

# Southampton County Public School District

## District Wide Parental Involvement Policy

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### **PART I. GENERAL EXPECTATIONS**

The **Southampton County Public School District** agrees to implement the following statutory requirements:

- 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.
- 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.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- 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.
- 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.
- 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.
- 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—*

- (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.*

- The school district will inform parents and parental organizations of the purpose and existence of the parent resources available on the *Virginia Department of Education* website.

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**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**Involving Parents in Decision Making and Planning**

1. The **Southampton County Public Schools 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:
  - At least one representative from each of the three Title I Schoolwide Schools will serve as a representative on the District Parent Advisory Council. The majority of PAC members are parents with students in the program; however, other interested grandparents and community members are also invited to participate.
  - The Parent Advisory Council is composed of four or more members.
  - The Title I Coordinator will meet with the District Parent Advisory Council.
  - The Title I Teacher/Parent Liaison will be a member of the District Parent Advisory Council.
  - The PAC will meet at least twice a year to review/revise the current district parental involvement policy with additional meetings at the school level.
  - The PAC will be included in decisions about how the funds reserved for parental involvement activities will be used.
  
2. The **Southampton County Public School District** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - Two or more parents will serve on each Title I school's Schoolwide Planning Committee
  - The committee (which established the schoolwide plan) will review and revise the plan annually.
  - The Schoolwide Planning Committees will meet at least three times a year.
  - The data from each school's SOL tests, Flanagan Tests for Higher Standards, six-week tests, PALS and QRIs will be used to review and improve the schoolwide plan.

3. The **Southampton County Public 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:
- There will be an informative meeting in the fall at each Title I school. The Title I Coordinator (or representative) will attend these meetings and inform parents about the school's participation in Title I, Part A programs.
  - The Title I Coordinator (or representative) will help parents understand the following topics to help them become equal partners with educators in improving their children's academic achievement:
    - The State's academic content standards and State student academic achievement standards
    - State and local academic assessments, including alternative assessments
    - The parental involvement requirements of section 1118; and
    - How to monitor their child's progress and work with educators to improve the achievement of their child.
  - The Title I Teacher/Parent Liaison will provide the Title I schools with copies of grade level state standards to be distributed to each family at the fall informative meeting. Appropriate grade-level SOL objectives will be sent home to the families not attending.
  - The Title I Teacher/Parent Liaison will stay informed of what scientific research says about things that parents and other caregivers can do to enable their child/children to improve student academic achievement and school performance.
  - The Title I Teacher/Parent Liaison will present information on research based resources, materials and practices at both parent and teacher workshops.
  - The Title I Teacher/Parent Liaison will assist each Title I school's reading specialist with planning, organizing and/or providing informative materials for their parent functions/workshops.
  - The Title I Teacher/Parent Liaison will assist Title I Schools with materials and information on SOL Tests and test taking strategies to be presented at parent workshops.
4. The **Southampton County Public School District** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Blackwater Regional Libraries, Virginia Preschool Initiative (two Title I + two LEA), Social Services and Southampton Memorial Hospital, PTA/PTO by:
- Writing Grants to make funds available from community sources to fund materials for early literacy parent workshops.
  - Organizing venue, food, announcements, and materials for parent workshops.
  - Notifying the local newspaper of parent events.
  - Organizing teachers to present information/methods for parents to work with their children at home.
  - Presenting multimedia workshops for parents.
  - Providing early literacy materials to be delivered to identified parents who are unable to participate in the workshops.
  - Working with the Franklin/Southampton Reading Council to provide Books for Babies.
  - Coordinating events with the PTA to maximize results of parent effort.
  - Meeting with Social Services designee to coordinate services (workshops/materials) for families of economically disadvantaged preschool children.

5. The **Southampton County Public 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. The following actions will be taken:

- The District Parent Advisory Council will create/review/revise an evaluation instrument. The focus of the evaluation instrument will be on how to identify and eliminate such barriers to parent participation as time, location, language or transportation.
- The Teacher/Parent Liaison will make copies of the instrument for each family and assure their delivery to the Title I schools.
- The building principal with the help of the school reading specialist will be responsible for distribution and collection of the evaluation instrument.
- The evaluation instrument will be sent home to each family in May of each year.
- Time will be allotted at each Title I school's PTA to discuss parent ideas/concerns.
- The results of the survey will be compiled by the Title I Teacher/Parent Liaison and presented to the District PAC at the subsequent meeting and considered in the revision of the next year's policy.
- The results of the survey will be distributed to each principal/schoolwide planning committee (which includes parents) to be considered in the revision of each Title I school's schoolwide plan, component # 6: "Strategies to increase parental involvement".
- The Title I Teacher/Parent Liaison will attend the SEA sponsored workshop *Parents AS Educational Partners : A School-Related Curriculum for Language Minority Parents* to be informed as to availability of resources for limited English parents.
- Each principal will inform the Teacher/Parent Liaison if there is a need for translation of the evaluation instrument for ESL parents.
- Each principal will inform the Teacher/Parent Liaison if there is a need for oral communications of the evaluation instrument for parents with limited literacy skills.

## **Building Parent Capacity to Improve Their Children's Academic Achievement**

1. The **Southampton County Public 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:

- A. 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;
- the State's academic content standards,
  - the State's student academic achievement standards,
  - the State 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
- good study habits
- scientific research findings/practices that have been proven to increase academic achievement and student success
- transition from preschool to kindergarten
- transition from elementary to secondary
- opportunities for parental involvement in school by undertaking the actions described below:
  - Distribution of the State's academic content standards to local public libraries.
  - Distribution of the State's academic K-1 standards to local day-care centers.
  - Workshops for parents on listed topics.
  - Workshops for caregivers/daycare workers.
  - PowerPoint© presentations for parents and caregivers on listed topics.
  - Attendance by Parent/Teacher Liaison at workshops sponsored by the SEA on how to increase parental involvement.
  - Attendance by Parent/Teacher Liaison at conferences and workshops sponsored by the U. S. Department of Education; Title I, on parent involvement.

B. 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:

- Providing at least 3 workshops for parents on the importance of early literacy.
- Providing parents with easy activities that they can do at home with their child/children that would accelerate literacy learning and overall lifelong learning potential.
- Providing parents with the materials that they can use at home with their child/children and demonstrating their use.
- Providing materials for the "*Books-by-Mail*" *Summer Reading Program*
- Integrating into the workshops the topics that the National Reading Panel has determined to foster literacy: phonemic awareness, phonics, comprehension, vocabulary, and fluency. Writing will also be emphasized.
- Hosting "Family Reading Nights" at each Title I school in which parents help their child/children read an Accelerated Reader® book and take the corresponding test on the computer.
- Conducting a parent survey for workshop topics or interest to parents
- Hosting various ability leveled computer literacy workshops for parents
- Hosting technology workshops for parents in which they explore sites on the internet that would provide resources for helping their child/children at home.

C. 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:

- Providing workshops for teachers, school support staff, principals and other staff at each of the Title I schools on the importance/effectiveness of parent involvement and practices that increase parental involvement.

- Working in cooperation with PTA/PTO members for planning and implementing the school staff workshops.
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start 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:
- Organizing materials for parents in a parent resource center.
  - Making a list of available resources
  - Creating and distributing a “*Parent Resources*” document to all of the parents in the coordinating programs.
  - Making available to parents consumable materials that will increase their ability to effectively work with their children on state standards.
  - Arranging with parents a means of obtaining these resources that would alleviate barriers such as sending requested/suggested materials home by the students or delivering them to the home.
  - Making available to the local libraries and parents, by way of Southampton County Website, each Title I elementary school’s list of Accelerated Reader© titles organized by reading/grade level.
- E. 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:
- All written communications to parents will be previewed by the principal for accuracy and clarity.
  - All announcements of school events will be produced on the computer using a clear font in simple and explicit language.
  - Announcements will be sent out in a timely manner.
  - When practical, parents will be sent the initial announcement and a reminder.
  - Announcements will be translated into an alternative language and sent to ESL parents, if need arises and to the extent practical.

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**PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

The LEA will additionally work to expand parent/community outreach efforts by:

- 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.
- Developing/implementing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities such as “Lifesavers for Reading” and partnering with local businesses and resources.
- Communicating with these organizations on a regular basis specific needs that could be met by the partner business.
- Making available the Blackwater Regional Library Bookmobile schedule to parents and caregivers.