

CLEVELAND METROPOLITAN SCHOOL DISTRICT

# School / Parent Organization Handbook



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## What is the School Parent Organization?

The School Parent Organization (SPO) is the official parent organization of the Cleveland Metropolitan School District.

The primary role for parents and guardians in each SPO is to support the academic achievement of all scholars. The SPO encourages and supports parent engagement in a variety of ways, including helping to plan workshops and programs that are aligned with school improvement goals and the Academic Achievement Plan, serving on the Academic Achievement Plan Team, and assisting with the development of the School Parent Involvement policy.

SPO members can also volunteer at schools, help develop effective two-way school-parent communication, plan fundraising activities to support student events and collaborate with the community.

A parent or custodial caregiver is a member of the school's SPO by virtue of having a scholar enrolled in any public school in the Cleveland Metropolitan School District.

Each school has its own SPO organization.

SPO officers are required to be parents or legal guardians of scholars. There are no fees or dues to be an active member.

Each building elects a group of parents to represent them as the SPO Leadership Team or Executive Cabinet.



## The SPO Executive Cabinet

**President:** Primary parent representative and spokesperson. Responsible for coordinating meeting calendar and agendas, forming subcommittees and facilitating formal meetings.

**1st Vice-President:** Provides support to all subcommittees and ensures effective communication among larger group and sub-committees. Serves as President in the absence of one.

**2nd Vice-President:** Organizes the election process. Provides assistance as needed to the 1st Vice-President.

**Recording Secretary:** Takes the minutes at the meetings. Maintains copies of the meeting minutes. Ensures that the minutes are reviewed and shared with parents during each SPO meeting.

**Corresponding Secretary:** Creates and distributes flyers and other communication (written and verbal). Maintains meeting attendance information (sign-in-sheets).

**Historian:** Assists with the maintenance and organization of the Title I, Part A compliance documentation. Displays the outcome of the SPO activities.

All SPO Executive Cabinet members serve a two-year term, unless they resign or are formally removed from their position.

## What is School Parent Organization's responsibility?

Work with CMSD building leadership and community partners to create meaningful parent engagement activities that educate parents on how to aid in their child's education.

## How to host School Parent Organization elections

- Host a meeting to introduce SPO to your school, parents and community members
  - Review the roles and responsibilities of SPO
  - This can be done at the first Title I, Part A parent meeting
- Inform participants that the SPO is recruiting officers
- Make a request for SPO Officer nominations
  - Nominations can be sent home
  - All nominees must agree to their nomination prior to elections
- Once nominations have been made, select a date, time and location to host elections
- Elections can be held throughout the day
- Elections can be held at an SPO meeting
- All ballots should :
  - be anonymous
  - be kept in a safe and secure location
  - must be counted by Principal, SPO representative and non-bias/ non-voting member (reference CMSD SPO bylaws)
- Once elections are completed
  - The Principal must submit the SPO update election form to the FACE department
  - Post the election results in a visible parent friendly location

## Purpose of School Parent Organization meetings

- Monthly parent meetings are for parents to get the information they need to remain a viable part of their child's educational process.
- Provide parents information on school improvement classification.
- Allow parents an avenue to provide continuous, healthy feedback in their child's academic process.

## How to prepare for School Parent Organization meeting

- Select a time, date and location for the meeting.
- Work with the Principal to create and distribute meeting invites for all parents, teachers and pertinent community members that help with the programs and academic success of students within the building.
- Create:
  - sign in sheets with date and title of meeting
  - agendas with date and title of meeting
  - all accompanying handouts
- Secure food or refreshments as needed.
- If an evening meeting:
  - check with the Principal and Custodian to confirm school availability
  - work with Principal to submit a building permit





# How to run a School Parent Organization meeting using Robert's Rules of Order

Robert's Rules of Order is a parliamentary procedure that CMSD utilizes to conduct SPO meetings. This procedure has been adopted to ensure that each parent, member and/or participant is able to share information, feedback and comments equitably with due diligence.

Following is the structure for a general parent meeting agenda:

## **Welcome (Call to Order)**

## **Review and approval of minutes (last minute meetings)**

## **Reports (Updates Only):**

- President
- Principal
- Secretary
- Committees (types vary per school)

## **Unfinished/Old Business**

- This is business that was planned to be discussed during the last meeting.
- This is when voting occurs on items.

## **New Business**

- Any topics or areas of present concern
- Feedback from most recent events, etc.
- New items can be voted on to be postponed and discussed during the next meeting (tabling an item)

## **Announcements**

- All upcoming meetings and events.

## **Adjournment**

- A motion should be made to adjourn the meeting. Anyone can make a motion.

## Robert's Rules of Order terms to know

**Adjournment:** A formal term used to request that a meeting is ended. This is to let everyone know that the meeting has come to an end. The time that the meeting ended should be recorded in the meeting minutes.

**Minutes:** The permanent record of information shared during the business meeting. Meeting details such as date, location, start/end times, presence of a quorum and presiding officer are all identified in the minutes. Conversations are not recorded, only outcomes of the voting process are documented and reviewed at the next meeting.

**Motion:** A formal way to propose that the group vote on something. The person who is making the motion would state, "I move that we..."; and identify what the issue is that needs to be voted on.

**Tabling a motion:** If a motion could not be discussed or voted on during the meeting, it can be postponed or "tabled" until the next meeting. A motion to table the issue should be made and seconded by the participants.

**Quorum:** The minimal amount of members to conduct business (reference the CMSD SPO bylaws).

## SPO tips on fundraising

The SPOs are to conduct their fundraising and finances through Student Financial Activities (SFA). SPO must complete the sales potential form. They are not to have separate checking accounts. Their funds are to be processed from Fund 018 and they should have their own separate sheet. A copy of their sheet is to be made available to the President on a monthly basis.

### **Fund Raising:**

- Fund raising activities should only occur when there are clear purposes and objectives for the use of funds.
- Prior to the implementation of the event, authorization must be obtained from the principal and the treasurer or his designee.
- The Sales Project Potential form is used to document that appropriate procedures were followed to authorize and conduct fund raising activities.

- After approval is obtained, the fundraiser may take place.

### **Receipts:**

- ALL cash receipts collected must be turned over to the Principal for deposit.
- No cash payment may be made from these proceeds. All payments from these proceeds should follow the prescribed disbursement procedures.

### **Disbursements:**

- All disbursements must be paid by check issued through the CFO/Treasurers Office. Checks should be requisitioned through the use of Direct Pay forms or purchase orders and submitted to the SFA office for approval.
- NO PAYMENT SHOULD BE MADE WITH CASH.

## How to host a fundraiser

- Host an SPO meeting to discuss and identify the purpose and type of fundraiser you want to host (ex. Sell candy bars to purchase new uniforms for the girls' basketball team. Sell cookie dough to take the 7th grade families on a special field trip, etc.)
- Once the purpose of the fundraiser has been identified, present the information to the Building Administrator for approval and signature.
- Complete the required documentation with your building Administrator and submit inter-office mail to the Finance department (1111 Superior Ave. 19th floor)
- Contact the identified vendor for contract and other materials to begin fundraiser.
- Give contract to Building Administrator for final review.
- As the fundraiser is occurring, submit all monies collected to the school secretary.
- The secretary will submit all collected funds to the Building Administrator and the two will submit the monies into the student activities funds. Those funds will be earmarked as SPO. Those funds can be tracked and monitored by the Principal and the secretary.
- Once the fundraiser is completed, the final dispersal of funds to the vendor (if necessary) should be handled by the school via creation of a purchase order. No personal checks should be given or exchanged to pay for services.

Tips to minimize conflict:

\*No cash from fundraisers should be kept in a petty cash box at the school or at the home of a parent, community member and/or school partner.

## Fundraising ideas and company contact information

Book Fairs	Scholastic Books	<a href="http://scholasticbookfairs.com">scholasticbookfairs.com</a>	800.557.7323
Publish your own School Cookbook	Morris Press Cookbooks	<a href="http://morriscookbooks.com">morriscookbooks.com</a>	800.445.6621
Pretzel/ snacks/candy	Auntie Anne's	<a href="http://auntieannes.com/fundraising">auntieannes.com/fundraising</a>	877.778.9588
	The Ultimate Pretzel Co.	<a href="http://theultimatepretzelcompany.com">theultimatepretzelcompany.com</a>	888.571.0088
	Malley's Chocolates	<a href="http://malleys.com">malleys.com</a>	216.362.8700
	World's Finest Chocolate	<a href="http://worldsfinestchocolate.com">worldsfinestchocolate.com</a>	888.821.8452
Gifts/Greeting Cards	Carole Joy Creations, Inc.	<a href="http://carolejoy.com/fund.html">carolejoy.com/fund.html</a>	800.223.6945
Food/Meals	Market Day	<a href="http://marketday.com">marketday.com</a>	877.632.7753
	GFS	<a href="http://gfs.com">gfs.com</a>	800.968.6525
Cookies	Otis Spunkmeyer	<a href="http://otisfundraisingideas.com">otisfundraisingideas.com</a>	888.275.6847
	Cookies Delivered	<a href="http://cookiedoughdelivered.com">cookiedoughdelivered.com</a>	800.826.1167
School Spirit	School Team Stores	<a href="http://schoolteamstores.com">schoolteamstores.com</a>	888.608.7447
	Calendar Magnets	<a href="http://schoolcalendarmagnets.com">schoolcalendarmagnets.com</a>	800.636.0457
Fun Items	Gifts 'N Things	<a href="http://ilovesmencils.com">ilovesmencils.com</a>	800.468.7511

## Directions for purchase orders

- A purchase order is the formal tool which CMSD uses to pay for either services rendered or good received by the school or the School Parent Organization (i.e., food, office supplies, training, books etc.)
- A purchase order can only be inputted into the CMSD database by a CMSD designated employee.
- Purchase orders must be submitted and approved at least 10 business days before the scheduled event.
- Purchase orders can only be created for CMSD approved vendors. If a person or organization is not a vendor, a W-9 form must be completed and submitted to the Principal's Secretary to begin the approval process.
- Once the materials have been received and services have been rendered, all receipts must be kept on file in the Title I documentation.
- When ordering food for an event and you are not using CMSD Central Kitchen, you will need to get verbal approval from CMSD Food Services.
- If assistance is needed with a purchase order that has been declined, work with your Principal to contact their Financial Support Specialist.
- Award assemblies and/or student activities can NOT be supported by Title I allocations.
- Parent and Volunteer appreciation events can NOT be supported by Title I allocations.



## Commonly used vendors

A Cultural Exchange	Programming and Educational Materials	216.229.8300
Adler's Team Sports	T-shirts and other custom printing options	216.289.2254
Around Downtown Catering	Catering	216.861.7522
Associated Business Supply	Supplies and other office materials	216.351.3200
Channing Bete	Educational and parent support materials	800.477.4776
CMSD Central Kitchen	Catering	216.574.8305
College Board	Educational and parent support materials	800.323.7155
Corwin Press	Educational and parent support materials	800.233.9936
Dave's Supermarket	Catering (Locations vary as well as delivery options)	davesmarkets.com
Independence Business Supply	Supplies and other office materials	800.621.6001
Scholastic's	Educational and parent support materials	800.724.6527

To find out other vendor information, please work with your school Principal and Secretary.

## How to maintain Title I, Part A compliance

Maintaining accurate records from your parent engagement activities is critical in maintaining your Title I funding. The following items should be maintained in a clearly identifiable binder marked with the school name and the year in which the activities occurred:

- School and parent newsletters and calendars
- Meeting agendas
- Meeting sign-in sheets
- Information shared during each meeting
- Action Plans (appendix A)
- The Title I meeting evaluation (appendix B)
- Parent-Teacher Compact (appendix C)
- SPO Bylaws (appendix D)
- SPO Policy (appendix E)
- All subsequent evaluations
- SPO election information (appendix F)
- Copies of purchase orders
- All receipts

This binder should be labeled as: Title I: Parent Engagement Activities

## How to spend Title I allocation

- Quotes from 3 different vendors need to be acquired for purchases over \$2,500.00
- A resolution must be created if the purchase is \$6,000 or higher.
- The following items or programs can be purchased or supported via Title I, Part A allocation:
  - Items to support parent engagement programs that will build parents capacity in the following areas: parenting, literacy, student education, academic supports, advocacy, etc.)
  - Summer learning kits (materials to be given to parents to support summer learning)
  - Supplies needed to support the SPO (flash drives, ink pens, pencils, markers, etc.)
  - Supplies to support two-way communication with parents (newsletters, paper, calendars, etc.)
- The following items or programs CANNOT be purchased or supported via Title I, Part A allocation:
  - School staff appreciation items or staff appreciation events (include teachers, principals and volunteers)
  - Items being sold or used for fundraisers
  - Non-academic events or after school activities (field day, carnivals, school dances, clubs, awards banquets, etc.)
  - General purpose-camcorders
  - Public Announcement System (PA System)
  - Digital camera
  - plants/landscaping, art supplies (art kits)
  - Gift cards
  - Student workers/tutors
  - Awards



## Volunteer procedures

As we welcome parents and community members to volunteer in our schools, we need to make certain that proper documentation is obtain. This will include the following:

- Volunteer Registration Information
- Volunteer Release Form

Since CMSD currently does not have liability insurance coverage for volunteers, we would like to encourage volunteers who are over 55 yrs to sign up for coverage through one of our partner organizations Greater Cleveland Volunteers. This organization offers free accidental insurance coverage which is funded in part by a Federal Program; coverage not only covers the location where volunteers offer their service, but also covers the volunteer in the trajectory to and from the volunteer site.

Optional documentation would include:

- Greater Cleveland Volunteers registration form
- Volunteer Survey (This will be distributed at the district volunteer orientations)

Once volunteers have summited their required forms, they will need to contact the volunteer manager in order to be issued a District ID so that school personnel, students and parents can easily identify them. There are two levels of security clearance; for those volunteers with background checks, their ID color will be blue. These volunteers are able to work with students without direct supervision of school personnel; for example in the case of tutors and/or mentors and school office volunteers. All other volunteers will be issued a tan colored ID. These volunteers will always work under the direct supervision of school personnel.

Background checks cost \$46 and will be paid for by the volunteer.

## SPO frequent contact numbers

Family and Community Engagement Office	216.838.FACE (3223)
CMSD Volunteer Manager	216.838.0337

### **Resources:**

National PTO	ptotoday.com
Robert’s Rules of Order	roberts-rule.com
Cleveland Metropolitan School District	clevelandmetroschools.org



## SCHOOL-PARENT ORGANIZATION BYLAWS

FACE Support Person Name : \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

MISSION STATEMENT (Insert School Mission Statement) \_\_\_\_\_

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### **BYLAWS**

#### **Article I Name**

The name of this organization shall be the "SCHOOL PARENT ORGANIZATION" (SPO). (Herein after referred to as the School's Name School Parent Organization

#### **Article II Purpose**

The "School Parent Organization" shall act on behalf of parents by providing a voice at the school and the community. Working cooperatively with the Principal and Family Liaison (where available), the Parent Organization will provide an arena for conversations, information and advocacy for parent to be active participants in their child (ren)'s education.

#### **Article III Membership, Dues and Budget**

##### Section 1. Membership

- A. Only parents or primary caregivers of SCHOOL students shall be voting members and may hold office. (Caregivers as defined by Court Records.)
- B. All faculty, staff and administrators of the school who are not parents or caregivers are invited to support the work of the Parent Organization as non- voting participants.
- C. All voting members shall have equal voting privileges. (As defined in section 1-A.)

##### Section 2. Dues

- A. There shall not be dues of any kind required for membership in this organization

##### Section 3. Budget

- A. The availability of funds will be detained in accordance with the District and local school policies and initiatives.

**Article IV Officers 2<sup>2</sup>**

## Section 1. Personnel

- A. There shall be a President; Vice President; Recording; Corresponding Secretaries; and an Historian. (A minimum of three elected officers, one of whom must be the President, will constitute the School Parent Board.)
- B. Elected SPO Officers can only hold one elected position within the Cleveland Municipal Schools.

## Section 2. Nominations

- A. The 2nd Vice President is responsible for the organization and oversight of the election process.
- B. Nominations will be made during the April business meeting of the organization and disseminated to all parents/caregivers via the official minutes of the meeting, and through available home-school communication.

## Section 3. Election and Vacancy

- A. Nominations shall be accepted from the members and consent obtained from each Nominee to serve if elected. The SPO Executive Committee SPO Executive Committee will verify the list of nominees and present the candidates at the September business meeting of the organization.
- B. Elections of the SPO Executive Committee should be held within 30 days of nominations, but not on the same day of the nominations.
- C. The President shall appoint all vacancies with the approval of the SPO Executive Committee and Principal.
- D. If the President is unable to fulfill his or her term, the SPO Executive Committee shall elect a successor from among the officers to complete the term.

Section 4. Terms<sup>1</sup>

- A. Officers shall be elected to serve a two year term. In the event that an officer may not serve the full two- year term, a new officer maybe elected to fill that position.
- B. An officer may not serve in the same position for more than two consecutive terms.

## Section 5. Duties

- A. President: The President serves as the primary parent representative and spokesperson. The President is responsible for coordinating the meet calendar and agenda, the formation of sub-committees and maintains regular communication and collaboration with the building Principals and Family Liaison (where available). The President presides over official meetings.

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<sup>1</sup> Revised 11-29-11 by SPO Leadership Council Majority Vote, held on 11-3-11 and 11-17-11

<sup>2</sup> Sections 1, 2 & 3 Revised 10-19-12 by SPO Leadership Council Majority Vote, held on 10-4-12

## APPENDIX A

- B. Vice Presidents: The Vice-Presidents shall perform all the duties of the President in his or her absence or inability to act and shall be members of the SPO Executive Committee. The Vice Presidents have the responsibility for maintaining communication, and collaborating with the activities of all sub-committees established by the SPO Executive Committee. The Vice Presidents are responsible for the organization and oversight of the election process of the SPO Executive Committee.
- C. Recording and Corresponding Secretaries: The Secretaries shall attend and act as secretary for all meetings of the members of the SPO Executive Committee and general meetings; shall record all votes taken at any such meeting; shall take and transcribe minutes of the proceedings of any such meetings; shall maintain a record of all funds transactions, correspondence and proceedings of the organization in a book to be kept for organization and SPO Executive Committee meetings; and shall perform such other duties as may be deemed necessary by the SPO Executive Committee or the President, relative to the duties of the secretaries.
- D. Historian: The Historian is responsible for the collection and display of activity outcomes. The Historian will work closely with the Secretaries and Family Liaison (where available) to maintain visual and written representations of any information about events that have occurred as a result of parent participation and involvement.

### Section 6. The SPO Executive Committee

- A. The following officers of the School Parent Organization shall be members of the SPO Executive Committee: The President; The Vice Presidents; The Secretaries; The Historian.

## Article V Meeting

### Section 1. SPO Executive Committee

- A. Meetings of the Executive Committee of the organization shall be determined by the Executive Committee.
- B. A quorum for the SPO Executive Committee for the organization shall consist of a simple majority of its' members.

### Section 2. Organization Meetings

- A. Meetings of the Organization shall be determined by the Executive Committee of the organization with the approval of the Principal. Organization meetings include all meetings where the entire membership is notified. The SPO Executive Committee is responsible for developing the meeting calendar, agenda and the formation of subcommittees. These meetings may include speakers, workshop or presentations, general business and information. The first organization meeting shall be held no later than October of each school year.
- B. A quorum (Is only needed for voting purposes) for the Organization meetings shall consist of a minimum of 2% of the eligible member\ship as determined by the October ADM student count (based on one parent/caregiver per family enrolled).



**Article VI Amendments**

These bylaws may be amended at any meeting of the Organization by two-thirds of the eligible voting members, provided that written notice of such proposed amendment(s) has been provided to the Department of Family And Community Engagement and to each School Parent Organization member no later than thirty days (30) in advance of voting.

**Article VII Miscellaneous**

- A. As with any organization in association with the school, the organization falls under the auspices of the Cleveland Municipal School Board and the Chief Executive Officer of the Cleveland Municipal Schools and their designees.
  
- B. An officer or other parent designated by the SPO Executive Committee shall be in attendance at all Academic Achievement Plan Meetings.

**TITLE I PARENT INVOLVEMENT ACTION/ACTIVITY PLAN**  
National Network of Partnership School Format Best Practice Format

Date: \_\_\_\_\_

School: \_\_\_\_\_

Team Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PO #: \_\_\_\_\_

Please mark the identified area that this activity is designed to address:

- Academic/Literacy
- Social Emotional Learning- Humanware
- Community Partnerships
- Activities for parents/students

**NAME OF ACTIVITY:** \_\_\_\_\_

What goal from your Academic Achievement Plan (AAP) does this activity support?

\_\_\_\_\_

What is the goal of this activity? (What will parents learn?)

\_\_\_\_\_

When is the activity scheduled?

\_\_\_\_\_

Where will the activity take place?

\_\_\_\_\_

Why was the activity developed?

\_\_\_\_\_

\_\_\_\_\_

How will the activity be promoted? (Flyers, IVR, invitations, etc.)

\_\_\_\_\_

Flyer, IVR and personal invitations

\_\_\_\_\_

How will the activity goal be accomplished (include all individuals involved in the activity):

\_\_\_\_\_

What challenges will be met to promote broad and inclusive participation in the activity?

\_\_\_\_\_

Funding source(s) are available from: Title I funding

Estimate the total cost of the activity.

FACE Coordinator's Name (Printed): \_\_\_\_\_ Phone: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ANNUAL TITLE I PARENT MEETING

School \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Evaluation

Please evaluate today's session.

1. How would you rate today's Title I session?

Excellent		Good		Poor
5	4	3	2	1

2. Did the presenters explain the information clearly? Yes \_\_\_\_\_ No \_\_\_\_\_

3. How would you rate the use of time?

Excellent		Good		Poor
5	4	3	2	1

4. How would you rate the location and space?

Excellent		Good		Poor
5	4	3	2	1

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## FAMILY AND COMMUNITY ENGAGEMENT SCHOOL-FAMILY COMPACT

School Name: \_\_\_\_\_

It is important that families and schools work together to help students achieve high academic standards.

**Staff – I agree to carry out the following responsibilities to the best of my ability:**

- Teach classes through interesting and challenging lessons constructed on student need that promote student achievement.
- Endeavor to motivate students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe and caring learning environment.
- Provide meaningful assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning.
- Support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making.
- Consistently work to make school accessible and a welcoming place for families.
- Respect the school, students, staff, and families.

**Student – I agree to carry out the following responsibilities to the best of my ability:**

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences.
- Limit my TV watching and video game playing.
- Make time to study and read every day.
- Respect the school, classmates, staff, and families.

**Family/Parent Pledge – I agree to carry out the following responsibilities to the best of my ability:**

- Provide a quiet time and place for homework.
- Monitor TV viewing.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child’s progress in school.
- Participate in school activities such as decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.
- Read to my child or encourage my child to read every day (20 minutes for grades K-3 and 30 minutes for grades 4 and older).

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Parent Signature

This form should be maintained on file in the school office along with other appropriate Title 1 documentation.

## SCHOOL-PARENTAL INVOLVEMENT PLAN

School Year: 20 \_\_\_\_\_ – 20 \_\_\_\_\_

The (School name here) \_\_\_\_\_ agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies/plans meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. **(See Enclosure)**
- Schools will notify parents of the policy/plan in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy/plan will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school 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 language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school 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 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and 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—*

## APPENDIX E

- (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.

### **PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY / PLAN COMPONENTS**

NOTE: The School Parental Involvement Policy/Plan must include a description of how the district will implement or accomplish each of the following components. [Section 1118, ESEA.] There is no required format for these descriptions. However, regardless of the format the district chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.

1. (School name here) \_\_\_\_\_ will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - Invite Parents to actively participate in the School Parent Organization (SPO) meetings.
  - Develop an action team of parents, teachers and administrators to design activities to assist the school to meet AYP and other goals identified on their AAP.
  - School will complete the annual Title I meeting and inform attendee’s of parents right to know as well as all other Title I requirements including but not limited to: HQT, parent compacts and school academic report card.
  
2. (School name here) \_\_\_\_\_ will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - Parents will be invited to become a part of the planning and decision with the implementation and design of the Parent Involvement Policy and AAP, PCO and Building Action Teams.
  
3. (School name here) \_\_\_\_\_ will hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:



- Distribution of Flyers
- IVR Messaging
- Direct phone calls to parents and community members
- School Calendars and use of School Newsletters
- Use of School Echo system to provide updates and communications
- Use of School assigned email accounts that were created for parents

4. (School name here) \_\_\_\_\_ will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet by:

- Having an annual Title I meeting and distributing information to parents as they attend the meetings.
- Parents will be invited to attend all Open Houses
- Parent-Teacher conferences will be held

5. (School name here) \_\_\_\_\_ will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Parents will be informed about all SPO and school information and activities
- Parents will have the opportunity to express their concerns with surveys/evaluations/ suggestion sheets provided by the District
- Parents will be able to provide feedback to Principal and Administrators in written form at any time.
- Parents can make appointments to meet with Principal and Teachers as needed

6. (School name here) \_\_\_\_\_ will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

- By distribution of progress reports and hosting report card pick-up nights
- Encourage parents to make appointments with their child’s teacher and or Administrator as needed throughout the school year.

7. (School name here) \_\_\_\_\_ will take the following actions to provide each parent timely notice: when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is

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not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- Providing written notification will be sent to parents by Human Resource Department of CMSD.
- School will post Parent Right to Know information in a visible parent friendly location.
- FACE department will provide detailed explanation of Title I Part-A information to school building's and parents. They will post information in various mediums ( paper, presentations, website, etc.)

8. (School name here) \_\_\_\_\_ will provide assistance to parents of children served by the school, as appropriate, in understanding topics 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:
  - By hosting the Title I annual meeting and reviewing these materials and information ongoing as needed by parents.
  - District will host quarterly SPO meetings and review this information with parents and community members. Training will be provided to parents on these subjects during the sessions.
  - School will post Parents Right to Know visibly in the building.

9. (School name here) \_\_\_\_\_ will 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:

- SPO conducting monthly meetings in these areas.
- Parents will also be invited to attend District wide events addressing training in the above areas
- SPO will use Title I dollars to purchase or make materials with tips to improve their child's academic study and performance in areas such as literacy, math skills, technology and parent engagement.

10. (School name here) \_\_\_\_\_ will, with the assistance of its 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:

- Providing training and in-services to staff on Parent engagement and how to make their school parent friendly and best practice strategies.
- Provide training and reference materials to Principals on the subject.
- Identify school support person to interact with Title I support person regularly
- Supply building with a direct support person to provide ongoing support as needed.

11. (School name here) \_\_\_\_\_ 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:

- Informing parents in a timely manner about meetings
- Allow parents to participate in the school planning process
- Allow parents meaningful volunteer opportunities within these programs.

12. (School name here) \_\_\_\_\_ will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to 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:

- Flyers will be translated in languages that school parents can understand
- Provide school flyers and monthly calendars with reminder notices of current and future events.

### **PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY/ PLAN COMPONENTS**

NOTE: The School Parental Involvement Policy/Plan 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;

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- paying reasonable and 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;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a school 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.

### **PART IV. ADOPTION**

This School Parental Involvement Policy/Plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Richaun N. Bunton.

This policy/plan was adopted by the (School name here) \_\_\_\_\_  
SPO members) on and will be in effect for the period of 185 school calendar days. The school will distribute this policy/plan to all parents of participating Title I, Part A children on or before ( date policy will be distributed to parents)

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Date)

(This school policy/plan need NOT be board approved-same as the district policy under the New Regulations 10-08)



FAMILY AND COMMUNITY ENGAGEMENT SCHOOL PARENT ORGANIZATION (SPO)

School Year: 20 \_\_\_\_ - 20 \_\_\_\_

School Name: \_\_\_\_\_

Principal: \_\_\_\_\_ Superintendent: \_\_\_\_\_

FACE Team Member: \_\_\_\_\_

— Please Print —

PRESIDENT

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Address – Include: St., Ave., Rd., Dr., etc. \_\_\_\_\_ Zip \_\_\_\_\_

First and Last Name of Child(ren) attending this school \_\_\_\_\_ Email address \_\_\_\_\_

Are you able and willing to serve in this position? (YES / NO) Please circle one.

Were you elected by parents (EP), appointed by the principal (AP), selected by other school staff person(s) (SS), or volunteered to fill this position? (V). Please circle one.

1st VICE PRESIDENT

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Address – Include: St., Ave., Rd., Dr., etc. \_\_\_\_\_ Zip \_\_\_\_\_

First and Last Name of Child(ren) attending this school \_\_\_\_\_ Email address \_\_\_\_\_

Are you able and willing to serve in this position? (YES / NO) Please circle one.

Were you elected by parents (EP), appointed by the principal (AP), selected by other school staff person(s) (SS), or volunteered to fill this position? (V). Please circle one.

2st VICE PRESIDENT

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Address – Include: St., Ave., Rd., Dr., etc. \_\_\_\_\_ Zip \_\_\_\_\_

First and Last Name of Child(ren) attending this school \_\_\_\_\_ Email address \_\_\_\_\_

Are you able and willing to serve in this position? (YES / NO) Please circle one.

Were you elected by parents (EP), appointed by the principal (AP), selected by other school staff person(s) (SS), or volunteered to fill this position? (V). Please circle one.









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