

## **Cartersville Intermediate School No. 5 Parent Involvement Policy**

1. The **Cartersville Intermediate School** will take the following actions to involve parents in the joint development of its school wide parental involvement plan under section 1118 of the ESEA:
  - ◆ *We will hold a meeting to obtain input related to the plan.*
  - ◆ *We will also provide those parents who are unable to attend the opportunity to review written work and make suggestions or comments*
  - ◆ *We will post the parent involvement policy on the website for viewing and comments*
  
2. The **Cartersville Intermediate School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - ◆ *School Improvement documents will be posted to the website for review and comment*
  - ◆ *The Assistant Superintendent and Principals will present the information to parents and community at an annual Board of Education Meeting*
  - ◆ *The Superintendent and Assistant Superintendent will present information to the Chamber of Commerce and Community when requested*
  
3. The **Cartersville Intermediate School** 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:
  - ◆ *Cartersville CUSD No. 5 will host parent teacher conferences 2 times per year*
  - ◆ *Cartersville CUSD No. 5 will host parent orientations and Open Houses annually*
  
4. The **Cartersville Intermediate School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: such as: Head Start, Parents As Teachers, Williamson County Early Childhood Cooperative by:
  - ◆ *Inviting WCECC to appropriate parent involvement initiatives offered by CUSD No. 5*
  - ◆ *Joint planning sessions among agencies*
  
5. The **Cartersville Intermediate School** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will

include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents), its parental involvement policies.

◆ *The needs assessment/evaluation will be initiated by the Assistant Superintendent and implemented by the Title I Staff at the annual meeting. To accommodate limited literacy, we will verbally describe the program, and provide opportunities for small group input. Also, information provided will be written in a straightforward and understandable way.*

◆ *The Parent Involvement Committee along with representatives from Title I and Regular Education will evaluate parent involvement activities annually by reviewing the parent involvement policy.*

◆ *During the annual meeting for Title I parents, programs, and activities will be described, and parents may include suggestions and comments, and may fill out a needs assessment.*

6. The **Carterville Intermediate School** will build school and parent 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:

A. The school will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- 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 Part A,
- how to monitor their child's progress, and
- how to work with educators:

◆ *Academic content standards and student academic achievement standards, information about the state and local academic assessments, and the requirements of Part A will be posted to the website. Local contact phone numbers will be prominently displayed next to the information.*

◆ *Information about children's progress may be obtained through parent access of our Student Information System. How to sessions will be held at each school during Open House, Parent Teacher Conferences, and directions will be made available through newsletters and/or principal communication*

◆ *All of the above are included in student handbooks and newsletter communications from the school and are posted to websites.*

- ◆ *Tips about working with educators will be distributed before parent teacher conferences by each school*
  - ◆ *Information from the Illinois Principals Association Home Connection Subscription service will be shared with parents*
  - ◆ *Biweekly newsletters will contain information for parents and students*
- B. The District will, with the assistance of its schools, 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:
- ◆ *Brochures and free workbooks may be provided to parents*
  - ◆ *Provide End of the Year literacy packets*
  - ◆ *Tips for working with children will be shared at parent teacher conferences*
  - ◆ *Provide website links that support best practice*
- C. The District will, with the assistance of its schools 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:
- ◆ *The School will begin a focus on increasing developmental assets in students and provide training during School Improvement Part C Days. This training involves parent and community partnerships.*
  - ◆ *We will annually host a school/community block party to celebrate assets.*
- D. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- ◆ *Ongoing collaboration with administration of Williamson County Early Childhood Cooperative (WCECC) and Head Start*
  - ◆ *Inviting WCECC to appropriate parent involvement initiatives offered by CUSD No. 5*
  - ◆ *Joint planning sessions among agencies*
  - ◆ *Workbooks for pre-k entering school will be devised. We will Coordinate with WCECC*

- E. The school will 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:
- ◆ All brochures, newsletters, etc. will be written uniformly and at an understandable level. Contact numbers and names will be provided for those who have any questions related to programs, meetings, and activities

#### **PART IV. ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title **I**, Part A programs, as evidenced by a planning meeting held on May 21, 2009.

This policy was adopted by the Carterville Intermediate School **on May 21, 2009**. The school will distribute this policy to all parents of participating Title **I**, Part A children on or before **August 17, 2009**.



Assistant Superintendent  
Signature of Authorized Official

Date, June 30, 2009

