

Jefferson Elementary Center

School Parental Involvement Policy

Part I. GENERAL EXPECTATIONS

The Jefferson Elementary Center agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will ensure that the required school level parental involvement policy meets the requirements of section 1118 of the ESEA, and includes, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school 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 language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for parent involvement activities. The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide parental involvement activities under section 1118 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics parents may request.
- The school will be governed by the following statutory definition of parental involvement, and 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—

- (A) That parents play an integral role in assisting their child's learning;
- (B) That parents are encouraged to be actively involved in their child's education at school;
- (C) 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;
- (D) The carrying out of other activities, such as those described in section 1118 of the ESEA.

Part II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy shall include a description of how the school will implement or accomplish each of the following components. [Section 1118, ESEA.]

1. The **Jefferson Elementary Center** shall take the following actions to involve parents in the joint development and review of its school parental involvement policy under section 1118 of the ESEA:

Jefferson Elementary Center will form a School Parent Support Committee for planning and review of all components of the Title I plan.

- a. *Parent representatives from each grade level will meet a minimum of three times each year.*
- b. *Meetings will involve development and/or review of the Parent Involvement Policy, Strategic Plan, and Title I program.*
- c. *Copies of minutes, agendas, and sign-in sheets will be submitted to the Title I director following each meeting.*

2. The **Jefferson Elementary Center** shall take the following actions to involve parents in the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA:

Jefferson Elementary Center will form a School Parent Support Committee for planning and review of all components of the Title I plan.

- a. *Parent representatives from each grade level will meet a minimum of three times each year in October, March, and May.*
- b. *Meetings will involve development and/or review of the school compact, reviewing the Title I plan as contained in the Strategic Plan, reviewing of budget considerations, and parent involvement activities.*
- c. *Copies of minutes, agendas, and sign-in sheets will be submitted to the Title I director following each meeting.*

3. The **Jefferson Elementary Center** shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting.

Jefferson Elementary Center Title I staff and administration will address such a meeting during the school's open house held in August.

4. The **Jefferson Elementary Center** shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

Jefferson Elementary Center will provide these measures of student progress by using:

- *Title I Staff/Administrators/Classroom Teacher will address during the school's Open House in August.*
 - *In Grades K-2, Wood County Schools report card expectations will be sent home at the beginning of the school year.*
 - *In Grades 3-5, Wood County Schools grading scale will be sent home at the beginning of the school year.*
 - *In Grades 1-5, report cards and mid-terms are sent home for each nine-week grading period. In Kindergarten, mid-terms and report cards are sent home for the third and fourth grading period.*
5. The **Jefferson Elementary Center** shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicable possible by:
- *Personal contact by phone, email, or written communication.*
 - *Appointment at school with teacher and/or administrators.*
6. The **Jefferson Elementary Center** shall provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
- *GSA results are distributed to parents/guardians on set date given by WVDE.*
7. The **Jefferson Elementary Center** shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below—
- WVDE academic content standards,
 - WVDE student academic achievement standards,
 - WVDE and local academic assessments including alternate assessments,
 - The requirements of Title I Part A,
 - How to monitor their child's progress, and
 - How to work with educators:
 - During the first parent planning committee meeting, in the fall of each year, the principal will provide information concerning the above stated topics.
 - During the spring of each year, the Title I staff will review with the parent planning committee the Title I requirements regarding the school's role in providing parents with an understanding of the above stated topics.
 - The Title I staff and administration will review the school's strategic plan to ensure that activities are planned regarding each of the above stated topics.
 - Agendas/program descriptions, handouts, minutes, parent evaluations, and sign-up sheets associated with the above named sessions will be submitted to the Title I director.

8. The **Jefferson Elementary Center** shall provide materials and training to help parents work with their children in the areas of improving student achievement, (including literacy training and using technology) child development, child rearing and additional topics parents may request.
- *In August, an Open House will be held to acquaint parents with their child's classroom, teacher, and academic expectations for the school year.*
 - *Parent involvement activities have been planned to support this objective such as:*
 - *Big Red Dog Day: a celebration of Clifford the Big Red Dog in Grades K-2*
 - *Math Fun Night: an evening of math activities for families in Grades K-5.*
- These are just a sampling of the parent involvement activities, but the Title I staff ensures that activities are scheduled at various times throughout the day and evening to involve as many parents as possible throughout the school year.*
9. The **Jefferson Elementary Center** shall, with the assistance of its 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:
- *During the spring of each year, the parent planning committee will meet to review requirements and plan staff training sessions to address effectively working with parents.*
 - *The parent involvement section of the strategic plan will indicate what activities are planned for training Jefferson's staff to work effectively with parents.*
 - *Agendas/program descriptions, handouts, minutes, and sign-up sheets associated with these trainings will be submitted to the Title I district office.*
 - *Continually updating the school and classroom web pages every two weeks at a minimum.*
 - *Utilizing School Messenger to call parents with reminders of upcoming events.*
 - *Classroom and School monthly newsletters will be sent home of upcoming events.*
10. The **Jefferson Elementary Center** shall, 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, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- *Encouraging Head Start parents to participate in an eight week effective parenting class sponsored jointly by Title I and the Parent/Resource Educator Training Center.*
 - *Inviting Head Start parents to pre-kindergarten activities such as Hand in Hand held in the spring at Jefferson Center.*
 - *Informing Head Start parents of PALS, a pre-kindergarten screening program that is sponsored by a consortium of agencies and organizations including Title I.*
11. The **Jefferson Elementary Center** shall take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to 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:

- To ensure that correspondence to parents is written in clear and understandable language, Jefferson Elementary Center will involve parents in the composition of the school's parental involvement policy and the parent school compact.
- Announcements dealing with the parents' right to know, parental training initiatives, and other correspondence dealing with parental involvement will be sent home with children in Monday folders; follow-up reminders will also be sent home for activities that parents are encouraged to attend. School Messenger is the county calling system used to contact parents as an additional form of communication. Jefferson Elementary Center also advertises upcoming events and information for parents on the scrolling marquee in the front of the school.
- Weekly newsletters are sent home every week by classroom teachers.
- Monthly newsletters are sent home every month.
- Parents with limited English proficiency will receive translated versions of these documents whenever possible.

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

Jefferson Elementary Center will:

Arrange school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education.

NOTE: The School Parental Involvement Policy **may** include additional information and describe other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- 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;
- 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;
- Training parents to enhance the involvement of other parents;
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;

- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

PART IV. ADOPTION

This School 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 agendas/minutes and sign-up sheets of meetings with the Jefferson Parent Planning Committee.

This policy was adopted by the Jefferson Elementary Center on June 12, 2020 and will be in effect for the period of 2020-2021 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before September 25, 2020.

(Signature of Authorized Official)

June 12, 2020