

# **Upson Lee Elementary Title I Parent and Family Engagement Policy 2018– 2019**

**Revised 08/14/18**

## **Vision: Destination...Graduation!**

Upson Lee Elementary will work to ensure effective engagement of parents by promoting communication and activities that support a partnership among the school, parents, and community and that promote the improvement of student achievement.

To implement an effective program for parent engagement, Upson- Lee Elementary will:

- A.** Involve parents in the development of the Title I plan and other school improvement plans through the following:
  1. Convening an annual Title I meeting where the purposes, requirements, and strategies in the Title I school-wide plan are discussed as well as the rights of the parents to be involved;
  2. Assisting parents in understanding local and state assessments, state standards, school progress, curriculum, ways parents can monitor their children’s progress, how to work effectively with the teacher, and the importance of effective engagement in their child’s education through workshops, letters, monthly newsletters, school web, social media, and conferences.
  3. Giving parents the opportunity to make suggestions, revisions, and decisions in the program and the parent involvement budget by attending parent input meetings; being part of the school improvement committees, the school council, system advisory council, school advisory council, and PTO; by responding to surveys, and taking advantage of the “open door” policy of the principal and parent coordinator;
  4. Involving parents in annual evaluations of the parent policy, school-parent compact, school improvement, and school wide Title plan through surveys and reviewing the results; (Identifying barriers of participation and the effectiveness of the policy is included in the evaluation)
  5. Using the results of parental evaluations, surveys, and parental suggestions to revise the parent plan, Title plan, and school improvement plan to meet the changing needs of parents and the school;
  6. Distributing policies, plans, information, evaluations, and invitations in a language that is simple for parents to understand.
  7. Developing jointly a parent - school compact to be signed promising to work together for better student achievement. This compact will be discussed throughout the year.
  8. Using Title I funds for reasonable parent involvement activities and needs such as child care, parent resources, and Parent Involvement Coordinator.
  
- B.** Provide materials and training to parents to help parents work with their children to improve their children’s achievement and school performance through the following:
  1. Providing materials such as CD’s, flash cards, games, software, etc. for parent checkout at the the Title I Parent Resource Center located on the kindergarten side of ULPS to reinforce learning at home;
  2. Providing opportunities for parents to visit the school for special activities such as Constitution Day Celebration, PTO programs, Curriculum Nights, Reading Nights, STEM activities, etc. so parents will feel comfortable in the school and model the importance of an education to their children;
  3. Working with the Title I parent coordinator to provide workshops and training to help parents better support the academic success of their children with some of the following topics: State mandated testing, Understanding Georgia Standards, STEM Information, Curriculum, Technology in the Classroom, and Monitoring Their Child’s Progress. Other training will be determined by parents’ needs and interests.
  4. Offering all training and workshops at different times to meet the scheduling needs of the parents.
  5. Providing parents with information about literacy training, community resources, and technology training to better help their children achieve and help parental self-improvement;
  6. Providing parents with childcare during trainings and workshops;
  7. Supporting the parent coordinator in reaching out to parents in the home, workplace, and community locations who cannot attend in the school. Workshops will be given at the Housing Project main office and Truine Village Community Center.
  8. Sending Title I and other important information in a timely manner.
  9. Having additional opportunities at parents’ request to make suggestions and decisions in

their child's education and respond in a timely manner. Parents can go to the system website under Federal Programs to give input at any time.

**C. Build consistent and effective communication between the home and the school through the following:**

1. Providing parents with a calendar of events for Upson Lee Elementary;
2. Sending welcome letters at the beginning of school;
3. Giving handbooks to each student to take home with information, procedures, and rules such as the right to request information on teacher qualification;
4. Sending mid-term progress reports and report cards;
5. Sending monthly school newsletters;
6. Providing parents with a schedule of all trainings and workshops available to them;
7. Having parent conferences twice yearly at different times where the school is open at late hours for parents to discuss children's progress;
8. Hosting information sessions where parents can ask questions about school academic and behavior policies, curriculum, assessments, the annual school review, etc. and giving parents opportunities to make suggestions;
9. Sending information about testing, standards, improvement, any extra support programs, responses to parent suggestions, etc. in a timely manner;
10. Utilizing the school website and Parent Call with school information, communications, and school and system calendar of events;
11. Encouraging teachers to actively communicate with parents through agendas, letters, phone calls, E-mail, Infinite Campus, social media, and conferences;
12. Encouraging parents to participate in the development of training for school personnel and other parents in the importance of parent involvement;
13. Providing parents with the opportunity to volunteer in the school through the following:
  1. Joining the PTO, school improvement committee, leadership retreat, or advisory council;
  2. Participating in a volunteer tutoring program and a mentor program;
  3. Running for school council or attending all the open meetings
  4. Volunteering at special events and activities such as the book fair, celebrations, programs, holiday parties, fund raising events, career days, testing days/proctors, field days, etc.;
  5. Volunteering time in the classroom and media center

**D. Encourage the community to be involved in the school and with parents through the following:**

- 1 Increasing community involvement through Partners in Education so the community will be more aware of the happenings and policies in the school;
- 2 Promoting Career Day with community volunteers and parents;
- 3 Maintaining a community interest on the school council;
- 4 Inviting the community to special events such as Constitution Day Celebration, etc.;
- 5 Inviting the community to forums, information session, and tours;
- 6 Publicizing in the paper and on the radio school happenings, opportunities, and achievements.

It is the goal of Upson Lee Elementary to continually increase parental engagement. A representative group of parents, community representatives, school staff, and the Parent Coordinator joined together to develop this plan. \*Contact Mr. Seymour or Michelle Daniel (Parent Involvement Coordinator), [mdaniel@upson.k12.ga.us](mailto:mdaniel@upson.k12.ga.us) with any suggestions or changes.