, 2011 and will be in effect for the period of August, 2011 – August, 2012. The school will distribute this policy to all parents of participating Title I, Part A children on or before September 1, 2011. It will be made available to the local community on or before September 1, 2011. The school’s notification to parents of this policy will be in an understandable and uniform format and, to the extent practicable, provide a copy of this policy to parents in a language the parents can understand.

(Signature of Authorized Official)

(Date)

Resources:
Adapted from: U.S. Department of Education,
Parental Involvement: Title I, Part A Non-Regulatory Guidance – April 23, 2004,
Retrieved June 9, 2008 from