

School Parent and Family Engagement Policy

Green Bank Elementary/Middle School

2018-2019

PART I. GENERAL EXPECTATIONS

The Green Bank Elementary/Middle School agrees to implement the following statutory requirements:

Consistent with section 1116, the school will ensure that the required school level parental involvement policy meets the requirements of section 1116 of the Elementary and Secondary Education Act (ESEA), and includes, as a component, a school-parent compact consistent with section 1116(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 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 1116 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;
- (D) the carrying out of other activities, such as those described in section 1116 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

NOTE: The School Parent and Family Engagement Policy shall include a description of how the school will implement or accomplish each of the following components. [Section 1116, ESEA.]

1. The Green Bank Elementary/Middle School shall take the following actions to involve parents in the joint development and review of its School Parent and Family Engagement policy under section 1116 of the ESEA:

1. *Parents will be afforded the opportunity to: serve on the school Title One Planning Committee, the Strategic Plan Committee, the Pocahontas County Parent Advisory Council, the school's Local School Improvement Council (LSIC), and participate in school surveys.*
 2. *A copy of the GBEMS School Parent and Family Engagement Policy will be sent home to all parents during the first month of the school year and located under Title 1 on the School website at: <http://pocahontas-k12.wvnet.edu/greenbank/title-1/>*
 3. *The GBEMS School Parent and Family Engagement Policy will be mentioned at the school Open House/Annual Title One meeting held in the Fall.*
 4. *The GBEMS School Parent and Family Engagement Policy will be reviewed at the last LSIC/Title One meeting held in the school year.*
2. The **Green Bank Elementary/Middle 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 :
1. *Parents will be afforded the opportunity to serve on the school Title One Planning Committee, the Strategic Plan Committee, the Pocahontas County Parent Advisory Council, the school's LSIC, and participate in school surveys.*
3. The **Green Bank Elementary/Middle 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.
1. *The yearly School Open House/Title One Annual Meeting every fall includes an overview of the curriculum, types of school assessments, proficiency descriptors, and Title I programs and services. This meeting will be held before the end of the second month.*
4. The **Green Bank Elementary/Middle 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.
1. *A copy of the Green Bank Elementary/Middle School Parent and Family Engagement Policy will be sent home to all parents during the first month of the school year. An additional copy may be accessed at: <http://pocahontas-k12.wvnet.edu/greenbank/>*
 2. *Parent meetings for every grade level, (pre-school through eighth grade), will be held to discuss the curriculum, types of assessments, proficiency descriptors. These meetings will be held before the end of the second month of school.*
5. The **Green Bank Elementary/Middle 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:
1. *Permit parents to arrange conferences with teachers/the principal at mutually agreed times;*
 2. *Permit parents to communicate with teachers/the principal via telephone, written note, or email.*
6. The **Green Bank Elementary/Middle 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 by:
- *Kids Count Report*
 - *West Virginia Summative Assessment*

- *School Adopted Benchmark Assessment for K-2*
- *Interim Progress Reports*
- *Individual Report Cards*

7. The **Green Bank Elementary/Middle 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):
Notification will be via the principal at the Annual School Open House/Title I meeting, a letter will be sent to all parents whose child is being instructed by the teacher, and in first school newsletter.
8. The **Green Bank Elementary/Middle 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:
1. *Send home copies of content standards and the State Report Card. Additional access is available at:*
 2. *Explain content standards to parents at grade level parent meetings at the annual Open House/Title One meeting.*
 3. *The West Virginia content standards may be accessed on the sidebar of the Green Bank Elementary Middle School website at <http://pocahontas-k12.wvnet.edu/greenbank/>*
 4. *Permit parents to arrange conferences with teachers/the principal at mutually agreed times;*
9. The **Green Bank Elementary/Middle 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.
1. *Offer grade level meetings to parents so they can meet their child’s teacher, be informed of the grade level curriculum, proficiency descriptors and state standards, assessments, etc.*
 2. *Invite parents to workshops that relate to reading, math, health, and behavior.*
 3. *Invite parents to a “Transition Meeting” for preschool students before the students transition to the next grade level. This is to enable parents to understand the expectations teachers in Kindergarten have for students in this grade level.*
10. The **Green Bank Elementary/Middle 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:
1. *Provide professional development opportunities that pertain to reaching out, communicating with, and working with parents as equal partners.*
 2. *Work with new teachers on training them as it relates to building relationships between home and school.*
11. The **Green Bank Elementary/Middle School** shall, to the extent feasible and appropriate, coordinate and integrate family involvement programs and activities with Home Instruction Programs for Preschool Youngsters, public preschool, and other programs. The school will also conduct other activities that encourage and support parents in more fully participating in the education of their children, by:
1. *Inviting parents to the annual pre-school meeting.*

2. *Including preschool parents in the Annual School Open House/Title I meeting and affording them the opportunity to serve on the school Title One Advisory Committee, the Pocahontas County Parent Advisory Council, the school's LSIC, and participate in school surveys.*
3. *Inviting parents to "Transition Programs" for preschool and eighth grade students before the students transition to the next grade level. This is to enable parents to understand the expectations of teachers in Kindergarten and ninth grade.*

12. The **Green Bank Elementary/Middle 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:

1. *Daily folders/assignment books*
2. *Monthly school newsletter*
3. *Local newspaper and radio station*
4. *School public address announcements and notes sent home to parents*
5. *Automated telephone communication system*
6. *Email to parents*
7. *Live Grades available on the Green Bank Elementary Middle School Symbaloo page at <https://www.symbaloo.com/mix/gbems>*

PART III. DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

NOTE: The School Parent and Family Engagement Policy **may** include additional information and describe other discretionary activities that the school, in consultation with its parents, chooses 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 1116(e) of the ESEA:

- 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;
- 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;
- establishing a school parent advisory Title 1 Committee and a Local School Improvement Council (LSIC) 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 family involvement activities.

PART IV. ADOPTION

This School Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the Green Bank Elementary Middle School Title One Planning Committee members.

This policy was adopted by Green Bank Elementary Middle School on May 29, 2018 and will be in effect for the period of one year beginning with the 2018-2019 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before the end of the first semester 2018-2019.