

Okapilco Elementary School

We are so honored that you and your child will be part of the Okapilco team. We look forward to having another productive and exciting year as we work together to pursue excellence in **academics AND character**. Please make sure to read through these pages because here you will find information regarding our policies and procedures that help keep our students safe, healthy and ready to learn.

The Okapilco faculty and staff recognize that all students are unique individuals and it is our mission to provide a learning environment that will meet the educational, social, emotional, and physical needs of each student.

A commitment to hard work, devotion, and cooperation among faculty, staff, students, parents, and the community will ensure the success of the children in our school.

Building Superheroes of Excellence in Academics and Character!

Please take a few minutes to read the following policies and procedures for Okapilco School and the Colquitt County School System. Please contact the school office at 890-6191, if we can help you with any questions or concerns.

Okapilco Vision Statement

Okapilco School is dedicated to providing a safe and positive environment where all students can achieve academic success and personal growth towards becoming responsible leaders.

Okapilco Mission Statement

To work together to pursue EXCELLENCE in academics and character!

Okapilco Belief Statements

We believe. . .

- * All children can learn.
- * Positive self-esteem is critical to academic success.
- * In the worth and dignity of every child.
- * That successful programs and regular attendance produce high achievement.
- * The home, the school, the church, and the community are primary influences in preparing students to excel in society.
- * Learning is not isolated but, integrated across the curriculum.
- * Effective teachers prepare for and facilitate creative learning.
- * Developmentally appropriate activities create successful learning for every child.
- * Respect is essential to success, whether it is to the student, teacher, parent, or property.
- * Teachers, parents, and children working together promote student success.

The following procedures and policies are in addition to our county policies and are school specific to Okapilco Elementary School. Should any of the following become issues or require change, the principal reserves the right to make any and all necessary changes to the following procedures throughout the school year.

AFTERNOON TRANSPORTATION – If a student’s afternoon transportation changes, the student should bring a note explaining where they are to go and the note should be signed by a parent. If we do not have any parent communication, the student will be sent home using the normal routine. Parents may call to change afternoon transportation when a note cannot be sent, but **ALL PHONE CALLS FOR AFTERNOON TRANSPORTATION, must be made by 2:00 PM.** After 2:00 PM, the student will follow his/her normal routine. Phone calls to change afternoon transportation are for emergencies; otherwise, students should bring a note from home. **Phone calls are NOT for daily changes therefore; in the best interest of our students, we reserve the right to require a note before transportation will be changed if constant phone calls occur.** This is a safety issue. Students need to have a routine and should know the routine. **STUDENTS WILL NOT BE CALLED FOR EARLY PICKUP AFTER 2:00 PM.**

BACKGROUND CHECKS – All school volunteers or parents/volunteers attending a school field trip MUST have a background check on file with the Human Resources Department at the Colquitt County Schools District Office. For more information, please call or visit the front office.

DELIVERIES FOR STUDENTS: We do not accept deliveries of balloons, flowers, lunches, etc. for students. Items such as these pose a risk of breaking, being destroyed before the student makes it home, and/or causing interruptions in a classroom’s regular routine. These items should be delivered to the child’s home address.

DRESS CODE: Okapilco will adhere to the county dress code with the following stipulations: You child may be given other clothing or you may be asked to bring additional clothing to school if students are not dressed appropriately.

- **FLIP FLOPS, SLIDESS** are NOT appropriate for school and cause too many disruptions to learning and safety. Students should wear appropriate shoes (closed shoe such as a tennis shoe) for the days they have PE.
- All shorts should be fingertip length with shoulders relaxed. (student’s age, size, etc. are factors here)
- Tank tops, spaghetti straps, muscle shirts, are not appropriate for school and should not be worn.
- Pants should be the appropriate size. If not, students are required to wear a belt. If students have to keep holding up their pants, we will provide the necessary means to keep the pants on the student’s waist. Sagging pants are not appropriate attire. Pants that are too tight are not appropriate as well.
- As students mature, their dress should reflect tasteful choices and not draw any undue attention to their bodies. Students may not wear clothing with holes in them even though this has become the style. Pants with holes in them are NOT appropriate even if worn with something underneath the outer attire.
- Leggings may be worn with an oversized sweater, shirt, etc. that comes down to 2 inches above the knee.
- Piercings may only be worn in the ears.
- Hats may not be worn inside the building except on official “hat days” designated by the principal.
- Students dressed inappropriately for school will either be provided alternative clothing (if available) or have parents contacted to bring suitable clothing to school to change. Clothing provided by the school may consist of a jogging suit.

FOOD AND BEVERAGE: Students may bring snacks to school for consumption during their recess or designated times under the following provisions. Please make sure that beverages are in unbreakable containers and containers that can close. Please try and use healthy snacks and drinks to support our instructional time. . In accordance with our Physical Fitness Standards, and the National and State mandates for cafeteria, we encourage all students to bring snacks that promote healthy choices.

*****PLEASE DO NOT BRING OR SEND SNACKS FOR THE ENTIRE CLASS WITHOUT TEACHER APPROVAL. WE HAVE MANY STUDENTS WITH FOOD ALLERGIES*****

DAILY ROUTINE: Each morning at 7:45, our instructional day begins! Students are counted tardy after 7:45. We have a Friday assembly every week where students are recognized for their accomplishments and hard work.

The assembly includes announcements, birthdays, achievements, special speakers, pledges, character building, and a moment of silence. All students are encouraged to arrive before 7:40 in order to participate in our morning assembly. Assemblies will take place in the school gymnasium. **Students who are dropped off without enough time to eat breakfast before the tardy bell will still be counted TARDY.**

DISCIPLINE: Children learn best in an orderly classroom environment. We will make every effort to build relationships, model character, and encourage right choices. We will be a PBIS school this year. Students that do not conduct themselves appropriately may be sent to the office or may be removed from the classroom for an appropriate amount of time. Disturbing the learning of others will not be tolerated. **Discipline referrals to the office will be dealt with on a progressive scale suitable for the grade level and/or the behavior of the students.** Grade level specific behavior plans approved by the office will be sent home with each student. Student behavior falls under four positive characteristics: Responsibility, Respect, Readiness and Perseverance.

DISMISSAL/EARLY PICKUP – Leaving early creates an interruption to the learning environment for all students. If a student needs to leave early, they should be picked up before 2:00 PM. After 2:00 PM, we will not dismiss any students. This is to ensure the safety of all of our students. At 2:22, all bus riders are dismissed. Parent Pickup and Primetime are dismissed at 2:30.

FIELD TRIPS – Any parent who is going on a field trip and will be around other students MUST have a clear background check on file with the Human Resources Department which is located at the Central Office. In order to obtain a background check, any parent or guardian may pick up a form at the front office. The signature must be notarized. The form must be taken to the Sheriff's Department. Once the background check is complete, the appropriate documentation must be hand delivered to the Human Resources Department of the Colquitt County School System. Teachers will notify Human Resources if a parent is attending the field trip. Human Resources will reply with OK – Clear Background Check is on file or NO – Parent did NOT complete the background check or the background check was NOT clear.

LUNCHROOM/LIBRARY FEES – If a student has an unpaid lunchroom balance or owes for a lost book, the administration reserves the right to withhold report cards, certificates, medals or participation in paid field trips or end of the year programs until unpaid balances are taken care of or a payment plan has been established. This also includes the purchase of any items sold at school, such as yearbooks, recorders, t-shirts, etc.

MORNING DROPOFF – All students who are brought to school should be dropped off at the gym. Staff members will remain on duty until the tardy bell rings at 7:45. If a child is tardy, an adult must walk the students in and sign them in. Students **MAY NOT** be dropped off at the front by themselves.

NEWSLETTER: Every other Monday a newsletter with information and special dates for upcoming events will be sent home. Each Monday students will receive an envelope along with student work for parents to see and discuss with their child(ren). The envelope should be signed and returned to school on Tuesday. Parents of students Grades 3-5 are encouraged to sign up for Parent Portal. Please check with the front office in order to sign up for parent portal.

PARTIES: Class parties will correspond with Christmas, Valentine's Day, Easter and the end of school. Additional information regarding parties will be sent home by your child's teacher. **Any other type of party must be approved by the office. In order to avoid the loss of instructional time, one teacher scheduled time per month will be allowed for birthday celebrations and goodies, unless they are brought during recess or lunch times. THESE MUST BE SCHEDULED IN ADVANCE WITH YOUR CHILD'S TEACHER!**

PARENT CONFERENCES – Parents conferences may be arranged through your child's teacher or the front office. These conferences must be scheduled before/after school or during the teacher's planning time. To avoid interruptions to instruction, parent visits to the classroom must be scheduled in advance with the teacher or an administrator. Parents/Visitors are not allowed to go visit classrooms without prior contact with the teacher or the office.

PARENT LUNCHESES: Each grade level has an assigned date for parent lunches. At this time, our cafeteria cannot accommodate all grade level parents on each holiday. Parents are encouraged to come and eat with their

child; however, purchased and brought in lunches such as Chic-Fil-A, Zaxby's, etc. are **NOT** allowed for students. Please consider how this affects all of our students when attempting to do this.

RETURNED CHECKS: Any checks returned to our office will be charged \$30.00.

SCHOOL HOURS: No car-transported student should arrive **before 7:00 a.m.** due to a lack of scheduled supervision. Our school day instruction begins at 7:45. **Students are counted tardy after 7:45 AM. This includes students who arrive late and still need to eat breakfast. Students, who arrive late, must first obtain a tardy pass from the front office before going to class.** Student tardiness and early afternoon pick-up interrupts instruction and learning for all students and is discouraged.

TECHNOLOGY (Phones, IPADS, IPODS, etc.) Our society is ever changing and we must change to meet the needs of students. With this in mind, we are working to incorporate technology into our lessons; however, we must set limits and procedures concerning students' personal technology. **PERSONAL ITEMS** are not the responsibility of the school. If a student brings an item, they bring it at their own risk.

- Phones - If a student needs to bring a phone to school, we ask that the parent send a note or call the office so that we are aware of the issues at hand. When at school, the phones should be turned off and out of sight. If the phone goes off or a student takes the phone out, the item will be confiscated and turned into the office and the situation will be dealt with appropriately in context of the issue.
- IPODS, IPADS, etc. – Personal items are not the responsibility of the school. If a student brings an item such as these to school, the item should be turned off and out of sight. Parents will be notified by grade level or by teacher if students are allowed to bring them for instructional purposes. Again, these items are a student's responsibility. We will encourage technology use and we will notify you when it is appropriate for your child to bring technology to the class. However, technology items are not a requirement for school. **Bring Your Own Technology (BYOT)** is a new way of introducing technology into the classroom, but all parties will be notified by the principal, teacher, or grade level rep. when BYOT is appropriate. The written letter will explain rules and procedures for bringing items to class and to what degree they will be used. These will be established by grade level or by teacher with office approval.

VOLUNTEERS/CHAPERONES: Parents and community members are encouraged to volunteer in the media center, as well as in the classrooms. Adults are welcome to help with special events at the teacher's request. Since the school day should be free from distractions, and special events are planned as extensions of student learning; relatives and pre-school children cannot be included in field trips and class activities. Pre-school children accompanied by their parents are welcome to eat lunch with a student. Parents who wish to volunteer must have a clear background check on file with the Human Resources Department at the Central Office.

OKAPILCO CLUBS

Under new GA law each school shall include in their handbook a list without limitation of the names of all clubs and organizations, the mission or purpose of the club or organization, name of the club's or organization's faculty advisor(s), and a description of past or planned activities. The handbook shall also include an area for a parent or legal guardian to decline permission for his or her student to participate in a club or organization designated by him or her.

Okapilco Elementary School offers the following clubs/organizations to eligible students:

BETA CLUB (Junior) – is open, by invitation, to 5th grade students who exceeded standards on the 4th grade CRCT in one or more subjects and are AB Honor Roll students.

- * Mission or purpose – The purpose of the Beta Club shall be to promote the ideals of character, service and leadership among elementary and secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school
- * Faculty advisors for Amy Bennett, Katrina Carmichael, and Nancy Kent
- * Activities – Rock-a-thon; Homecoming Float; CPA project; Doughnut sales; Packer Tattoos; Marionettes; Monthly meetings, Scholarship

4-H CLUB – is open to all students in 5th grade.

- * Mission or purpose – I Pledge my Head to clearer thinking, my Heart to greater loyalty, my Hands to larger service, and my Health to better living, for my club, my community, my country, and my world.
- * Faculty advisors are Activities – Katrina Carmichael, Susan Hagin, and Damon Yates
- * Georgia National Fair 4-H Events; 4-H Quiz; 4-H Friends: Building Stronger Families; CPA & DPA; DPA Workshops; 4-H Camping with Friends; Monthly meetings

Technology Club – is open to selected students in 3rd – 5th grades.

- * Mission or purpose – The goal of the Technology Club is to promote the use of computer technology, enabling those who join the club to enhance their educational experiences.
- * Faculty advisor – Brandy Riggins
- * Activities – Practices and programs that promote school service and academic achievement; Technology Fair

We, at Okapilco Elementary, believe it is advantageous for students to participate in organized clubs, sports, and other extracurricular activities. ONLY complete the bottom portion of this page if you **DO NOT** want your child to participate in any club or organization that he or she may be eligible for.

I **decline** permission for my child to participate in a club or organization. By removing, signing and returning this portion of the handbook to the school, I understand that my child **WILL NOT** be allowed to participate in clubs that would normally be open to him or her.

_____	_____	_____
Name of Student	Name of Club(s)	Parent/Guardian Signature

From time to time Okapilco may take pictures or video tape items grade level plays, special events, civic participation, etc. where students' names and pictures may show up on our web page, in the newspaper, etc. If you do not wish for your child to be photographed, published in the newspaper, recorded, or by any other technological means provided, please fill out the form below and sign your name. Your child's name will be kept on file to help prevent them from having their pictures taken or to prevent them from being recorded or shared with others.

I DECLINE permission for child's picture to be taken, performance recorded, or have name published in the paper or by any other electronic means. I only need to return this if I decline permission.

_____	_____	_____
Name of Student	Name of Club(s)	Parent/Guardian Signature



School-Parent Compact
Okapilco Elementary
2016-2017

Dear Parent/Guardian,

Okapilco Elementary students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve the State's high standards.

To understand how working together can benefit your child, it is first important to understand our district's and school's goals for student academic achievement.

Colquitt County Schools' Goals:

The goal of Colquitt County Schools is excellence in student achievement with the expectation that all Colquitt County students will at least meet if not exceed the state and national for academic performance.

Okapilco Elementary School Goals:

Okapilco administrators and teachers have studied our student performance data to decide on the most important areas of improvement for our school. It is our goal to improve Reading scores for all students and subgroups. The major focus is to improve Reading fluency among all students.

To help your child meet the district and school goals, the school, you, and your child will work together to:

School Responsibilities:

Okapilco Elementary will:

- 1. Describe the ways in which the school will provide parents with strategies/activities to assist their child with the high-quality curriculum and instruction delivered in the school's supportive and effective learning environment that enables the child to meet the State's student performance standards.**

**The school's staff will participate in professional learning opportunities to enhance teaching strategies that relates to Reading fluency.*

**The school will conduct surveys to measure the effectiveness of the curriculum and instructional support.*

**The school will host academic nights, parent workshops, and school-wide enrichment activities to help parents support their children in meeting our academic goals.*

**Parents will have access to online resources for strategies to assist students with Reading.*

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement.

*Parent-teacher conferences will be scheduled throughout the school year. The compact will be used at the conferences to guide the stated responsibilities of minimal school and home interaction. Additionally, parent teacher conferences will be utilized as an opportunity to discuss student progression and recommendations in Reading.

3. Provide parents with frequent reports on their children’s progress.

*Parents are informed of student academic progress through Progress Reports, Report Cards, and intervention plans discussed during parent-teacher conferences. Parents will be called upon as needed for each student. Parents will also be provided with support materials to be used at home that addresses Reading fluency.

4. Provide parents reasonable access to staff.

*School staff is available to communicate with parents through pre-scheduled meetings, emails, and phone calls, upon availability. Phone calls are accepted before/after school or during planning.

5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities as follows:

***Okapilco Elementary welcomes the opportunity for you to volunteer in your child’s class. If you are available to volunteer, we encourage you to notify the front office or your child’s teacher. We also encourage you to engage in activities that can enrich the students in Reading and beyond.**

Parent Responsibilities: *(Parent Signature)* _____

We, as parents, will:

- *Talk to my child about their progress toward their academic goal.
- *Work with teachers on checking my child’s academic progress in Reading.
- *Suggest and/or participate in activities that support the overall academic goal.
- *Attend workshops and learning opportunities provided that is related to Reading.
- *Take advantage of resources provided by the school system to promote Reading fluency.
- *Gain an understanding of my students’ progress and assist in creating a plan to progress my student to the next level as it relates to the overall academic goal.

Student Responsibilities: *(Student Signature)* _____

We, as students, will:

- *Talk to my parents about my progress toward my academic goal.
- *Talk with my teacher if I am having problems learning new skills.
- *Encourage my parents to attend workshops and learning opportunities provided at the school.
- *Use resources provided by the school to improve my Reading fluency.
- *Work to understand my progress and create a plan to progress to the next level as it relates to the overall academic goal.

Please review this School-Parent Compact with your child. This School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school.

Revised May 17, 2016

Okapilco School

“Working together to pursue excellence in academics AND character”

Okapilco Elementary School - Parent Involvement Policy

PART I: GENERAL EXPECTATIONS

2016-2017 School Parental Involvement Policy
Revised: May 17, 2016

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Okapilco Elementary School will involve parents in the planning, review, and improvement of our Title I programs in the following ways.
 - Parents will be invited to participate in the Title I School wide planning review meeting as well as for the revision of the school-parent compact and the parent involvement policy during the spring of the year.
 - Additional meetings will be held to provide parents an opportunity to give feedback regarding the policy, compact and how funds for parent involvement will be used during the fall of the year.
 - Notification for parents to participate in the meetings will be sent home with additional reminders sent out before the meeting is held.
2. Okapilco Elementary School convenes an annual Title I meeting which is held in the fall of the year. All parents are encouraged to attend this meeting. Announcements are sent home with each student. Reminder notices are sent out prior to the meeting. An all call is made using One Call Now to all parents reminding them of the meeting place, date and time.

At the annual meeting, a Title I presentation is shared. The purpose of the meeting is to:

- Inform parents of the requirements of the parental involvement provisions of ESEA
 - Inform parents of our participation under Title I and to explain Title I requirements.
 - Inform parents of their rights to be involved in the education of their children.
 - Inform parents of their rights to request parent meetings throughout the year.
 - Explain the School-Parent Compact.
 - Review the school wide Title I Plan
3. Okapilco Elementary School will offer a flexible number of meetings. Other meetings are held throughout the year and are scheduled at various times of the day, such as morning, lunch, or evening to accommodate differing schedules to accomplish the following:
 - Inform parents of their important role in their child's success
 - Parents are notified of meetings through the school marquee, flyers, One Call Now and school website
 - Inform parents of school, grade level, and individual teacher policies and procedures.
Discuss the grade level curriculum
 4. Okapilco Elementary School will:
 - Okapilco Elementary School uses various means to provide parents with timely information about Title I programs, such as letters, flyers, phone calls, brochures and informational meetings. One Call Now automated phone call system is used to ensure all parents receive information about parent meetings and parent educational programs, parent-teacher conferences and school events. Adequate translators/interpreters are provided to facilitate the communication between school staff and families at all events.
 - The school provides parents with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet. All parents receive an explanation during parent-teacher

conferences, and literacy nights. Information is also shared to parents through teacher and Title I newsletters, report cards, standards posted in the classrooms and through the school website.

- Parents are invited and encouraged to participate in decision making at school by attending parent meetings, making suggestions, volunteering at school and serving on school and district committees.

5. Okapilco Elementary School will jointly develop with parents a school-parent.

The compact is jointly developed with parents that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The school compacts are revised annually by:

- Being placed on the school website for parental review and suggestions.
- Being reviewed, discussed, and revised at the year parent review/revision night.
- Being reviewed by teachers and staff for review and suggestions.

All suggestions are reviewed and a draft is placed on the website and made available for all stakeholders for review. Upon completion of the review, the final documents are drawn up and adopted.

Compacts are included in the student handbook, sent home at the beginning of the school year and from that point forward, are given to parents when new students are registered. Parent-teacher conferences are held during the year and the compact is discussed as it relates to the individual student's achievement.

The compact is signed by the student, the parent and the classroom teacher, and is kept on file at the school.

6. Okapilco Elementary School will build the school's and parents' capacity for strong parental involvement by:

A. We will provide assistance to parents in understanding topics such as the following:

- The State's academic content standards.
Parents are notified of the state's academic content standards and student's academic achievement standards through letters, school newsletters, school and system websites and parent teacher conferences. During the conferences, parents are informed of achievement standards, testing requirements, their student's progress and how to monitor and work with their child.
- The State's student academic achievement standards.
- The State and local academic assessments including alternate assessments.
Parents will be provided information about the individual student assessments, how to interpret the results and a description and explanation of the school curriculum and assessments used to measure student progress, and the proficiency levels the students are expected to meet.

Parents will also be provided information to assist them in understanding State and local assessments through curriculum nights, parent involvement tips/flyers, monthly calendars, teachers' webpage, parent/teacher conferences and etc.

B. Okapilco Elementary School will provide materials and training to help parents to work with their child to improve their child's achievement by:

*Our school will provide training and materials to help parents become more knowledgeable in the academic areas of math, reading, language arts, Science and social studies. The focus of these workshops will be to help foster strategies that our parents can use at home to help their children.

*Kindergarten and middle school transition meetings will also be included for parents. Technology training will give the parents necessary information to be able to access important programs, such as Infinite Campus so that they are able to keep abreast of student grades, assignments due and progress in academics.

*In addition to the workshops, parents are encouraged to visit the parent resource center to check-out instructional learning books and materials that will help them support their child at home.

- C. Okapilco Elementary School will provide training to educate the teachers, pupil services personnel, principal, and other staff by:

*Okapilco Elementary staff believes that by working with our parents as equal partners in the educational process, we will positively impact the academic achievement of our students. The staff will be provided staff development opportunities to facilitate ways to build ties between home and school, while stressing the value and utility of parental contributions and parental involvement.

*Staff members will be provided training on strategies to engage parents as partners in their children's education. This ongoing process will give staff members a chance to collaborate and share ideas of how to get parents more involved in the classroom as well as to keep them more informed of student progress at school.

- D. Okapilco Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs by:

*Our school will coordinate and integrate parent involvement programs and activities with other programs. Pre-K/Pre-School parents are invited to a transition workshop which will provide them with a glimpse of what the expectations are for their rising Kindergartner. Materials will be provided for these and students to conduct learning activities for that night and home activities as well. Rising middle school students and parents will attend a transition meeting at the middle school where they will be provided valuable information of what they will need to know for middle school.

*Additional meetings are provided for our EL (English Learners) and Migrant families.

- E. Okapilco Elementary School will send materials in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

*In order to communicate effectively with parents/guardians, it is important that school related communications be provided in a language that parents can understand, and translated to the extent practicable. We will share information related to school and parent programs, meetings, and other activities in a variety of ways. Flyers will be used to notify parents of any meetings that are held at the school or district level.

*Additional ways of communicating with parents will include: school website, marquee, teacher weekly newsletters, school/district monthly newsletters, emails, progress reports, report cards, parent/teacher conferences, and PTO meetings.

*Information related to school reports, parent programs, meetings, and other activities will be sent home to encourage the participation of all parents, including parents with limited English proficiency, parents with disabilities, families that are homeless, and parents of migrant children.

*In order to communicate effectively with parents/guardians, our school provides information in a language understandable by all parents to the extent practicable. Interpreters may be provided at workshops and other school events to the extent practicable.

- F. Okapilco Elementary School will provide other reasonable support for parental involvement activities under Section 1118 as parents may request by:

*Parents may request meetings with the school's administrative staff or parent involvement coordinator to discuss other options and to provide suggestions. Parents may also send written communication to the school via students or email.

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

Okapilco Elementary will develop appropriate roles for community-based organizations and businesses in parental involvement activities. This will include providing information about opportunities for organizations and businesses to work with parents and schools, and encouraging the formation of partnerships between Okapilco and local businesses that include a role for parents.

Title 1 Information for Okapilco School

- Okapilco is a Title 1 school. We receive federal funds, and we seek and welcome your input for our Title 1 plan. You may obtain a copy of current School Improvement Plan by calling the office or visiting our website at www.colquitt.k12.ga.us
- Our staff is 100% Highly Qualified as defined by the Georgia Department of Education. As a parent of a child attending a Title 1 school, you have the right to request the qualifications of your child's teacher. You may gain this information by contacting Mr. Croft at 229-890-6191.
- Based on the requirements of Georgia's waiver of No Child Left Behind, Okapilco School is considered a **Focus School**. Okapilco's average for the lowest performing quartile (25%) did not meet the state's average of the lowest performing quartile (25%).
- We will be offering a **Flexible Learning Plan** which provides additional help above and beyond regular instruction. This additional help will be provided during the school day apart from regular instructional time. Students will receive 50 minutes of supplemental instruction per week through the use of IReady Reading software and the use of our mobile computer lab.
- The **Flexible Learning Plan** is offered first to students who are failing (collected assessment data) and qualify for Free/Reduced Lunches and/or are part of a mandated group. Once these students have the opportunity to join in or decline, should additional slots be available, they will be offered to those needing additional support at that time. **Okapilco will provide FLP services to all students K-5.**
- If at any time you have questions about our FLP or our Title 1 plan, you may:
 - **Call the school and schedule an appointment**
 - **Email Eric Croft ecroft@colquitt.k12.ga.us or Brian Knighton bknighton@colquitt.k12.ga.us**
 - **By calling James Harrell, Federal Programs Director, at 890-6200.**