

# John J. Cornwell Parental Involvement Policy

## 2017-2018



### PART I. GENERAL EXPECTATIONS

The John J. Cornwell Elementary School 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 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—
  - that parents *play a central role* in 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.

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

1. The John J. Cornwell Elementary School 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:

*John J. Cornwell Elementary School will host an annual Family Advisory Council meeting during which the Parental Involvement policy and other items will be reviewed.*

2. The John J. Cornwell Elementary School 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 :

*John J. Cornwell Elementary School will communicate with parents through beginning and end of the year surveys, evaluations of parental involvement sessions, and parent conferences throughout the year. The school will also host an annual Family Advisory Council meeting. Feedback from PTO and LSIC will also be considered.*

3. The John J. Cornwell Elementary School 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.

*This will be incorporated into our Back to School activities at the beginning of the year.*

4 The John J. Cornwell Elementary School 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.

*Parents are sent informational letters about our state assessment. Informational brochures are handed out during our parent conferences and with progress reports. Also, our curriculum is discussed at our Back to School night, and again at our Mid-Year Check-up. We will discuss assessment throughout the year as needed, and specifically target data, benchmark goals, etc. at our Mid-Year Check-up. All information about specific assessments and proficiency levels are available on the Hampshire County website.*

5. The John J. Cornwell Elementary School 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:

*A minimum of three meetings are held a year in conjunction with other events such as Back to School Night, LSIC meetings, and other parental involvement activities. Also, we have a designated Parent Liaison who attends every PTO meeting keeps all staff informed.*

6. The John J. Cornwell Elementary School 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:

*The Superintendent's letter and individual reports are sent out to parents as soon as they are received by the school.*

7. The John J. Cornwell Elementary School 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 within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002):

*The parents will be notified in writing by the principal after the third week.*

8. The John J. Cornwell Elementary School shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below --

- 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 Title I Part A,
- how to monitor their child's progress, and
- how to work with educators:

Activities:

- *Newsletter sent to parents sharing the WVDE website where the West Virginia Standards are located*
- *Simplified versions of the Content Standards and Objectives are shared with students and parents as "I Can" statements*
- *Parent Compacts and School Parent Involvement Policies are sent to each home, as well as "parent friendly" summaries*
- *Parents are invited to log-in to LiveGrades; grades are updated weekly.*
- *Parent involvement sessions are held to inform parents of the services available, to educate parents on issues of academics, and to gain input from parents on how to improve the program.*

9. The John J. Cornwell Elementary School 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.

*Resources are readily available by request from our library or the Title I Reading Specialist. Parent involvement sessions are held to inform parents of the services available at JJC, to educate parents on issues of academics, to support their understanding of child development, and to gain input from parents on how to improve the program.*

10. The John J. Cornwell Elementary School 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:

*These topics and parental involvement in general will be targeted in staff meetings and professional development sessions. Student planners are used to communicate daily with parents.*

11. The John J. Cornwell Elementary School shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, and programs that target Pre-Schoolers specifically. 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:

*All parents of preschoolers are invited and included in Parental involvement activities. Parents of preschoolers are also invited to come meet other teachers and experience Kindergarten during bump-up day. The school will also host Parents of Preschoolers (POP) in order to inform parents about expectations and to help prepare them for Kindergarten.*

12. The John J. Cornwell Elementary School 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:

*Information will be made available, as much as possible, in the primary language of the home.*

### **PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- training parents to enhance the involvement of other parents;
- establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- 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;
- 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;
- 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 Family Advisory Council minutes. This policy was adopted by the John J. Cornwell Elementary School in April 2018 and will be in effect for the period of one year. The school will distribute this policy to all parents of participating Title I, Part A children on or before September 1, 2018.

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*(Signature of Authorized Official)*

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*(Date)*