

# Eufaula City Schools

## Title I LEA Parent Involvement Plan

No Child Left Behind Act of 2001



Building Our Future on a  
Tradition of Excellence

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## Table of Contents

|   |    |
|---|----|
| Federal Programs Advisory Committee                       | 3  |
| Planning Process  | 4  |
| Introduction  | 5  |
| National Standards for Parent/Family Involvement Programs | 6  |
| Parents' Right-to-Know                                    | 8  |
| School-Parent Compact                                     | 9  |
| Public School Choice and Supplemental Services            | 9  |
| Safe Schools  | 10 |
| Acknowledgement   | 11 |

**EUFULA CITY SCHOOLS FEDERAL PROGRAMS**  
**2009-2010 Advisory Committee**

| <b>Name</b>        | <b>Position</b>                     | <b>Signature</b>          | <b>Date</b> |
|--------------------|-------------------------------------|---------------------------|-------------|
| Shelia Scarborough | Director of Federal Programs        | <i>Shelia Scarborough</i> | 5/20/09     |
| Alan Miller        | Director of Student Services        | <i>Alan Miller</i>        | 5/20/09     |
| Deltonya Warren    | Director of Curriculum              | <i>Deltonya Warren</i>    | 5/20/09     |
| David Williams     | Director of Administrative Services | <i>David Williams</i>     | 5/20-09     |
| Frances Crews      | Director of HOPE Academy            | <i>Frances Crews</i>      | 5/20/09     |
| Carol Gaither      | Instructional Technology Spec       | <i>Carol Gaither</i>      | 5/20/09     |
| Debbie Ludlam      | System Nurse                        | <i>Debbie Ludlam</i>      | 5/20/09     |
| Susan Haney        | Title I Teacher, EPS                | <i>Susan Haney</i>        | 5/20/09     |
| Tina Richards      | Title I Teacher, EPS                | <i>Tina Richards</i>      | 5/20/09     |
| Suzann Tibbs       | Title I Principal EPS               | <i>Suzann Tibbs</i>       | 5.20.09     |
| Ronnetta Wade      | Title I Teacher, EES                | <i>Ronnetta Wade</i>      | 5.20.09     |
| Lakeyda Burnett    | Title I Teacher, EES                | <i>Lakeyda J. Burnett</i> | 5-20-09     |
| Amy Gulledege      | Title I Teacher, AMMS               | <i>Amy Gulledege</i>      | 5-20-09     |
| Ellen Hatfield     | Title I Teacher, AMMS               | <i>Ellen Hatfield</i>     | 5-20-09     |
| Andy Hinton        | Teacher, EHS                        | <i>Andy Hinton</i>        | 5-20-09     |
| Kristina Allen     | Parent Rep, EPS                     | <i>Kristina Allen</i>     | 5/20/09     |
| Darren Morris      | Parent Rep, EES                     | <i>Darren Morris</i>      | 5/20/09     |
| Brenda Castro      | Parent Rep, AMMS                    | <i>Brenda Castro</i>      | 5/20/09     |
| Michelle Knight    | Parent Rep, EHS                     | <i>Michelle N. Knight</i> | 5-20-09     |
| James West         | Eufaula City Police Chief           | <i>James West</i>         | 5/20/09     |
| Michelle Welch     | Juvenile Court Liaison              | <i>Michelle Welch</i>     | 5/20/09     |
| Anne Schaeffer     | Community Representative            | <i>Anne Schaeffer</i>     | 5/20/09     |

## **Planning Process**

The Federal Programs Advisory Committee is composed of representatives from the community, parents, teachers, and administrators involved in all Title I schoolwide programs. The selected members are responsible for any programmatic and financial decisions as stated in federal and state legislation to include: developing the Title I Policy/Plan; program development, implementation, and evaluation; and distributing any information needed to their constituency groups.

The focus of Eufaula City Schools' Parent Involvement Plan is to involve parents in the educational process of their child(ren) through capacity building, communication, school activities, and volunteer programs. Goals and progress are communicated to the stakeholders through Title I, Parent Teacher Organization (PTO), and school staff meetings; newsletters; and the local media so there is a shared commitment for a quality education for all students in Eufaula City Schools.

Implementation of the Eufaula City Schools Parent Involvement Plan is reviewed and monitored periodically throughout the school year by the Federal Programs Advisory Committee. The Director of Federal Programs is responsible for ensuring that each Title I school through meaningful consultation with parents implements programs, activities, and procedures to involve all parents of participating children. Each school is also responsible for maintaining documentation of data sources. Parents of students attending all Eufaula City Schools Title I schools will be sent a copy of the schools' Parental Involvement section of the Title I Schoolwide Continuous Improvement Plan through e-mail, in the parent handbook or during the parent orientation at the beginning of the school year.

An annual parent evaluation will be conducted in the spring to determine if the Parent Involvement Policy/Plan has been effective in improving the academic quality of the schools. Also, 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. A copy of this evaluation is located at each Title I school and in the Director of Federal Programs office. Procedures are identified in the Eufaula City Schools' Parent Involvement Policy to allow any parent with a concern about this plan to submit it in writing to the Director of Federal Programs. If the concerns are not addressed, contact can be made with the superintendent to receive an opportunity to address the Eufaula City Board of Education. Any additional concerns not resolved at the system level will be referred to the Director of Federal Programs at the Alabama State Department of Education (SDE).

## Eufaula City Schools Parental Involvement Plan

In recognition that the parent is the child's first and most important teacher, and that the parent's continued involvement is essential for the success of the child, the Eufaula City Board of Education is committed to building a strong parent-school partnership. As stated in Section 118(a)(3)(A) the Eufaula City Board of Education reserves at least 1% of its total Title I, Part A allocation to implement the Local Education Agency (LEA) Parent Involvement Policy and Plan; 95% of the 1% reserved goes directly to the schools.

Eufaula City Schools provides the coordination, technical assistance, and other support necessary to assist participating schools in planning, developing, and implementing a comprehensive parent involvement program to improve student academic achievement and school performance. The Director of Federal Programs and the Parent Involvement Liaison provide technical assistance to each Title I school (Eufaula Primary, Eufaula Elementary and Admiral Moorer Middle School) in coordinating and supporting parental involvement strategies as well as parenting activities within the system (i.e. parent workshops, conferences, etc.).

The LEA Title I Parent Involvement Plan is revised annually to meet the *No Child Left Behind Act (NCLB) of 2001*. Also, each schoolwide continuous improvement plan is revised annually and contains a component describing strategies to increase active participation of parents in their child(ren's) education. The location of the Parent Involvement Policy and Plan and procedures for distribution are noted in the Planning Process section. Also noted in this same section is the process for submitting any concerns in relation to the Parent Involvement Plan.

Understanding the significant impact parental involvement has on a child's educational success, the Eufaula City Schools' Board of Education promotes and encourages parents, school personnel, programs such as Home Instruction for Parents of Preschool Youngsters (HIPHY) Grant for 3-4 year olds, Making Middle Schools Work, IDEA preschool provider, local daycare providers, and Head Start to be involved in all aspects of their child's/student's education including:

- Parent involvement on system committees – LEA Academic Roundtable; Code of Conduct Review Team; Special Education Advisory Council; Building Leadership Team (BLT); and The Promise Commission (preschool task force).
- Community Involvement - Barbour County Chamber of Commerce Education/Youth Services Committee; Eufaula Boys and Girls Club; the Eufaula Education Foundation; Rotary Club; Kiwanis Club; Alabama Power Service Organization (APSO); and Christ Child Circle.
- Communication – Public Information Liaison; individual monthly school calendars of events; community fall and spring tours; Parent Conference Day; PTO Meetings; Back to School Orientation; Eufaula City Schools' website; individual school websites; teacher/parent e-mail; and a language interpreter is available, if applicable.
- Capacity Building –Individual Schools' Summit on Connecting Homes and Schools; and on-going workshops to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.

In an effort to maintain strong school and family partnerships, additional meetings with parents at the school level will strive to help parents understand Federal Program requirements including Parents' Right-to-Know, proficiency levels of academic standards and curriculum, interpretation of state and local assessments, and methods for monitoring their child(ren's) education at home. Appropriate school personnel will inform parents of continuing education opportunities and will work with parents on techniques and activities to help their child(ren) achieve challenging state content standards.

Therefore, Eufaula City Schools has adopted the National Standards for Parent/ Family Involvement Programs and their quality indicators as system goals and a tool for maintaining a strong school and family partnership. These standards are research based and grounded in both sound philosophy and practical experience. The purpose of the standards is threefold:

- To promote meaningful parent and family participation
- To raise awareness regarding the components of effective programs
- To provide guidelines for schools that wish to improve their programs

### **National Standards for Parent/Family Involvement Programs**

Standards I: Communicating – Communication between home and school is regular, two-way, and meaningful.

Standards II: Parent – Parenting skills are promoted and supported.

Standard III: Student Learning: Parents play an integral role in assisting student learning.

Standard IV: Volunteering - Parents are welcome in school, and their support and assistance are sought.

Standard V: School Decision Making and Advocacy – Parents are full partners in decisions that affect children and families.

Standard VI: Collaborating with Community – Community resources are used to strengthen schools, families, and student learning.

Activities designed to assist in implementing the national standards for parent/family involvement which Eufaula City Schools has adopted as goals for their parental involvement program are listed below:

Standards I: Communicating – Communication between home and school is regular, two-way, and meaningful.

Activities:

- Provide an interpreter or forms translated into an understandable and uniform format to the extent practicable, if applicable.
- Provide a parent handbook of positive, practical information about the school or program.
- Provide clear information regarding course expectations and offerings, student placement, school activities, student services, and optional programs.
- Send report cards and regular progress reports to parents; provide support services and follow-up conferences as needed.
- Distribute student work for parental comment and review on a regular basis.

Standards II: Parent – Parenting skills are promoted and supported.

Activities:

- Schedule workshops to be given by consultants or local educators, at least quarterly, to meet needs identified on parent surveys.
- Distribute information to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.
- Link parents to programs and resources within the community that provide support services to families (i.e. homeless, migrant, economically disadvantaged, English language learners [ELLs], and students with disabilities).

Standard III: Student Learning: Parents play an integral role in assisting student learning.

Activities:

- Provide information regarding how parents can foster learning at home, give appropriate assistance, monitor homework, and give feedback to teachers (i.e. parent lending library, workshops, etc.).
- Regularly assign interactive homework that will require students to discuss and interact with their parents about what they are learning in class.
- Distribute information to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.

Standard IV: Volunteering - Parents are welcome in school, and their support and assistance are sought.

Activities:

- Ensure that office staff and teachers interact with parents in a positive manner to create a climate in which parents feel valued and welcomed.
- Ensure that parents who are unable to volunteer in the school building are given options for helping in other ways, at home or place of employment.
- Provide sign-up sheets during open house in August for parents to volunteer to assist with school activities during the year.
- Show appreciation for parents' participation and value their diverse contributions.

Standard V: School Decision Making and Advocacy – Parents are full partners in decisions that affect children and families.

Activities:

- The joint development of the LEA Parent Involvement Policy/Plan under section 1112 of the Elementary and Secondary Education Act (ESEA) of 1965 will:
  - Include parents on all decision-making and advisory committees, and ensure adequate training for such areas as policy, curriculum, budget, school reform initiatives, safety and personnel.
  - Provide parents with current information regarding school policies, practices, and both student and school performance data.
  - Enable parents to participate as partners when setting school goals, developing or evaluating programs and policies, or responding to performance data.
  - Treat parental concerns with respect and demonstrate genuine interest.

- Conduct an annual parent survey regarding the parent involvement program in Eufaula City Schools.

Standard VI: Collaborating with Community – Community resources are used to strengthen schools, families, and student learning.

Activities:

- Distribute information regarding cultural, recreational, academic, health, social, and other resources that serve families within the community.
- Develop partnerships with local businesses and service groups to advance student learning and assist schools and families.
- Inform staff members of the resources available in the community and strategies for utilizing those resources.

To support the parent-school partnership, the following components aligned with the *NCLB Act* of 2001 regulations were designed to strengthen student academic achievement.

### **Parents' Right-to-Know**

Parents will be notified at the beginning of each school year by letter and in the individual schoolwide continuous improvement plans if their child attends a Title I school. Parents, by Federal law, may request within the first four weeks of school information regarding the professional qualifications of their child's classroom teachers to include:

- Whether the Alabama State Department of Education has licensed or qualified the teacher for the grades and subjects he or she provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which Alabama State Department of Education qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- And whether their child is provided services by a paraprofessional, if so, their qualifications.

Upon receipt of the request, a response is mailed to parents within ten (10) working days. Eufaula City Schools provides information to parents in their native language either through a written translation or through the services of an interpreter for parents of ELLs. Home visits are made when necessary to explain educational decisions that impact their child(ren).

Also, parents will be notified by letter according to Section 1116(c), when applicable, if the LEA did not make adequate yearly progress (AYP) for two consecutive years and has been identified for school improvement. This letter will include actions the SDE will take to assist the LEA in meeting AYP and strategies parents can use to support their child(ren's) school and school district.

### **School-Parent Compact**

At the beginning of the school year, parents will be encouraged to sign a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. Implementation of the contract will provide a means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. Copies of the compacts will be filed in each student's folder in their class or homeroom.

The goal of the Eufaula City Board of Education is to provide an education that prepares students to lead productive lives and ensures individuals are self-supporting and can assume civic responsibilities. Research has proven that students' potential for academic success improves when schools and homes form a strong partnership. Recognizing the importance of a partnership between home and school, Eufaula City Board of Education has stressed that all parent involvement programs, activities, and procedures be planned and implemented through meaningful consultation with parents and adherence to all program and financial guidelines included in federal and state legislation.

### **Public School Choice and Supplemental Services**

Eufaula City Schools will implement Board approved procedures for School of Choice and Supplemental Educational Services identified by the State Department of Education and federal guidelines section 116 for school improvement, if applicable.

As soon as the LEA is notified a school has been placed in school improvement, it will notify parents of each student enrolled in writing about the school's identification for improvement and that a plan of action will be developed to correct this situation. Parent and community representatives will be asked to assist in developing a plan of corrective action. Currently, Eufaula City Schools has received academic clear status from the SDE for the 2009 – 2010 school year.

### **School Choice**

Before the first day of school or as soon as notification is received from the SDE, the Eufaula City School System will notify parents in the local newspaper and by letter if the school their child attends is identified for school improvement by the SDE for the second year. All schools within Eufaula City Schools are grade-span grouped; and therefore, students will not have an option to transfer to another public school in the school district.

### **Supplemental Services**

If a school should be identified the second year for school improvement, Eufaula City Schools will arrange at the beginning of school or as soon as notification is received from the SDE for supplemental education services for eligible students enrolled in the school. Parents will be notified in the newspaper and by letter. Supplemental education services are extra academic assistance such as tutoring, remediation, and academic intervention for low-income students who have failed to make AYP, as defined by the SDE, for three or more consecutive years. Instruction will take place outside the regular school day, such as before or after school, on weekends, or during the summer.

A list of providers, approved by the SDE, their availability, and a brief description of their services, qualifications, and demonstrated effectiveness will be available to parents in the Superintendent's office. Eufaula City Schools, the parents, and the parent-selected provider will develop and identify specific academic achievement goals for the student, measures of student progress, and a timetable for improving achievement. The purpose is to ensure that these students increase their academic achievement, particularly in reading, language arts, and mathematics.

If parents elect for their child to receive supplemental education services, they must complete an application and submit to the superintendent no later than the fourth week of school. If more students request services than Eufaula City Schools can fund, a priority will be given to serving the lowest achieving low-income students. As noted earlier, Eufaula City Schools has received academic clear status from the SDE for the 2009 – 2010 school year.

### **Safe Schools**

It is the goal of Eufaula City Schools all students will be educated in learning environments that are safe, drug free, and conducive to learning. Parents will be notified yearly by the local school the status of safety issues in Eufaula City Schools according to the annual system and school report card published by the SDE.

## **EUFAULA CITY SCHOOLS Eufaula City Schools Parental Involvement Plan**

