



# PLAQUEMINES PARISH

## DISTRICT

Title I  
2011–2012



# Title I Parental Involvement Policy and Handbook

Plaquemines Parish Title I—  
Together, We Can!



# **Plaquemines Parish Parental Involvement Policy**

## **2010 - 2011**

### **PART I.** **GENERAL EXPECTATIONS**

The Plaquemines Parish School Board agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118( d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, 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;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

- Parents in Louisiana may contact this Parent Information and Resource Center for further information concerning No Child Left Behind and how to assist their children in meeting its requirements:

Louisiana Promise,  
Volunteers of America Highland Center,  
520 Olive Street, Suite C-4,  
Shreveport, LA 71104,  
Phone: 318-429-6968,  
Toll-Free Information Line: 1-866-751-6958

## **PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Plaquemines Parish School Board will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
  - Develop a steering committee at each Title I school in the district.
  - Meet with steering committee to develop an overview of the needs of the parents, families, and communities.
  - Develop a school level parental involvement policy following the outline provided by the U.S. Department of Education Non-Regulatory Guidance booklet.

2. The Plaquemines Parish School Board will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - Involve parents on each School Improvement Team.
  - Review School Improvement Plan with steering committee at each school.
  - Share minutes of School Improvement Team meetings with all parents in the school.
  
3. The Plaquemines Parish School Board 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:
  - Parental Involvement Coordinator(s) will be provided to plan and support a variety of activities to engage families. Activities will include literacy and family activities as well as those activities addressing community concerns.
  - As space allows, parent centers will be provided at each Title I school.
  - Activities will be planned to address community concerns/needs as they pertain to families.
  
4. The Plaquemines Parish School Board will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start and State-operated preschool programs, by:

*Involving all parents in Parent Involvement Activities*
  
5. The Plaquemines Parish School Board 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 district 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.

- A survey will be developed by members of the steering committee at each school and distributed to all parents in the school community. Results will be tabulated by school personnel and/or committee members, and information will be used to plan future activities.
- Data will be collected from sign-in sheets and post-activity evaluations. Particular notice will be taken of which activities were well-attended and generated positive feedback.
- In order to promote effective communication, steering committee members will discuss verbal feedback from the community.

1. The **Plaquemines Parish School Board** will build the schools' and parent's 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 district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district 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:

*Provide specific purposes for content standards—invite parents to workshops where the purpose is simply stated.*

*Teacher/parent partnerships will be encouraged in order to provide home-to-school communication in the areas of homework and student progress.*

B. The school 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:

- *Offering a variety of literacy sessions, such as make & takes, literacy workshops, and computer literacy workshops.*

- *Provide opportunities for parents to review upcoming chapters in mathematics periodically.*
  - *Develop a series of “homework helpers” that will assist parents in becoming familiar with techniques such as testing skills, study skills, graphic organizers, and other current best practices used in Plaquemines Parish Schools.*
  - *Continue to offer Family Night activities such as Family Read Night, Family Math and Science Night, and Family Technology Night.*
- C. The school 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:
- *Sending home weekly homework sheets*
  - *Keeping parents informed about school policies as well as academic and behavioral concerns.*
  - *Communicate with parents via notes home, newspaper articles, and school web sites. Information will be mailed to parents of students in grades 5 – 12 where appropriate.*
- D. The school district 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, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- *All parents/guardians will be invited to parental involvement events.*
  - *Story Hour will be provided monthly for parents with young children at home.*
- E. The school district 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:
- *Notes will be sent home providing current information\**

- *Agendas will be sent home with all invitations \**
- *Minutes of meetings/events will be sent home following all events\**

\* At the current time, there doesn't appear to be a need to send home translations.  
This situation will be monitored.

### **PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: The District wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- ✓ involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- ✓ providing necessary literacy training for parents from Title I, Part A funds if the school district has exhausted all other reasonably available sources of funding for that training;
- ✓ paying 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 we will arrange school meetings at a variety of times, or conduct in-home 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;
- ✓ establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- ✓ developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and

- ✓ providing other reasonable support for parental involvement activities under section 1118 as parents may request.



# Title I

# Parental

# Involvement

# Handbook

## **Philosophy**

The Plaquemines Parish School Board believes that the school is the center of the educational and social activities of the communities that we serve. We also believe that parents are an essential component in the educational process. Our students can best be served when the lines of communication between the school and community are truly open. Our communities must feel that they are an integral and valued partner in the educational processes.

## **Title I Parent Involvement**

It is the desire of the PPSB Title I program to provide parents of students in Title I schools with a comprehensive variety of activities with which to enrich their own skills and the education of their children. It is our plan to offer classes highlighting a variety of literacy skills, make-and-takes to enhance time spent working with children at home, and to provide any other services deemed necessary by the parents. Parents will be encouraged to spend time at our Title I schools, participating in some of the offered workshops as well as volunteering to assist teachers and students around the school. Parents will also be included on decision-making committees such as the School Improvement Team. Communication will be a focus of the Title I Parental Involvement Program.

## **Evaluation of Program**

Focus Groups will be formed at each Title I School in Plaquemines Parish and a plan of action will be formulated by the committee. The plan will be reviewed a minimum of twice each year, with minutes of such review being sent home with each student. An evaluation will be conducted each year before the end of the school year.

## Plaquemines Parish Title I Parental Involvement Program Objectives

1. To promote School/Home and Home/School communication.
2. To promote Parent/Community awareness in school programs.
3. To provide support to parents in order to strengthen student learning.
4. To place emphasis on grade skills and vocabulary.
5. To provide informational programs on current issues. (i.e. drugs, nutrition, child growth and development, parent-child relationship, computer use)
6. To promote effective parenting.



## General Information

The No Child Left Behind Act of 2001 (NCLB Act) reauthorized the Elementary and Secondary Education Act of 1965 (ESEA), and is based on four principles that provide a framework through which families, educators, and communities can work together to improve teaching and learning. These principles are accountability for results, local control and flexibility, expanded parental choice, and effective and successful programs that reflect scientifically based research. The Parental involvement provisions in Title I, Part A of the ESEA reflect these principles.

### What is parental involvement under NCLB?

Parental involvement always has been a centerpiece of Title I. However, for the first time in the history of the ESEA, it has a specific statutory definition. The statute defines parental involvement as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- That parents play an integral role in assisting their child’s learning;
- That parents are encouraged to be actively involved in their child’s education at school;
- 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; and
- That other activities are carried out, such as those described in section 1118 of the ESEA (Parental Involvement). [*Section 9101(32), ESEA.*]

### Why is parental involvement important?

A synthesis of the research concluded that “the evidence is consistent, positive, and convincing: families have a major influence on their children’s achievement in school and through life. When schools, families, and community groups work together to support learning, children tend to do better in school, stay in school longer, and like school more.” (*Henderson, Anne T and Mapp, Karen L., A New Wave of Evidence: The Impact of School, Family, and community Connections on Student Achievement, 2002, p. 7*)

### **How must schools involve parents to improve Title I, Part A Programs?**

Schools served under Title I, Part A must involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I, Part A programs, including---

- The planning, review, and improvement of the school parental involvement policy; and
- The joint development of any schoolwide program plan under section 1114(b)(2).

*[Section 1118(c)(3), ESEA.]*

### **Rules for Parent Visitors:**

1. All visitors to the schools, including parents, **MUST** sign in at the front office upon arriving at school.
2. No smoking is permitted in any of the Plaquemines Parish Public Schools or on the school grounds.
3. All schools are drug-free zones, with zero exceptions.
4. It is important to park in well-marked parking areas, even if you are only planning a quick visit to the school.
5. Parents must **NOT** visit any classroom without permission from the front office.

## Parental Involvement Activities That Work to Improve Student Achievement

1. Develop and communicate high expectations to children.
2. Work with teachers to reinforce children's positive school behavior at home.
3. Commit and spend time on children's learning activities.
4. Talk often with children, encourage them academically, set limits, monitor use of time, and use the community to enrich school learning.
5. Take part regularly in school functions.
6. Stress the value/importance of education to children.
7. Reward children when they take home school reports showing that performance was the same as before, if not better.
8. Create conditions at home to support children's academic development and performance.



## Using Parents and Community Resource Persons to Enrich Children's Learning

A parent or Community Resource Person can "teach" in relation to the work he/she does, for example:

- Astronomy
- Author
- Automobile mechanic
- Barber/beautician
- Biologist
- Cake decorator
- Candy maker
- Carpenter
- Chef/cook
- Coin/rock collecting conservation
- Cooking
- Dietician
- Electrician
- Fireman
- Flying
- Forest ranger
- Gardening
- Glassblower
- Improving environmental
- Leather work
- Legislator
- Magician
- Making puppets
- Painting
- Pet shop attendant
- Photographer
- Playing an instrument
- Pottery
- Printer
- Quilting
- Rancher
- Reporter
- Sales clerk
- Scientist
- Scrapbooking
- Secretary
- Skydiving
- Speaking a foreign language
- Stone mason
- Story telling
- Studying local history
- Taxidermist
- Training animals
- Travel agent
- Visiting museums
- Zoo keeper

### **Ways in Which Working People Can Help At School**

1. Help with fund-raising projects.
2. Make educational games at home.
3. Collect materials of any type for art project: wallpaper, free materials, paper, wood, crayons, cloth, etc.
4. Attend PTA or parent group meetings.
5. Repair toys and classroom materials that teachers may not know how to repair.
6. Sew costumes for role play or shows, pillows for rest time, and puppets.
7. Do woodwork at home. Build room dividers, learning centers, toys, etc., out of scrap wood and cardboard.
8. If you are really strong in a particular area, such as math, offer to tutor children or parents.
9. Assist with arranging speakers for classrooms.
10. Offer to arrange babysitting for evening meetings.

## Ways Parents Can Help Their Children at Home

1. Listen to their children read.
2. Read to children.
3. Tell stories.
4. Conduct flash card drills.
5. Provide a quiet, well lighted, comfortable place to study.
6. Make learning centers.
7. Help select books to read.
8. Make instructional games.
9. Involve their children in cooking projects.
10. Check out books from public library.
11. Help their children conduct experiments.
12. Provide individual help.
13. Play games.
14. Talk to their children – be a friend.
15. Help with handwriting practice.
16. Drill spelling words.
17. Make reading carrel from boxes.
18. Discuss safety.
19. Sing with their children.
20. Discuss holidays and special occasions.
21. Help their children make a garden.
22. Discuss attitudes, feelings, an demotions.
23. Let their children help with shopping.
24. Make lists of words their children need to practice.

## Developing a Positive Self-Image

When children feel loved and capable, they have a positive self-image. Self-image is related to achievement. Positive self-image is related to successful achievement. Parents and teachers play a vital role in the development of children's self-image.

To help children develop a positive self-image:

- ✓ Let children know they are loved;
- ✓ Find frequent opportunities to pat, smile, or hug child;
- ✓ Praise and appreciate all progress;
- ✓ Help children to have many experiences with success;
- ✓ Treat each child as a unique individual with courtesy and respect (be able to say, "I am sorry" or "I made a mistake");
- ✓ Provide time to individual attention;
- ✓ Really listen to what children have to say (we can learn from them!);
- ✓ Value and appreciate children's contributions;
- ✓ Show kindness and understanding;
- ✓ Enjoy laughing together and enjoy being together.

## **The Power of Parents**

### **Parent's Pledge**

1. I want my child to have the best possible education and I realize that strong school systems are essential.
2. I will provide a home environment that will encourage my child to learn.
3. I will help my child build a small but meaningful home library.
4. I will insist that all homework assignments are done each night.
5. I will discuss at dinnertime what my child has learned at school each day.
6. I will include stimulating books among the presents I give my child.
7. I will review newspaper stories and TV newscasts with my child and discuss how the news may affect our lives.
8. I will meet regularly with my child's teachers.
9. I will remind my child of the necessity of discipline in the classroom---especially self-discipline.
10. I will help my child appreciate and enjoy the excitement in learning and the thrill of an inquiring mind.