

Parent Involvement Policy – School Level

Hamilton County Department of Education

School Name

Chattanooga Girls Leadership Academy

It is the policy of this school to:

1. Ensure that all students achieve high academic standards
2. Welcome parents into the building (Standard 1 – Welcoming All Families)
3. Have an organized PTA, PTO, or parental organization
4. Include parents in the decisions that affect their children by (Standard 5 – Sharing Power):
 - a. Conducting a needs assessment survey each spring
 - b. Including parent members in leadership committees
 - c. Maintaining open communication between teachers and parents (Standard 2 – Communicating)
5. Report student progress to parents on a regular basis (Standard 3- Supporting Student Success)
 - a. mid-term progress reports
 - b. report cards
 - c. ½ day parent conference days
 - d. phone calls
 - e. informal dialogue
6. Provide parents with opportunities to strengthen their knowledge and parenting skills by offering monthly meetings for parents to discuss ways to support their children. (Standard 3- Supporting Student Success)
7. Build capacity for parental involvement by:
 - a. Convening an annual meeting to inform parents of responsibilities and encourage participation
 - b. Offering meetings at flexible times
 - c. Involving parents in planning, review, and improvement
 - d. Working together with community members to connect students, families, and staff to expand learning opportunities, community services, and civic participation (Standard 6 – Collaborating with Community)
8. Provide assistance to children at risk of not meeting high standards by:
 - a. Providing individual intervention with certified teacher(s)
 - b. Informing parents of how they can help their children achieve
 - c. Teaching families how to be advocates for their own and other children (Standard 4 – Speaking Up for Every Child)

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1. Describe how the school jointly develops, with the input of parents, the written parent involvement plan.

Administration, teachers, parents and students collaborate to develop the Parent Involvement Policy to make revisions. The policy will be presented to a body of parents to make further revisions.

Parental Involvement Expectations

1. To establish worthwhile tasks that are focused on the improvement of the school
2. To make decisions that have an impact on school improvement
3. To hold and attend regularly scheduled meetings
4. To increase the lines of communication between school and parents with concerns about their daughter's academic, social, and physical growth
5. To actively volunteer at the school and participate in school activities

- a. Describe the annual meeting where parents receive information concerning being a Title I school. (Attach documentation)

Parent Information Meeting was held on August 1, 2016. During this meeting, the administration discussed school expectations and goals. Parents will receive information concerning the school's status which will included an update on Title I status.

- b. Describe how parents are explained the requirements of Title I, and the rights of parents to be involved in the school.

Parents receive the following Channing Bete literature:
"Parents' Rights In Education – A guide to No Child Left Behind Act."
"School wide Title I Programs – How and why they work"
"About School-Parent Compacts."
The documents are also available for Spanish-speaking parents.

- c. Describe the schedules of school parent meetings.(Attach documentation)

The school will host monthly parent meetings: parent teacher conference, STEM nights, Family Health nights, Free Health screenings, Choral performances and Open House.

- d. Describe how parents are involved in an organized, ongoing, and timely way. (Attach documentation)

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The Chattanooga Girls Leadership Academy has developed a Parent Teacher Organization (PTO). The advisory board is made up of a core group of members who have volunteered their time to serve on this board. All parents are welcome to join and attend the regularly scheduled meetings. CGLA's Wellness Coordinator provided information about the school's wellness initiative during registration. We had 50 parents signed-up to participate in the program and receive our weekly newsletter with invitations to our weekly workout classes (3x a week), quarterly family health and nutrition nights, available health screenings, and annual health fair. Also, each parent that decides to participant has access to quarter wellness plan assessments through our school's Wellness Coordinator.

- e. Describe how the school provides parents timely information about programs under parent involvement. (Attach documentation)

CGLA provide parents with monthly newsletters informing them about upcoming events and activities as well as celebrating accomplishments. In addition to the monthly newsletters, parents receive a weekly call on Sunday that informing them of upcoming week's events. CGLA regularly updates our website www.cglaonline.com to inform the community concerning school news and notices. In the 2016 – 2017 school year, parents, students and teachers will receive a weekly GetFit newsletter, which provides information on exercise classes, health advice and healthy cooking tips.

Describe how the school will provide parents a description and explanation of the curriculum used in the school, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. (Attach documentation)

The administration at CGLA will hold parent informational sessions with parents reporting the school's academic standing and status. During the meeting parents will be made aware of the each grade and subject level assessment data and goals. We will provide visual charts and graphs illustrating school data. We will provide an explanation of the results, as well as our improvements. Students and parents will receive a course syllabus for each class. The syllabus will detail class expectations and an outline of course curriculum as well as pacing.

- i. Describe how the school provides parents with opportunities for regular meetings. (Attach documentation)

Parents will meet as needed coordinated by PTO president Mrs. Michelle Oliver.

- f. Describe how the school develops, with the input of parents, its school-parent compact. (Attach compact and documentation)

Parents receive the Channing Bete literature "About School-Parent Compacts." Parent advisory board reviews the School-Parent Compact and agrees to its content.

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2. Describe how parents, teachers, and administrators share the responsibility of improving student achievement and meeting the state’s high standards.
 - a. Describe the school’s responsibility to provide high-quality curriculum in a supportive and effective learning environment.

It is the mission of the Chattanooga Girls Leadership Academy to provide the girls with a rigorous college preparatory education. CGLA offers dual enrollment courses through Chattanooga State and dual credit courses through the TN State Department of Education. We will ensure all students are actively engaged in learning and provide project-based activities. Parents and teachers will provide time for students to read at school and home for at least 30 minutes a day.

- b. Describe the ways in which each parent is responsible for supporting their children’s learning.

Parents are responsible to their daughter’s academic success by making sure they attend school regularly and on time daily, making sure they maintain a safe and productive learning environment, making sure they are engaged and on task during classroom time and are prepared for class. Parents will encourage their daughter to register for the most rigorous courses possible.

- c. Address the following
 - i. Parent teacher conferences
 - ii. Student progress reports
 - iii. Opportunities for parents to volunteer and observe classrooms.

CGLA will provide parents the opportunity twice a year to review and discuss their daughter’s academic progress. This will be accomplished through parent teacher conferences and student-led conferences. Parents will receive academic report and GRIT grade report every three weeks. Parents are provided with a number of opportunities to volunteer.

3. Describe when and how the school distributes the written school level parent involvement plan.

The parent involvement plan will be available via link on our official website cglasonline.com.

4. Describe how the school notifies parents of the written school-level plan in a way that is easy for parents to understand.

Parents receive the Channing Bete literature “About School-Parent Compacts.” The literature is available in English and Spanish.

5. Describe how the school makes the school level plan available to the local community. Include the website link.

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The policy is posted on our website. www.cglaonline.com

6. Describe how the school periodically updates the Parental Involvement plan to meet the needs of the parents and the school.

The Parent Advisory committee will review the policy each year at its first meeting of the school term.

7. Describe how the school gets feedback from parents on needed changes of the plan throughout the school year.

Suggestions and feedback can be made through Parent Advisory team and PTO president Mrs. Oliver, during regularly scheduled meetings.

8. Describe how the school provides assistance to parents in understanding achievement standards, assessments, and how to monitor progress and provide assistance to their children

Parents are given their child's individual achievement data and regular grade reports. Parents are able to meet with their daughter's teachers on an individual basis to discuss their academic progress. Parents attend registration with information session.

9. Describe the materials and training that the school will provide to parents.

Brochures, Financial aid workshops, FAFSA night, FAFSA completing day – October 1, 2016 and general parent informational meetings.

10. Describe the type of training that the school receives to reach out to, communicate, and work with parents as equal partners.

New teacher network sessions, In service training days, ESOL training

11. Describe the way the school will integrate and coordinate services for parental involvement. Include the grants that provide parental support.

The school will become a resource for parents by opening our media center to allow parent to access computers to check their child grades on power school, assist their child work homework and to use for personal research. CGLA was awarded the GetFit grant by BlueCross BlueShield. The grant's goal is to improve the physical health, well-being, and nutritional habits of CGLA faculty, staff, students, and FAMILIES as well as increase their access to health screenings and knowledge of community health resources.

12. Describe the types of information that is provided to parents in a language they can understand.

All communications with parents are distributed in English and Spanish. Newsletters, Agenda Mates, School Website, Report Cards, Progress Reports, Power School.

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13. Describe the types of support that is provided at the request of parents.

Counseling, Social Services, after-school tutoring, Exceptional Education - Inclusion, intervention during the school day and parent/teacher conferences.

14. If applicable, describe the opportunities provided for parents with limited English proficiency, disabilities, and migrant status.

CGLA has a full time ESOL teacher who assists students and teachers in the classroom as well as assisting teachers, administration and parents in meetings/conferences. We also have additional personnel who are bilingual.

15. Provide examples of how your school demonstrates the following:

Standard 1 – Welcoming All Families

Parent informational sessions, STEM Nights, Chorus performances, Learning Focus Showcase, Cultural involvement, School Carnival, Workout classes, Health Screenings, Nutrition nights, Cooking classes, College access nights, Parent Support Organization

Standard 2 – Communicating

Newsletters
Automated calling system – Calling Post
Individual home calls
Flyers
Social Media (Website; cglaonline.com, Instagram; [cgla_chatt](https://www.instagram.com/cgla_chatt), Twitter; [@CGLA_Chatt](https://twitter.com/CGLA_Chatt))

Standard 3 – Supporting Student Success

BABB (Brilliant at Basics and Beyond) time during the school day, providing students with a rigorous learning experience as well as immediate intervention, After School Tutoring

Standard 4 – Speaking Up for Every Child

STARS – Peer Mediation, Bullying training, online incident reporting system, Mentor to Mentee Program

Standard 5 – Sharing Power

Leadership team is comprised of Executive Director, Principal, Assistant Principal, Operations Manager, Director of Finance and Facilities, Director of Community Engagement, Development Director, Secretary, parent and students.

Standard 6 – Collaborating With Community

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Hutton Company, SunTrust Youth Bank, FSG Bank, Mustang Leadership Partners, On-site and off-site mentoring program, collaborations with area businesses on STEM/PBL projects (i.e. Lookouts, Trust for Public Land, Greenway Farms and others)

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