

BURCH PK-8 SCHOOL
PARENT INVOLVEMENT POLICY
2018 - 2019

PART I. GENERAL EXPECTATIONS

Burch PK8 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 the parents and/or 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 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; and in
- (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

1. **Burch PK8** 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:

- *The staff will extend an invitation to parents to become members of the Parent Involvement Policy Planning Committee.*
 - *These meetings will be scheduled to brainstorm various parent involvement trainings/workshops that will assist families as needed to improve students' academic progress.*
 - *A Spring County Survey will be sent to all parents for suggestions concerning the development/revision of Burch PK8's Parent Involvement Policy especially concerning parent trainings/workshops.*
2. **Burch PK8** shall take the following actions to involve parents in the process of planning, joint development of the program, and review and improvement of programs under Title I, Part A of the ESEA:
- *Title I and Special Education Personnel will collaborate with the Parent Involvement Planning Committee to implement parent/school trainings and workshops.*
 - *The Parent Involvement Planning Committee will strive to accommodate parents of children with exceptionalities to further gather input in the development of the Parent Involvement Committee.*
 - *Burch PK-8's School Parent Educator Resource Center (PERC) Representative will assist in collaboration by sharing information with all parents.*
 - *PERC will also share information obtained at county level meetings with the Parent Involvement Planning Committee Members.*
3. **Burch PK8** 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.
- *The Title I Staff of Burch PK-8 will organize two separate annual meetings to inform parents of the school's participation in the Title I program. The first annual meeting will occur at the beginning of the new school term and the second one will be scheduled at the end of the second semester. An overview of the Title I Program, expenditures, goals, and the purpose of Title I Services will also be explained/discussed.*
 - *Parents will receive invitations in a timely manner to all parent trainings and workshops. Title I Staff is available for telephone conferences and/or home visits if needed or per request.*
 - *Parents will be encouraged to participate in the review/revision of the School-Parent-Student Compact and the School Parent Involvement Policy.*
 - *Parents' rights regarding teacher qualifications will be explained including the county process.*
 - *School volunteers will be strongly encouraged according to county criterion.*
4. **Burch PK8** 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.
- *At the first scheduled annual Title I Meeting, the staff will provide an explanation of the county adopted curriculum in use, the forms of assessment utilized to measure student progress, and the proficiency levels students are expected to meet.*
 - *Staff will notify the families regarding county assessment benchmark results (Pals & Star 360) and readily discuss these results for a deeper understanding.*
 - *West Virginia General Summative Assessment (WVGSA) results will be sent home to all students and individual assistance will be provided as needed for interpretation.*

- *Parents will be informed of the county/school curriculum utilized by the school staff and the WV College & Career Readiness Standards that guide specific grade level classroom instruction.*
 - *Parents will be kept informed of their student's progress through the following sources: IEP Meetings; LiveGrades; Parent/Teacher Conferences; Progress Reports; Report Cards; SAT meetings; School Email; School Facebook Groups; Telephone Calls; US Postal Service.*
5. **Burch PK8** 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 practicably possible by:
- *Parents will be kept involved in decisions regarding their student's education through the following sources: Board of Education Meetings; IEP Meetings; LiveGrades; Parent/Teacher Conferences; Parent Notes; Progress Reports; Report Cards; SAT Meetings; School Email; School Facebook Groups; Telephone Calls; US Postal Service.*
 - *Parents will receive invitations in a timely manner to all parent trainings and workshops.*
 - *Individual flexible meetings will be arranged to accommodate parents of children with disabilities as needed and/or requested.*
 - *Appropriate materials to encourage student academic success, curriculum based workshops, which address parent concerns/needs and impact staff professional development will be scheduled.*
 - *Parents are encouraged to volunteer at the school according to county criteria and PTO involvement is encouraged to be an active school partner.*
6. **Burch PK8** 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:
- *Sending individual student assessment reports home to parents explaining their child's performance in grades 3-8 on the state assessment (WV General Summative Assessment). Assistance will be provided to parents on how to analyze the results of their child's state assessment per request.*
 - *Pals county/state benchmark results for grades PK-2 will also be sent home to the families and the school staff will be readily available to explain/discuss the students' assessment results.*
7. **Burch PK8** shall take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified (fully certified) within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002):
- *The school principal will receive notification of a teacher who is not fully certified from the Mingo County Department of Education.*
 - *Letters will be mailed from Mingo County Central Office Personnel Department to parents of children who have been taught for four (4) or more consecutive weeks by a teacher who is not fully certified within the meaning of the term in section 200.56 of the Title I Final Regulation (67 Fed. Reg. 71710, December 2, 2002).*
8. **Burch PK8** shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below –
- A. The state's academic content standards;
 - B. The state's student academic achievement standards;
 - C. The state and local academic assessments including alternate assessments;
 - D. The requirements of Title I Part A;
 - E. How to monitor their child's progress; and

F. How to work with educators:

- *Educational opportunities, which exist under the requirements of Title, I Part A.*
 - *County & State Student Assessments including clarification regarding Alternate assessments (DLM) & Early Learning Reporting Systems (PK & K).*
 - *Explanation of the WV College & Career Readiness Skill Standards according to specific grade levels.*
 - *How to monitor their child's academic progress.*
 - *How to work with school educators.*
9. **Burch PK8** 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.
- *Parent workshops held on a variety of topics may include the following: Child Rearing Practices; County, School, and State Assessments; English Language Arts & Math; Technology.*
 - *Parents may request additional information and/or materials on the above topics. All parent requests are given high priority.*
10. **Burch PK8** 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:
- *Professional development will be conducted to educate school personnel regarding how to communicate with and work with parents as equal partners. Recognize the valued contributions of parents and develop positive rapport that will positively impact student academic success.*
 - *The Mingo County Parent Resource Center and Mingo County Central Office Title I Staff will disseminate informative articles/brochures and survey families to validate possible trainings.*
 - *Active PTO involvement is strongly encouraged.*
11. **Burch PK8** 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, and 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:
- *Head Start/Pre-School and Kindergarten Staff will conduct home visits at the beginning of each school term.*
 - *The staff of Burch PK8, school educational partners (Head Start), and community members will meet to plan transition from Head Start/Pre-School to Kindergarten.*
12. **Burch PK8** shall take the following actions to ensure that information related to the school and parent – programs, meetings, and other activities are 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:
- *Mingo County Central Office Staff and the PERC Staff will work with Burch PK8 to review printed materials to ensure that it is written in a family friendly language for all parents to understand.*
 - *All booklets, brochures, home-to-school notes & letters, memos, and newsletters, will be written in a language which is easily understood.*

- *Burch PK-8 activities and special meetings will be announced by utilizing the following resources: Community calendar in the local newspaper; LiveGrades; School Notes & Newsletters, School Website; Social Media; SWVCTC Channel 17; Telephone calls.*

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 written documentation.

This policy was adopted by **Burch PK8** on **September 21, 2018** and will be in effect for the **2018** school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before **September 28, 2018.**

(Signature of Authorized Official)

(Date)