

DeKalb County School System Parent Involvement Plan

Smithville Elementary School

REQUIREMENTS	ACTIVITIES AND STRATEGIES	PARTICIPANTS	TIME & DATE	EVIDENCE OF COMPLIANCE
Conduct an Open House.	<input type="checkbox"/> Open House for parents to meet the principal and teachers and to tour the school.	All Schools	Fall	<input type="checkbox"/> Copies of notice of meetings <input type="checkbox"/> Sign-in sheets
Frequent reports to parents on performance and progress of their child.	<input type="checkbox"/> Send mid nine weeks reports home. <input type="checkbox"/> Send report cards home every nine weeks. <input type="checkbox"/> TCAP and/or Gateway data and interpretation of scores home. <input type="checkbox"/> Write parents a note or letter if child is not performing to expectations so parents will have the opportunity to intervene. <input type="checkbox"/> Alert parents of performance of child's school.	Teachers Parents Students	<input type="checkbox"/> Mid nine weeks <input type="checkbox"/> Every nine weeks <input type="checkbox"/> At scheduled meetings <input type="checkbox"/> District Report Card	<input type="checkbox"/> Copies of reports sent home <input type="checkbox"/> Report Cards
Provide a district website. Provide school websites.	<input type="checkbox"/> Provide district contact information. <input type="checkbox"/> Current Events <input type="checkbox"/> Important Information	All	Ongoing	www.dekalbschools.net
Conduct parent-teacher conferences as scheduled by the district.	<input type="checkbox"/> Discuss student progress and performance. <input type="checkbox"/> Offer additional parent meetings as needed. <input type="checkbox"/> Discuss skills/curriculum needed for success. <input type="checkbox"/> Offer suggestions, materials, and information on homework, attendance, subject content, behavior, etc.	Principals Teachers Parents Students	<input type="checkbox"/> Fall and Spring <input type="checkbox"/> Flexible Schedules	<input type="checkbox"/> School Calendar <input type="checkbox"/> Copies of invitations <input type="checkbox"/> Sign-in sheets
Annual Title I School Meetings	<input type="checkbox"/> Meeting for parents to inform them of Title I requirements.	Title I Schools	Fall Spring	<input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Invitation Letter <input type="checkbox"/> Agenda
School Newsletter/Calendars	<input type="checkbox"/> Provide current and timely information to parents.	All Schools	Monthly	<input type="checkbox"/> Samples of Newsletters <input type="checkbox"/> Samples of Calendars
Freshman Orientation	<input type="checkbox"/> Help incoming freshman transition into high school.	8th Grade Parents 8th Grade Students Counselors Principal	Spring Fall	<input type="checkbox"/> Invitation Letter <input type="checkbox"/> Sign-in sheets
Middle School Orientation for DeKalb Middle School	<input type="checkbox"/> Help incoming sixth grade students transition into middle school.	DeKalb Middle School	Spring	<input type="checkbox"/> Invitation Letter
Northside Elementary Orientation	<input type="checkbox"/> Help incoming third grade students transition to Northside Elementary.	Northside Elementary	Spring	<input type="checkbox"/> Invitation Letter
Kindergarten Pre-registration	<input type="checkbox"/> Early registration for Kindergarten.	Smithville Elementary	Spring	<input type="checkbox"/> Newspaper <input type="checkbox"/> Roster of students tested
Kindergarten Transition Program (Head Start)	<input type="checkbox"/> Help students transition into Kindergarten.	At risk students entering Kindergarten	Spring	<input type="checkbox"/> Notice to Parents <input type="checkbox"/> Roster of Attendees
Family Surveys	<input type="checkbox"/> Parent satisfaction of district and school.	Parents English and Spanish	Spring	<input type="checkbox"/> Surveys

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TCAP	<input type="checkbox"/> Annual measure of school, teacher and child progress.	All Schools	Timely	<input type="checkbox"/> District Report Card <input type="checkbox"/> TVAAS
Public School Choice	<input type="checkbox"/> Public school choice offers children who are enrolled in a school that does not meet targets for improving achievement the option to enroll in another school that is meeting the targets.	High Priority Schools	In a timely manner	<input type="checkbox"/> High Priority List
School Handbook	<input type="checkbox"/> Provides parents with information about schools policies, homework, etc.	All Schools	<input type="checkbox"/> Beginning of school year <input type="checkbox"/> New Students	<input type="checkbox"/> Copy of Handbooks
Parent Advisory Committee	<input type="checkbox"/> Include parents in district and school decisions, developing parent leaders.	District All Schools	Timely	<input type="checkbox"/> Committee Members list <input type="checkbox"/> Sign-in sheets
School Breakfast and Lunch Menus	<input type="checkbox"/> Provide parents with breakfast and lunch menus.	All Schools	<input type="checkbox"/> Monthly <input type="checkbox"/> Printed weekly in the Smithville Review and DeKalb Times newspapers	<input type="checkbox"/> Sample Menu
Safe and Drug Free Programs	<input type="checkbox"/> Provide students and parents with violence and drug prevention programs.	All Schools SDFS Coordinator School Counselor	<input type="checkbox"/> Red Ribbon Week <input type="checkbox"/> Character Counts <input type="checkbox"/> Life Skills (where applicable) <input type="checkbox"/> Second Step <input type="checkbox"/> D.A.R.E. <input type="checkbox"/> No Bullying <input type="checkbox"/> Peace Builders <input type="checkbox"/> Cyberbullying	<input type="checkbox"/> Flyers <input type="checkbox"/> Newsletters <input type="checkbox"/> Sign-in sheets
Assist families by providing programs, activities, and training.	<input type="checkbox"/> Provide training sessions and/or materials related to homework assistance, discipline, etc. <input type="checkbox"/> Grandparents Raising Grandchildren	All Schools District Office Personnel	Ongoing	<input type="checkbox"/> Home/School Connection <input type="checkbox"/> Middle Years <input type="checkbox"/> Newsletters <input type="checkbox"/> Samples of materials provided <input type="checkbox"/> Sign-in sheets for sessions
Encourage participation by parents from special populations (i.e., ELL, migrant, etc.).	<input type="checkbox"/> Distribute information in a format understandable to families.	All Schools (Use the forms available from TransAct Library)	Ongoing	<input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Invitations <input type="checkbox"/> Notices

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School Clubs	<input type="checkbox"/> Teachers and students provide service to the community.	Middle School High School	Timely	<input type="checkbox"/> Pictures <input type="checkbox"/> Sign-up sheets <input type="checkbox"/> Notes
Determine barriers to family involvement activities.	<input type="checkbox"/> Survey families to determine barriers that prevent participation.	Representative sampling from each school	Annually	<input type="checkbox"/> Survey Forms
Adult Education Night Classes	<input type="checkbox"/> GED Readiness <input type="checkbox"/> English Learners Class <input type="checkbox"/> Computer Class	Public	5 hours a week	<input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Testing Procedures
School-Parent-Student Compact	<input type="checkbox"/> To show shared responsibility for student progress.	Title I Schools Title I Parents Title Students	Sign Annually	<input type="checkbox"/> Sample Compact
Offer flexible number of meetings at different times so every parent has the opportunity to attend.	<input type="checkbox"/> Hold meetings in the AM as well as the PM as much as feasible.	Administration Staff Teachers Parents	Ongoing throughout school year	<input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Agenda <input type="checkbox"/> Handouts
Involve parents in an organized, ongoing and timely way in the planning and improvement.	<input type="checkbox"/> Allow parents to become members of the planning team. <input type="checkbox"/> Ask parents to evaluate parent involvement activities.	Administrators Teachers Parents	Timely	<input type="checkbox"/> Planning Team Members <input type="checkbox"/> Evaluations <input type="checkbox"/> Surveys <input type="checkbox"/> Recommendations
Ensure, to the extent possible, that information about schools and parent programs, meetings, etc., are sent home in an appropriate language.	<input type="checkbox"/> Respond on a case by case basis to school requests for translations, where feasible, for non-English speaking parents.	District Staff Administrators Teachers Parents	Timely	<input type="checkbox"/> Copies of translated materials
Education Celebration	<input type="checkbox"/> Distribute school supplies to students. <input type="checkbox"/> Provide parents access to community resources.	All Schools	Annually	<input type="checkbox"/> Pictures <input type="checkbox"/> Roster of students who attend <input type="checkbox"/> Advertisement
Bingo for Books	<input type="checkbox"/> Provide students and parents the opportunity to acquire new literature in the home.	SES Parents/Students NES Parents/Students	Once in the Fall Once in the Spring	<input type="checkbox"/> Pictures <input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Invitations
Ready for Kindergarten	Parent Class for parents with children ages 3-5 to prepare for kindergarten.	All Schools	3 classes per year	Sign in sheets