

## Pocahontas County Parent and Family Engagement Policy

The Pocahontas County Board of Education believes that parent involvement at the early childhood, middle and adolescent levels is fundamental to a healthy system of public education. Strong partnerships between homes and schools are necessary if quality education is to occur for all children. Parents and teachers, by fostering a sense of cooperative responsibility, can reinforce each other's efforts. As their children's first and most enduring teachers, parents can complement their children's school learning and behavior by serving as collaborators in the educational process. The resulting home-school partnerships can have positive effects on parent, teacher and student attitudes, classroom instruction, and student achievement.

The term "parents," as used in this policy, are those individuals with legal or quasi-legal custodianship (i.e., biological, adoptive, foster parents). The term also expands to include family members (i.e., aunts, brothers, grandparents) and significant others whose involvement may be important to the child.

In support of strengthening student academic achievement, each local educational agency (LEA or school district) that receives Title I, Part A funds shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy that contains information required by the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family involvement and describes how the LEA will implement a number of specific parent and family engagement activities, and is included in the LEA's plan submitted to the State educational agency (SEA).

School districts, in consultation with parents and family members, are encouraged to include other relevant and agreed upon activities and actions as well that will support effective parent and family engagement and strengthen student academic achievement.

### GOAL

The goal of Pocahontas County's parent and family engagement program is to improve home-school-community relations that will result in cooperative responsibility for the success of the educational program.

### IMPLEMENTATION

Pocahontas County Schools will provide an on-going two-way communication system that includes timely opportunities for parents and school staff to interact.

Pocahontas County Schools, in cooperation with state and local agencies, will provide training for administrators, teachers, and parents in methods and procedures required to develop and implement home-school partnership plans.

Each school, assisted by central office staff, shall develop home-school partnership plans that include:

- 1) Training teachers and parents to develop skills in becoming partners in education
- 2) School activities to include ways that parent can assist their children at home and ideas for parents to become active decision-makers in the educational process

PART I. GENERAL EXPECTATIONS

The Pocahontas County School system agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents and family members in all of its schools with Title I, Part A programs, consistent with ESSA. Programs, activities and procedures are planned and operated involving parents and family members of participating children.
- The school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of ESSA, and each include, as a component, a school-parent compact.
- The school district will incorporate this district wide parent and family engagement policy into its LEA plan developed under ESSA.
- In carrying out the Title I, Part A, parent and family engagement requirements, the school district and its schools will provide full opportunities for the informed participation of parent and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports required.
- If the LEA plan for Title I, Part A is not satisfactory to the parents and family members 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 and family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and engagement policy is spent, and will ensure that not less than 90 percent of the one percent reserved goes directly to the schools.
- The school district will use funds reserved under subparagraph (A) to carry out activities and strategies consistent with the parent and family engagement policy, including not less than 1 of the following:
  - a. Supporting schools and nonprofit organizations in providing professional development for local educational agency and school personnel regarding parent and family engagement strategies, that may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.

- b. Supporting programs that reach parents and family members at home, in the community, and at school.
- c. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- d. Collaborating, or providing sub-grants to schools to enable such schools to collaborate, with community- based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
- e. Engaging in any other activities and strategies that the local educational agency determines are appropriate and consistent with such agency's parent and family engagement policy.

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

1. The Pocahontas County School system will take the following actions to involve parents and family members in the joint development of its district wide parent and family engagement plan under ESSA:
  - Two parent representatives from each school (one LSIC member and one additional parent volunteer) will be part of the Parent Advisory Council.
  - The Pocahontas County Schools will provide opportunities for parents to provide input for the involvement plan at meetings.
  - Review the Parent and Family Engagement Policy annually
2. The Pocahontas County School system will take the following actions to involve parents and family members in the development of support and improvement plans under ESSA:
  - Yearly review of Parent Compact
  - Yearly elections of the LSIC
  - Completion of parent community surveys
  - Invite parents to strategic planning sessions
  - Have county and school strategic plans available to the public
3. The Pocahontas County School system will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance:
  - The Director monitors the program and provides and receives feedback to and from principals.
  - Provide training/resources to teachers and principals to help them to work cooperatively with parents
  - Coordinate with business partners
  - Hire Parent Involvement Coordinators to coordinate school-based parent involvement activities in cooperation with Title I teachers and principals.

4. The Pocahontas County School system will coordinate and integrate parent and family engagement strategies in Title I, Part A with parent and family engagement strategies under the following other Federal, State, and local programs: Head Start, Pocahontas County Prevention Coalition, Pre-School, Family Resource Network, and other available opportunities.
5. The Pocahontas County School system will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in 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 evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teacher; and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design evidence-based strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents and family members) its parent and family engagement policies.
  - Utilize parent surveys to evaluate needs;
  - Meet with Title I Committee to revise and evaluate policy

The Pocahontas County Schools, in conjunction with Local School Improvement Councils, 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 schools involved, parents and the community will strive to improve student academic achievement through the following activities specifically described below:

- a. Pocahontas County Schools will, with the assistance of its Title I, Part A schools, and Local School Improvement Councils, 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:
  - i. State's academic content standards;
  - ii. State's student academic achievement standards;
  - iii. State and local academic assessments including alternate assessments;
  - iv. Requirements of Part A of Title I;
  - v. Monitoring each child's progress;
  - vi. Methods to work with educators; and
  - vii. As a parent of a student, parents will have the right to know the professional qualification of the classroom teachers who instruct their children. Federal law allows parents to ask for certain information about classroom teachers and requires the LEA to provide information in a timely manner if requested.
- b. Pocahontas County Schools, with the assistance of its schools and Local School Improvement Councils, will provide materials and training to help parents work with their children to improve their children's academic achievement. Literacy training, using technology, fostering parental involvement as appropriate, will promote positive parent/student/teacher relationships and interaction.

- c. Pocahontas County Schools, 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,
- d. Pocahontas County Schools will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Pocahontas County Prevention Coalition, County Pre-K Programs, Family Resource Network and other available opportunities with key partners, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children,

The school district will use a variety of methods to ensure that information related to the school and parent programs, meetings, and other activities, is available to the parents of participating children in an understandable and uniform format. These methods will include including alternative formats upon request, parent newsletters, news releases, calendar of events, and school and county websites.

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

The District wide Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents and families, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under ESSA:

- 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;
- 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;
- 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, including faith-based organizations, in parental involvement activities; and
- provide such other reasonable support for parental involvement activities as parents may request.]

#### PART IV. ADOPTION

The District-Wide Parent and Family Engagement Policy is developed as required by the Elementary and Secondary Education Act. This policy is adopted by the Pocahontas County Board of Education to be distributed to all parents of participating Title I, Part A children on or before September 1 of each school year. This policy will be effective on July 1, 2018 and be in effect for the 2018-2019 school year.

#### NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF THEIR RIGHTS CONCERNING EDUCATIONAL RECORDS

As provided by Procedures for the Collection, Maintenance and Disclosure of Student Data, adopted by the West Virginia Board of Education, effective August 1978, and county policies, parents/guardians and eligible students have the following rights with regard to the education records collected, maintained or disclosed by the Pocahontas County School System. As a parent/guardian or eligible student you have the following rights:

To inspect and review the education records of your child. Upon request of a parent/guardian or eligible student, you will be provided an opportunity to examine education records within ten days of said request.

To a response in regards to a reasonable request for explanation and interpretation of education records.

To obtain copies of records where failure to obtain such a copy would prevent you from inspecting education records. Copies, when required, will be provided at a fee not to exceed actual cost of reproduction. A fee may not be charged if it prevents a parent/guardian or eligible student from inspecting and reviewing records.

To request, in writing, an amendment to the information contained in the education records you believe to be inaccurate or misleading or which violated the privacy or other rights of the student.

To know the types and locations of education records maintained and the titles and addresses of the school officials responsible for those records.

Overall responsibility for records has been assigned to Terrence C. Beam, Superintendent of Schools, Pocahontas County Board of Education, 926 Fifth Avenue, Marlinton, West Virginia 24954.

Persons responsible for records in each school building are:

Ricky Sharp II, Principal, Green Bank Elementary-Middle School

Rebecca Spencer, Principal, Hillsboro Elementary School

Phillip Anderson, Principal, Marlinton Elementary School

Dustin Lambert, Principal, Marlinton Middle School

Joseph W. Riley, Principal, Pocahontas County High School

The types and locations of education records maintained by the school system are as follows:

Achievement Test, School and Board of Education; Health Test, Schools; Intelligence Test, School and Board of Education; Elementary Records, Each Elementary School; Secondary Record, High School; Attendance Record, Schools. Responsible Officials: Ruth A. Bland, Pocahontas County Board of Education; Ronald G. Hall, Pocahontas County Board of Education; Ricky Sharp II, Principal, Green Bank Elementary-Middle School, Rebecca Spencer, Principal, Hillsboro Elementary School; Phillip Anderson, Principal, Marlinton Elementary School; Dustin Lambert, Principal, Marlinton Middle School; Joseph W. Riley, Principal, Pocahontas County High School.

To know that personally identifiable information may be disclosed without parental consent from students' education records to school officials and authorities whom the school system determine to have legitimate educational interest. Education records will be forwarded to a school in which a student seeks or intends to enroll. To know that the school system may disclose, without written parental consent, certain categories of personally identifiable information designated as "directory information" which shall consist of the following:

1. Student's name
2. Student's address
3. Student's telephone listing
4. Date of birth
5. Place of birth
6. Student's major field of study
7. Participation in official, recognized activities
8. Participation in official, recognized sports
9. Student's weight
10. Student's height
11. Dates of attendance
12. Degrees received
13. Awards received
14. Most recent previous educational agency or institution attended by the student

To refuse to permit the disclosure of any or all categories of personally identifiable information with respect to a student's directory information. You must inform the school system within ten (10) calendar days of notification that such information is not to be designated as directory information with respect to the student.

To a hearing to challenge the content of a student's education record believed to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.

To know that education records may be destroyed subject to the following exceptions: (a) If there is an outstanding request to inspect and review the records; (b) Handicapped children's records shall not be destroyed without parental consent.

To know that the school system may presume that either parent/guardian of the student has authority to inspect and review the education records of the student unless the school system has been provided with evidence that there is a legally binding instrument or a court order governing such matters as divorce, separation or custody which provides to the contrary.

To know that the school system must obtain written consent from the parent/guardian or eligible student before disclosing personally identifiable information from the records of the student except in limited situations.

To know a record is maintained of disclosures of personally identifiable information from the education records of a student and you as a parent/guardian or eligible student may inspect.

To know that you as a parent/guardian or eligible student may waive any of the rights under these Procedures. However, the waiver must be in writing and signed by the parent/guardian or eligible student.

To a translation or interpretation of the records and policies, if the primary language of your home is other than English.

To review the complete school system policy regarding the Collection and Maintenance of Student Records, contact Ruth A. Bland at 304-799-4505 (Extension 2224).

Adopted: July 10, 2017

Revised: May 21, 2018