

Commerce Elementary School  
825 Lakeview Drive  
Commerce, Georgia 30529

David Cash  
Principal

Gail Litterio  
Assistant Principal

PARENT/COMMUNITY INVOLVEMENT POLICY

Revision 7/1/11

Parental involvement is a key element in the academic success of students. The purpose of the Parental Involvement Policy is to establish guidelines and outline programs for enhancing parental involvement. This policy was developed and revised by parents, teachers, administrators, and business/community partners during the Annual Title I meeting. Enhancing communication between school and home is an important goal of the Title I program. In order to inform parents of school events, the school provides newsletters, websites ([www.commerce-city.k12.ga.us](http://www.commerce-city.k12.ga.us)), and announcements/flyers. Based upon the needs identified by parent surveys and input during the Title I meeting, the following strategies were outlined:

The Title I Parent Involvement Policy provides the following:

- An annual Title I meeting at school where parents meet the Title I staff, receive information about the Title I Program, explore Title I instructional materials, and discuss procedures for communication and feedback.
- The Parent Involvement Policy and description of the CES Title I Program will be sent home to parents, posted on the school's website and displayed in the school office.
- Parent learning opportunities will be offered throughout the school year to promote students' academic achievement. These opportunities will be offered at various times and days to accommodate parents' needs. Information about the state standards, report cards, assessments, homework, technology, and support materials will be shared.
- A minimum of two parent conferences will be scheduled at a convenient time for both the teacher and the parent. They will discuss the student's progress, grade level expectations, curriculum, and assessments. Any parent and/or teacher concerns will also be discussed. Days during the school year are set aside for parent/teacher conferences. Parents are informed of state and local assessments used to measure student progress. The proficiency levels that students are expected to meet are shared. Strengths and weaknesses of each student are also discussed.
- All parent communication (newsletters, meeting notices, reminders, invitations) will be sent home in both English and Spanish, to the extent feasible. Commerce Elementary has an open-door policy that encourages parents to be a part of the school day. Many activities are planned throughout the school year and parents are invited to attend (Open House, Curriculum Nights, PTO family events and grade level performances, Book Fair, CRCT Pep Rally, Classroom Celebrations and Parties, Parent lunches, Field Trips, Field Day). Also, parents are encouraged and welcomed to volunteer. Volunteers are enlisted to tutor, support special events, mentor, supervise field trips, and work in the teacher workroom to assist in making bulletin boards, school displays, etc.

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- A survey will be sent home for parents to express opinions about the current Title I Program, offer suggestions for improvement, and recommend topics for parent meetings.
- Title I funds may be used to provide transportation or child care in order for parents to participate in school-related meetings and training sessions.

Various accountability measures are in place to ensure that the needs of students are addressed. The Parent-School Compact outlines the responsibilities of parents, students, teachers, and administrators. The Commerce City School System Code of Conduct and Discipline Procedures make parents and students aware of acceptable behaviors and the consequences of violating those expectations. Regular progress reports and report cards provide information to help parents monitor their child's academic progress. Parents are encouraged to meet with teachers to address specific concerns and areas of need.

The Title I Parent Involvement Policy will be updated annually and made available for review by parents, staff, and students at each school. The school policy will also be sent home and available on the system and school website for students and parents. A needs assessment will be conducted each year to determine what areas need to be addressed through workshops and meetings, and to assess the quality of communication between home and school.