

PARENT, FAMILY AND COMMUNITY INVOLVEMENT POLICY

General Expectations

1.0 The following provisions shall be implemented by the Board:

- 1.1** The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. The purpose of this policy is to promote parents, families, community and business members involvement in the schools through a variety of means, to become involved in children's education.
- 1.2** Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- 1.3** The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- 1.4** In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools 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 a language parents understand.
- 1.5** If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- 1.6** The school district 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 one percent reserved goes directly to the schools.
- 1.7** The school district will be governed by the following statutory definition of parental involvement, and expects that its' Title I schools 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—that parents play an integral role in assisting their child’s learning; that parents are encouraged to be actively involved in their child’s education at school; 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; the carrying out of other activities, such as those described in section 1118 of the ESEA.

- 1.8** The Office of Special Programs of the West Virginia Department of Education has coordinated the WV Parent-Educator Resource Center (PERC) Project. The purpose of the project is to build partnerships between parents and educators to ensure that children receive the highest educational opportunities and achievement possible.

2.0 Description of How District Will Implement Required District Wide Parental Involvement Components

- 2.1** The school district will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

- 2.1.1** Notify parents in writing of the current district parent involvement policy at the beginning of each school year.
- 2.1.2** Included in the policy will be a response and comment form for parents to return to the school which seeks parent feedback of the policy. The form will include language ensuring that parent feedback is welcomed and that any comments will be submitted with the district plan to the state.
- 2.1.3** Hold an annual district-wide meeting in the spring that provides incentives for parent participation and includes a review of the parent involvement policy and seeks feedback and plans for the following year.
- 2.1.4** Utilize the close relationship with the home school and local newspapers to advertise meetings seeking parent input, when needed.
- 2.1.5** The Superintendent shall establish and maintain a committee consisting of, but not limited to, classroom teachers, parents/family members of school-age children, community members, business members, principals and other school personnel. The committee shall be representative of a variety of schools and shall include representation from early, middle and adolescent levels. The committee shall identify and promote parent, family and community involvement in children’s education.

- 2.2** The school district will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- 2.2.1** Should a school be sited for improvement under No Child Left Behind the school district will notify in a timely manner parents whose children attend a school identified as in improvement and will follow all the steps required by the regulations of No Child Left Behind. NOTE: ESEA waiver currently in effect.
 - 2.2.2** Each school includes parents' input when developing the School Improvement Plan that is required by district and reviewed by the Board.
 - 2.3** The school district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - 2.3.1** Meet on a regular basis (at least 4 times) throughout the year with Title I teachers to share best practices for parental involvement
 - 2.3.2** Provide financial support for parent activities
 - 2.3.3** Provide support of central office personnel for meetings and parent program activities as needed at the school level during the planning and implementation phases of parent nights at the school level.
 - 2.4** The school district will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:
 - 2.4.1** Coordinating transitions from preschool to elementary school through working with the family services personnel in the Head Start programs including supporting families through the Kindergarten registration process, learning which school a child will attend and coordinate meeting the Kindergarten teachers and principal, and coordinating the sharing of student portfolios and assessments between preschool and Kindergarten.
 - 2.4.2** Including preschool classrooms when possible in elementary settings to connect parents early to their child's home school. Include preschool parents in home school newsletters during the preschool year and including preschool students in school assemblies, parent nights and PTA activities.
 - 2.4.3** Collaborating among all preschools and elementary schools concerning issues of curriculum, character education, and parent involvement.
 - 2.5** The school district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities

(with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

2.5.1 Annually each school will collaboratively develop with input from Title I parents, survey forms to seek input on parent involvement activities in the school.

2.5.2 Based on parent feedback each school will develop practices to address the issues identified.

2.6 The school district will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

2.6.1 The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –

2.6.1.1 the State's academic content standards,

2.6.1.2 the State's student academic achievement standards,

2.6.1.3 the State and local academic assessments including alternate assessments,

2.6.1.4 the requirements of Part A,

2.6.1.5 how to monitor their child's progress, and

2.6.1.6 how to work with educators:

2.6.2 The school district will, with the assistance of its schools, 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:

2.6.2.1 The district will support schools in providing materials prepared by teachers to parents that describe parent activities that support on-going parent involvement in activities that will enhance their child's learning including activities and resources for the summer.

2.6.2.2 The district will seek parent input to establish training needs and appropriate venues for parents including “suggested parent activities” for supporting reading and student success at the annual district parent meetings.

2.6.2.3 The school district will, with the assistance of its schools and 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:

2.6.2.4 The school district will utilize parent community outreach committees at each school to connect with parents.

2.6.2.5 Administrators and instructional leaders will seek literature and workshops on parent involvement practices through conferences sponsored by WVDE and other credible agencies.

2.6.3 The school district 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, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

2.6.3.1 Meeting at least quarterly and collaboratively during the year with Head Start concerning ways to connect parents to schools

2.6.3.2 Utilizing school PTA organizations to support reading for all students including those receiving Title I services

2.6.4 The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the 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:

2.6.5 Parents will be notified annually of the following:

2.6.5.1 Parental rights related to student records and surveys;

2.6.5.2 Grading practices that will be followed at the school and, in the high schools, the means for computing the grade point averages that will be used for determining class rank;

- 2.6.7 Written parental permission is required prior to the following activities:
 - 2.6.7.1 Medicines administered to students by employees of the school district;
 - 2.6.7.2 Any release of student records that are not considered directory information unless the release is allowed or required by law;
 - 2.6.7.3 Off-campus trips; and
 - 2.6.7.4 Participation in high impact or high risk sports or extracurricular activities, such as football or mountain climbing;
 - 2.6.7.5 Surveys concerning protected topics that are funded by the U.S. Department of Education.
- 2.6.8 Each school will annually notify parents of limited English-proficient children identified for participation in or who are participating in a Title I, Part A, funded language instruction educational program of the following:
 - 2.6.8.1 Reasons for the identification;
 - 2.6.8.2 Level of English proficiency;
 - 2.6.8.3 Methods of instruction;
 - 2.6.8.4 How the program will help the child;
 - 2.6.8.5 If the child has a disability, how the language instruction educational programs meets the objectives of the child’s individualized educational program (IEP); and
 - 2.6.8.6 Any other information necessary to effectively inform the parent of the program

3.0 Discretionary District Parental Involvement Policy Components

- 3.1 The school district will undertake the following discretionary activities that the school district, in consultation with its parents, have chosen to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement:
 - 3.1.1 involving parents in the development of training for teachers, principals, and other professionals to improve the effectiveness of that training;
 - 3.1.2 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;

- 3.1.3 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;
- 3.1.4 training parents to enhance the involvement of other parents;
- 3.1.5 in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- 3.1.6 adopting and implementing model approaches to improving parental involvement;
- 3.1.7 establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- 3.1.8 developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- 3.1.9 providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

4.0 Adoption

- 4.1 This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by parent feedback on letters accompanying policy and discussions during district wide parent meetings and has been developed by a committee consisting of, but not limited to, classroom teachers, parents/family members of school-age children, community members, business members, principals and other school personnel. The committee shall be representative of a variety of schools and shall include representation from early, middle and adolescent levels.
- 4.2 This policy was adopted by the Board on 05/27/14. The school district will distribute this policy to all parents of participating Title I, Part A children on or before October 1 of each school year.
- 4.3 Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

Response and Comment Sheet

Please provide us any comments you may have about our parent, family, and community involvement policy.

If you have questions about this policy, please call Vanessa Harlow at 304-257-1011.

AUTHORITY: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g;
Protection of Pupils Rights Amendment, 20 U.S.C. 1232h;
G.S. 115C-81 (el);
No Child Left Behind Act of 2001, 20 U.S.C. 6301 et seq.;
34 C.F.R. 200.4; 20 U.S.C. 7801(32)
West Virginia Board of Education Policy 2200

ADOPTED: 05/27/14

REVISED: 08/25/15; 08/09/16