

Clay Elementary School

Parental Involvement Policy

General Expectations

Clay Elementary agrees to implement the following statutory requirements:

- Clay Elementary will ensure that the required school 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.
- Clay Elementary will notify parents of the policy in an understandable and uniform format and to the extent practicable in language the parents can understand. The policy will be made available to the community and updated periodically to meet the changing needs of parents and school.
- Clay Elementary 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 requests and to the extent practicable, in a language parents understand.
- If Clay Elementary's 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, Clay Elementary School will submit any parent comments with the plan when Clay Elementary School submits the plan to Clay County Board of Education.
- Clay Elementary will involve the parents of children served in Title I, Part A in decisions about how funds reserved under this part are spent for parent involvement activities. Clay Elementary 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.
- Clay Elementary 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.
- Clay Elementary 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 1118 of ESEA

Description of how Clay Elementary will implement required school parental involvement policy components.

- Clay Elementary shall take the following actions to involve parents in the joint development and review of its school parental involvement policy under section 1118 of ESEA:
 1. Elect parent responsibilities from Clay Elementary to the Clay County Schools Parental Involvement Advisory Council that meets at least twice annually.
 2. During the first meeting, these representatives will help develop the policy. Then the parent representatives from Clay Elementary will take the proposed draft back to and meet with the Clay parents to review the draft and agree on revised parental involvement policy.
 3. During the second meeting parents will share revised drafts from each school and come to an agreement for a parental involvement policy. All comments will be sent to the Director of Title I for inclusion in the Local plan submitted to the West Virginia Department of Education.
 4. Clay's members will facilitate a review of the parental involvement plan at Clay Elementary School.
 5. Clay's members of the council will submit the results of their individual review to the council to improve upon the current plan.
- Clay Elementary 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. AT the beginning of the school year, Clay Elementary PTO will elect representatives to serve on the LSIC and Title I School Wide Committee.
 2. During the first LSIC meeting in September, parents will assist with analysis of data, a review of the current plan and discuss changes for the current year.
 3. Parent representatives will continue to work with the School Wide Committee each nine weeks to review and improve the program at Clay Elementary.
 4. Parent representatives along with other committee members will meet with the Clay County Board of Education in January to present the plan and discuss how the board can support Clay Elementary's Title I program.
- Clay Elementary shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to expand the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. Clay Elementary will invite all parents of children participating in Title I, Part A programs to this meeting.
 1. Clay Elementary will conduct their annual meeting in August during Open House.
- Clay Elementary shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of Clay Elementary's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
 1. Clay Elementary shall conduct parent trainings during Lunch and Learn meetings conducted by Title I staff.

2. Clay Elementary will provide parents with information before and after all academic assessments concerning expectations and proficiency levels.
- Clay Elementary 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. Clay Elementary will respond to any such suggestions as soon as practically possible by:
 1. Conducting two parent/teacher conferences each year during the months of November and February.
 2. Conducting Open House in August.
 3. Teachers will be available daily during their planning period.
 4. Teachers will provide all parents with their email address.
 - Clay Elementary 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.
 - Clay Elementary 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).
 1. The parents of the child who has been assigned to a classroom in which a teacher is not highly qualified shall be notified in writing by the school principal.
 - Clay Elementary shall provide assistance to parents of children served by the school, as appropriate, in understand the following topics:
 - West Virginia Content Standards
 - West Virginia Achievement Standards
 - West Virginia State Assessments
 - The requirements of Title I, Part A
 - How to monitor their child's progress, and
 - How to work with educators

By undertaking the actions described below—

1. Conducting Open House and Parent/Teacher Conferences
 2. Hosting Lunch and Learn luncheons for parents
 3. Providing parent workshops to assist parents with the topics listed above.
 4. Parent/Teacher Conferences will have training videos addressing the topics listed above.
- Clay Elementary 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. Clay Elementary School administrators will attend a workshop provided by the county about planning and implementing effective parental involvement activities.
 2. Clay Elementary School administrators will train their staff about reaching out, communicating with, and working with parents.
 3. Clay Elementary School will receive technical assistance and support from the Clay County School District to assist their school in planning and implementing their own parental involvement activities.
 - Clay Elementary School 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, 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.
 - Clay Elementary 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 forms upon request and to the extent practicable in a language the parents can understand.
 1. The Clay Elementary School Parental Involvement Policy will be distributed to parents through copies sent home with the students.
 2. The Clay Elementary School Parental Involvement Policy will be distributed to the community through publication on the school website.

Adoption

The Clay Elementary Parental Involvement Policy has been developed jointly with, and agreed on with parents of children participating in Title I, Part A.

The policy will be in effect for the period of five (5) years. Clay Elementary School will distribute this policy to all parents of participating Title I, Part A children.