

**Title I  
Parent Involvement Plan**

**School: Children's Village Academy District 54A**

**I. Parent Involvement Policy**

- A.** List names and roles (teachers, administrators, parents, etc.) of persons involved in developing the Parental Involvement Policy. The names and roles of persons involved in developing our Parental Involvement Policy are: Jessica Jones, Technology/Curriculum Director, Lisa Mathis, Parent, who serves as chairperson of our committee, Gloria Carr-Battle, Headmistress, Wilma Troublefield, Exceptional Children Coordinator, Janice Jackson, Communications Director, Hosea Williams, Teacher, and Gertrude Taft, Parent.
- B. 1.** The members of our committee were selected by our Headmistress, Gloria Carr-Battle.
- 2.** Our policy was developed to include (1) it is built on school wide reform strategies, rather than separate, add-on services, specifically designed to promote high academic performance among all students, regardless of background; (2) provide flexibility in spending Title I funds; and most importantly (3) focus on results.
- 3.** Our policy was addressed at our Orientation Meeting last August. The policy was reviewed with all parents during the orientation meeting.
- 4.** The policy was included in our Student/Parent handbook and policy was reviewed by our parents at monthly PTVO meetings along with excerpts from time to time included in our memos to parents citing policy changes.

**C. Copy of Policy**

**II. Annual Information Meeting**

CVA will host an "Orientation Meeting" in August for all parents. At that time we will review and discuss our policy and entertain questions from parents. We will periodically at various meetings, have a brief discussion concerning our parent involvement plan.

- III.** All CVA parents who are unable to meet during our regular monthly meetings, will offer those parents an opportunity to meet when it is convenient for them to get together with teachers/staff members they desire to have a conference meeting with. Timeframe to be chosen by the parent.
- IV.** CVA will hold quarterly meetings in which parents will be able to question or suggest changes in the Title I Part A program. We will send out a survey to

garner parental input in what is working and what is not. We will analyze the data to see whether or not any changes will be necessary.

- V.
1. Parents will receive a copy of the Title I Part A programs CVA will follow at the orientation meeting and, should any changes be made, a copy of the change will appear in our school newsletter, "Tiger Times" along with a copy being sent home to parents in a memo with appropriate information relating to the change included.
  2. CVA will quarterly publish articles about the academic excellence of the school in the "Tiger Times" our school newsletter, with any awards or special celebrations CVA is involved in. We will also send articles to the "Kinston Free Press" school page with our accomplishments.
  3. Assessments of CVA student performances will be given to parents every 9 weeks with the report card. Also, progress reports will be sent home every other week along with comments from the teacher concerning student performance.
  4. CVA follows the curriculum of the North Carolina Standard Course of Study which is taught by all teachers. Our assessment tools are progress reports, report cards, and teacher recommendations on each child which is shared by daily logs which reflect the type of day the student has had.
  5. Parents have the opportunity to give suggestions, comments, and or their opinions at the beginning of the school year at the parent orientation meeting. Follow up opportunities exist during parent /teacher conferences, monthly PTVO meetings, and conferences with the school base meeting committee meetings. All suggestions are heard and evaluated by the Management Team. Parents have the opportunity to appear before the CVA Board of Directors meetings to voice their opinions on any given subject.
  6. Suggestions and questions raised by parents will be responded to by the Board of Directors within a 30 day period.
  7. Each CVA staff member is easily accessible to via telephone, or all for an appointment. Every parent must sign a contract to volunteer 20 hours each academic year with the classroom teacher. The parent, at their choice of time, enter into the classroom, the teacher will give the parent directions on what she would like the parent is in the classroom.

**VI. Compact**

Parental involvement is strongly encouraged and to a large extent, ensured by parent school contracts in which each family agrees, in writing, to volunteer a minimum of 20 hours each academic year, and attend the monthly P.T.V.O meetings held during the school year.

- VII.**
- 1.** At the parent “orientation” meeting held in August, staff will give a summary of performance standards, assessments, Title I, how each student’s progress will be monitored, and how each parent will be given the opportunity to make a decision regarding each student’s individual academic performance.
  - 2.** Parents are encouraged by staff to enroll their students in our after school program. Parents are invited to attend “EOG” workshops which have teachers and curriculum director giving examples of the reading/math skills students will need to successfully pass the EOG. Parental workshops will be held to instruct parents on computer skills students will need to be cognizant of. CVA has a GED class on our Dixon Street campus in which parents can earn their GED. Every quarter the PTVO will hold a workshop with a community leader or businessperson to discuss an issue vital to our daily lives.
  - 3.** Teachers and staff will have at their “Welcome Back” orientation workshop a segment on “Working With Our Parents.” Also, at our annual conference, there is a component on parental issues, how to work together. At weekly staff meetings, parental issues and solutions are discussed.
  - 4.** Parents are always encouraged to participate in the various celebrations, programs CVA participates in. For example, our “Fall Festival” would not be the success it is without the participation of all parents. The “Christmas Party, Martin Luther King, Jr. Assembly, Valentine’s Ball, Easter Egg Hunt” to name just a few, always have heavy turnout of our parents. The parents man various booths, serve as DJ, act as chaperones, and perform many, many helpful tasks during the varied festivals. We intend to encourage our parents to keep on giving their assistance, continue to have much more involvement in our school.
  - 5.** We rely on our business community, civic organizations, churches, fraternal and Greek organizations to assist CVA with many varied tasks. We ask the organizations to provide prizes, gifts, their presence at our celebrations, while providing a positive role model for the students. We depend on those organizations and businesses to give presentations to our students at various times during the year.
  - 6.** Parents are invited to attend and participate in special occasions, such as “Umbrella Day, Hispanic Day, Martin Luther King Day, Black History Program, Valentine Day Ball, etc. During many other occasions parents are very helpful in planning and developing the celebrations.
  - 7.** Quality assurance staff reviews all parent notices, school wide schedules, monthly newsletters and on going notices to parents.

### **VIII. LEP and Disabled Parents**

Low income Spanish speaking parents are provided counseling and resource support through items donated to CVA, and Project CARE also provides free daycare during classes and shuttle services to and from sites across the city.

- IX. A.** CVA is always seeking ways to increase parental involvement and one way we can guarantee a large crowd of parents is to have a portion of the program involving students, and have refreshments at the end of the program. We will have the students at our programs on or before a holiday and we will serve refreshments commemorative of the holiday we will celebrate. We will use a portion of our allotment for refreshments and a portion on the simple decorations students will wear during their showcase performances.
- B.** Parents always come out whenever their students are involved in any program. Therefore, we have program involving the students and parents will be there. We can have a meeting, workshop, or any issue oriented faction, as long as students are a part of the program we will have heavy parent turnout.
- X.** CVA always tries to accommodate parent requests as long as it's feasible and we are assured of good parental involvement. Parents have suggested we have a "Fall Festival" instead of a "Halloween Party" and we accepted that suggestion and implemented it. The festival has become one of our most successful events, with staff and parents running the show.
- XI.** Prior to school closing, we will send out a survey to parents asking for an evaluation and how we did this year. Also, we will ask for suggestions on what parents would like to see implemented in the next school year to make our school even better. We will analyze the data received, and those suggestions perceived to be acceptable we will implement for the next school year.
- XII. 1.** Encourage parents to attend the orientation session prior to the opening of school and discuss any new or varied methods the parent would like to see implemented in the classroom, cafeteria, or PE with all the teachers, principals, and other educators. Also, parents can be invited to attend the "Charter School Conference" where the parents can meet and greet the officers of the Charter School Office and discuss varied methods of educating students.
- 2.** CVA has a SFA training program for teachers. The SFA facilitator could conduct a workshop on the literacy program with parents. Should enough parents express an interest in learning more, they can be enrolled in the literacy program held at Lenoir Community College during the school year.
- 3.** CVA provides transportation costs, babysitting services, and refreshment costs during all monthly PTVO meetings.

**4.** CVA believes once a parent becomes involved in the education process of their children, they can see the results of their children receiving better test scores, earning higher grades, have better attendance at school, complete their homework assignments, along with having a more positive attitude and behavior, the parent will be anxious to tell someone about their experiences. Giving the parent the opportunity to actively participate in the classroom will lead the parent to try and influence other parents to become more involved in the education of their children. CVA will strive to achieve getting more parents involved in the education process of our school by having parents complete their 20 hours volunteer time each school year.

**5.** At CVA, the teachers, administrators, and staff always give our parents at least two alternate dates and times when they can come to school and meet to discuss whatever issues need to be addressed. If the parent cannot come to school, then teachers, the Headmistress, will contact the parent to find out a convenient time to go to the parents' home to have a meeting.

**6.** CVA is constantly seeking methods to improve parental involvement at our school. This year, at our "orientation" meeting with the parents, we will distribute surveys to parents on what they would like to see implemented to make our school a better school. We will ask parents what type of activities they would like to see introduced to have more parents involved in our PTVO meetings. We will have a morning "coffee/donuts" for parents and students in August. We will have an "open house" in September. At our open house, parents will be invited to come by to have brief conversations with our teachers. In October, we will have our "fall festival" in which all parents are invited to attend and assist staff with various duties the fall festival brings. In December we will have our annual "Christmas Celebration" which will involve student performers, refreshments and a visit from Santa Claus. We will have our Martin Luther King program in January, Valentine Ball in February along with Black History Month programs. We will have "family night" in March and our "Easter egg hunt" in April. We will have parent/teacher conferences, "Tiger Times" newsletter, and "Awards Day" assembly every nine weeks, and many, many more activities planned with the idea of getting our parents more involved with our school.