

2015-2016

**LEE COUNTY SCHOOL DISTRICT**

**Parental Involvement Policy**

**Lafayette Smith, District Parent Coordinator**

**Jessie Bryant, Parent Facilitator**

**Lee High School**

**Aneterica Baylark, Parent Facilitator**

**Whitten Elementary/**

**Anna Strong Learning Academy**

**Angelina Garret, Parent**

**Katie Harrington, Parent**

**Cynthia Martin-Hall, Parent**

**Tameka Fraction, Parent**

**A. J Davis, Parent**

**Kathy Smith, Nurse**

**Elise Adkins, Instructional Support**

**Corey Foreman, Community Support**

*To support and strengthen student achievement, each school that receives Title I, Part A (Title I) funds must develop jointly with and distribute to parents of participating children a School Parental Involvement Policy that contains information required by section 1118(b) of the Elementary and Secondary Act (ESEA). The policy establishes the school's expectation for parental involvement and describes how the school will implement a number of specific parental involvement activities. The School-Parent Compact is incorporated into the School Parental Involvement Policy.*

*The Lee County School District understands the importance of involving parents and the community as a whole, promoting higher student achievement and general good will between the school and those whom it serves. Our desire is to facilitate the process by which team members and parents can best work together to achieve common goals. We are committed to working with parents as knowledge partners, sharing the responsibility for students' educational achievement.*

## **Part I: General Expectations**

Lee County School District agrees to implement the following statutory requirements:

- The district will jointly develop with parents and distribute to parents of participating children, a district Parental Involvement Policy which all parties agree upon.
- The Parental Involvement Policy will be communicated clearly and concisely.
- The district will make the district Parental Involvement Policy available to the local community.
- The school will periodically update the district Parental Involvement Policy to meet the changing needs of the parents and the school.
- The district will adopt the school's School -Parent Compact as a component of the school Parental Involvement Policy

- The school agrees to be governed by the following statutory definition of parental involvement and will carry out programs activities and procedures in accordance to this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring:*

- Parents play an integral role in assisting their child’s learning.
  - Parents are encouraged to be actively involved in their child’s education at school.
  - Parents are full partners in their child’s education and are included, when appropriate, in decision- making and on advisory committees to assist in the education of their child.
- A. The district will ensure that information related to the school, school events, parent programs, meetings, and other activities will be well publicized. This information will be sent to the parents of participating children in clear and concise format, including alternative formats upon requests, and in a variety of means including but not limited to the following:
1. Communication will be conducted annually through informational packets distributed to the parent/guardian of each child in the district at the beginning of the school year.
  2. Letters, flyers, or notices will be sent home through the student.
  3. Letters, flyers, or notices will be mailed to the parent.
  4. Public service announcements will be shared through media outlets including KXJK/KBFC radio station, The Courier Index Newspaper, and the Trojan website.
  5. Newsletters will be distributed from the Parental Involvement office as well as individual newsletters by campus or classroom.
  6. Phone messages will be sent from the district phone notification system, School Cast.
  7. Annual meetings will be held during the first semester sharing information with parents regarding what students will be learning, how students will be assessed, what parents can expect

their child 's education, and how parents can assist in making a difference in their child's education.

8. Workshops, Trainings, and Family Nights will be held periodically throughout the school year on a variety of topics sharing information and resources with parents.
9. Parent Involvement surveys, will be distributed regarding volunteer interests with the schools.
10. Through Ed-Line, an online record keeping and communication tool regarding student progress, will be shared through Parent/Teacher conferences throughout the school year.

The District will maintain a current and useful Parent Center on the campus of each school. The Lee County School District will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**Part II: DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS.**

1. Lee County School District will take the following actions to involve parents in the joint development and joint agreement of its School Parent Involvement Policy and its school wide plan, if applicable in an organized ongoing and timely manner under section 1118(b) of ESEA:

Lee County School district will update periodically its school the Parental Involvement Policy is communicated in the following ways:

- Mail
- School Website
- New Enrollment
- During the month of January of each school year, given changes in school culture and the Program Improvement

status, the Parental Involvement Policy will be reviewed and updated.

- The information sent to parents from the school will be in a language that they can understand.
2. Lee County School District will convene an annual meeting to inform Parents of the following:
    - That their child's school participates in Title I.
    - The requirements of Title 1.
    - Their rights to be involved.
    - Use of letters home to reach parents to attend the annual Title 1 meeting.
    - Monthly newsletters with monthly calendar.
    - Hold a PTO meeting monthly, and review meeting times and dates at the beginning of each semester.
  3. Lee County School District will hold a flexible number of meetings at various times, provide transportation, child care, and/or home visits paid for with Title I funding as long as these services are related to parental involvement.
  4. Lee County School District will provide information about Title I programs to parents of participating children in a timely manner. □ Title 1 participation letter is sent home at the beginning of the school year along with the services that the Title 1 program provides.
    - Annual Title 1 meeting is held at the beginning of the year to discuss the services available to the students and parents through Title 1.
    - Parent teacher Organization meetings are held to discuss updates to the program.
  5. Lee County School District will provide parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet:

- Parent conferences are held twice a year.
  - Parent education workshops are held to teach parents about the curriculum in use at the school, the forms of academic assessment are used to measure student progress and proficiency levels that students are expected to meet: i.e. ACTAAP/IOWA and District Quarterly Exams-TLI.
6. Lee County School District will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- Lee County School District will provide opportunities for parents to make suggestions and to participate in decision-making to their child's education, i.e. parent surveys.
  - Lee County School District will create standardized opportunities such as parent surveys for parents and educators to share partnered information, such as student strengths and learning preferences.
7. Lee County School District will submit to the district, any parent Comments if the school wide plan under section (11114) (b) (2) is not satisfactory to parents of participating children:
- Parent complaint letters will be sent to the local district coordinator of parent programs.
  - Title I committee will review such comments and consider ways to resolve the disputed sections of the school plan.
8. Lee County School District will disseminate information in the form of monthly newsletters on school activities, student services, and optional programs.

9. Lee County School District will utilize letters and follow up calls prior to all events in which parents are involved.

10. Lee County School District will build the school's and parent's 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, through the following activities specifically described below:

- Parent Involvement Evening, where parents are welcome to come to the school and see examples of student's work as well as speak with faculty and staff about student progress.
- Informal productions involving student work and performance, such as art and music.

9. The schools will incorporate the School-Parent Compact as a component of its School Parental Involvement Policy:

- Parent Compact disseminated in the Back-To-School/First Day Packet issued each year in August.
- Signed compacts are collected and filed annually.
  
- The schools will, with the assistance of its district, provide assistance to parents of children served by the school in understanding topics such as the following:
  - The state's academic content standards.
  - The state's student academic achievement standards.
  - The state's and local academic assessments including alternate assessments.
  - The requirements of Title I.
  - How to monitor their child's progress.
  - How to work with educators:
    - a) Formal teacher conferences held twice per year. At these meetings, parents are provided with information regarding standardized test.

- b) Teachers provide information on student progress and mastery of the states' content standards.
- c) Conferences are held on an as need basis for student behavior and academic progress.
- d) Parents are invited to attend district sponsored workshops to help students and parents support the instructional programs at home.
- e) Informational flyers and pamphlets on parenting skills that help support the instructional program at home are available through Great Rivers Educational Cooperative.

10. The school will, with the assistance of its district, 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, to foster parental involvement by the use of:

- Inviting parents to attend workshops to help support the instructional program at home. The workshops focus on communication techniques, parenting skills, and math training.

11. The school will, with the assistance of its district 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:

- Making sure that there is a balance of staff and parents at the parent teacher organization meetings and ensuring that each has a voice in the decision- making process.

12. The schools will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities such as parent resource center that encourages and supports parents in participating in the education of their children.

### **III. BUILDING CAPACITY FOR INVOLVEMENT**

The Lee County School District will build the schools’ and parents’ capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and community to improve student academic achievement, through the following activities specifically described below:

The Lee County 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 –

- The State’s academic content standards,
- The State’s student academic achievement standards,
- The State’s and local academic assessments including alternate assessments,
- The requirements of Part A,
- How to monitor their child’s progress, and
- How to work with educators

This will be done through

- Annual Back- to- School Fair
- Parent Orientations

- Parent-Teacher Conferences/Annual Open House
- Grade Level Orientations
- District Sponsored Workshops
- Newsletter
- Website

The Lee County School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Dibels, Career and Technical Education, Home Instruction Programs for Preschool for Youngster, Prevention Resources Centers that encourage and support parents in participating in the education of their children.

#### **PART IV: DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: The School Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the schools, in consultation with its parents, choose 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 ESEA:

- Involving parents in the development of training for teachers, principal, 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
- Reasonable available sources of funding for that training.

- Training parents to enhance the involvement of other parents.
- 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.
- Adopting and implementing model appropriate for improving parental involvement.
- Establishing a district-wide 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 in parental involvement activities.
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.
- Reserved a minimum of 1% of the Title I, Part A allocation for parental involvement, with 95% going to Title I, Part A schools. REQUIRED only for districts receiving \$500,000 or more Title I funding
- Has established a parental involvement contact person at each of the Title I, Part A schools.
- Facilitator: Jessie Bryant- Lee High School
- Willie Branch- Anna Strong Intermediate
- Anterica Baylark - Whitten Elementary
- Has developed a district parental involvement committee to create a parental involvement policy and implement parental involvement activities as well as disseminate information to the community to promote parental involvement in the Title I, Part A schools.
- Conduct ongoing site visits to observe parental involvement practices. Lafayette Smith
- Survey parents annually, including questions to identify barriers to parental involvement
- Lafayette Smith and Building Facilitators
- Provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected. Lafayette Smith
- Use finding from evaluation process to:
- Make recommendations to each participating school for parental involvement policy revision.

- Provide suggestions for designing school improvement policies, as they relate to parental involvement. Lafayette Smith and Building Facilitators. 1
- Develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community.
- Lafayette Smith
- Recruit parents to serve on district ACSIP committee to develop the Title I Application. Lafayette Smith

