

## **Kingwood Elementary School Parent Policy 2018-2019**

*1. **Kingwood Elementary** shall take the following actions to involve parents in the joint development and review of its school parental involvement of policy under section 1118 of the ESSA:*

Kingwood Elementary parent involvement committee will collaborate with the Title I staff to write the school's parent involvement policy.

Members of the school's PTA, LSIC, Faculty Senate, and any interested community members are invited to join the parent involvement committee to develop the Kingwood Elementary Parent Policy document.

*2. **Kingwood 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 1 Part A of the ESSA:*

-Identify willing individuals from the parent population or the community at large to serve on the KES Parent Advisory Committee.

-Encourage and identify parents who are willing to participate in reviewing and commenting on the school's parent involvement policy or strategic plan. ~~A form is provided to parents at the annual KES Back to School Bash which they can submit in order to be included in the review process.~~

-Survey parents to gain opinions, concerns, and insights as the strategic plan committee writes the annual plan. This input will be sought:

-During the KES Back to School Bash (Annual Meeting to inform parents of the Title 1 Program).

-Informally through conversation as parents make appointments with administrators or other staff to discuss issues regarding the school's policies, goals, and methods for achieving stated goals within the context of the strategic plan.

-LSIC and PTA meetings (A representative from the Title I team will regularly attend meetings of these organizations to provide and garner information for the strategic plan.)

3. **Kingwood Elementary** 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.

KES Back to School Bash, to be held on or near the first day of school, was designed to inform parents of the Federal Title I program and the rights afforded them through it.

A brochure will be distributed at this meeting that:

1. outlines the history and purpose of Title I.
2. lists services, program, and workshops at the school provided by Title I.
3. lists names of staff members paid through Title 1 and their job descriptions.
4. informs parents of their rights to review the five-year strategic plan.
5. informs parents of their right to know each teacher's qualifications and how they can obtain that information.
6. contains a short application of interest to join the parent advisory committee.

4. **Kingwood Elementary** shall provide parents of participating children information in a timely manner about Title 1, 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.

-A link is provided from the school web site to the College and Career Ready Standards section of the WVDE web site.

-All parents receive copies of their child's state adopted assessment results within the first grading period of school.

-Administrators and other staff will be available during scheduled conferences to review standardized test information.

-Teachers may provide copies of the students' STAR, Smarter Balance, ESGI, Moby, Prodigy, Reflex Math, and teacher made tests to parents directly or within the confines of the students' data notebooks.

-The results of assessments done by interventionists will be made available upon request.

-Six hours of parent/teacher conference time is allotted for parents and teachers to discuss student progress and examine assessment results.

-Academic expectations are addressed during the KES Back to School Bash with parents in their children's classrooms.

-A list and description of the primary assessments used at the school can be found in the Title I brochure given to each parent.

-Standards-based grade report forms are provided quarterly in grades K-4.

-Parents and students review data notebooks regularly. The notebooks allow students to set their own goals and monitor their progress.

5. **Kingwood Elementary** shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Parents are given the opportunity to be members of the Strategic Planning Committee/Parent Advisory Committee on the first day of school. A section of the Title 1 brochure provides a form for interested parents to fill out. Anyone that expresses an interest or fills out the form will be invited to the first meeting. Subsequent meeting dates and times will be determined by the group at the initial meeting. Members may be added to this committee at any time.
- Parents may request meetings with any staff member. The relevant parties will determine the dates and times that accommodate those involved.
- Parents are invited to attend Student Assistance Team meetings, Eligibility meetings, IEP meetings, and Data Notebook Conferences so that they may take an active part in designing the academic and behavior programs for their child(ren).

6. **Kingwood 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 by:

- Individual state standardized test results reports are given to students and their parents along with a letter of explanation. The report forms are distributed within the first grading period of school.
- During scheduled parent/teacher conference night, designated staff will be available to answer any questions parents may have about these reports.

7. **Kingwood 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 1 Final Regulations (67 Fed. Reg. 71710, December 2, 2002):

- Parents are informed in the Title 1 brochure of their right to know the qualifications of teachers and paraprofessionals. This information is available at the office upon request.

8. **Kingwood Elementary** shall provide assistance to parents of children served by the school, as appropriate, in understanding topics (see bulleted items below).

- The state's academic content standards (College and Career Ready)
- The state and local academic assessments including alternate assessments
- The requirements of Title 1 Part A
- How to monitor their child's progress
- How to work with educators

*Course of action used at Kingwood Elementary to address bulleted items:*

- A link to the WVDE site is provided to parents so that may examine the state's College and Career Ready standards at their leisure.
- Parents questions regarding assessments and requirements of Title 1, Part A are addressed at the KES Back to School Bash.
- How to monitor student progress is addressed at the KES Back to School Bash, and parent/student/teacher data notebook conferences.
- Alternate Assessments are addressed with special education programming through the IEP process.
- Standardized test preparation brochure is distributed to students and their parents in grades 3-4.

9. ***Kingwood Elementary*** shall provide material, information, 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.

Listed below are the workshops and materials provided to parents and care givers.

#### **Improving student achievement**

- Countywide Family Expo
- Read aloud
- Parent Volunteer Program
- Data Notebook Conferences
- Understanding Your Child's Standardized Test Results
- KES Back to School Bash
- Pre-K and Kindergarten Home Visits
- Information center containing educational literature
- How to Help Your Child with Science and Social Studies Projects
- Summer Reading Challenge
- Lions' Club Vision Screening Program
- Energy Express
- Summer Robotics Program
- Family Fun Nights
- STEAM Nights
- After School Explorers
- Little Learners

#### **Child Development and Child Rearing**

- KES Back to School Bash
- KES Information Center
- Countywide Family Expo

#### **Engagement and Motivation**

- Book Club
- Read Aloud
- Read Aloud West Virginia

- KES Information Center
- Summer Reading Challenge
- Merit Student Award and other awards assembly
- Display student work regularly throughout the school
- Dr. Seuss Day
- Frostburg State University Children's Literature Festival
- Young Writers
- Attendance Incentive Program
- Hats Off to Literacy Day
- National Children's Book Week
- School library is open all day every day
- Accelerated Reader Reading Challenge

*10. **Kingwood 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 schools by:*

- The principal will address the topic of parents as partners through electronic mail or staff meeting.
- An open door policy has been instituted by the principal to discuss issues and receive input from parents regarding topics that concern their children or the school population in general, especially with regard to safety, academic achievement, and building capacity for involvement.
- Volunteering is encouraged and training programs for school volunteers is provided.
- Parents and care givers are included in all Student Assistance Team and Individual Educational Plan meetings.
- Recreational programs sponsored by the PTA, Main Street Kingwood, and other civic organizations are planned collaboratively with the school or are advertised by the school.

*11. **Kingwood Elementary** to the extent possible will coordinate with programs such as 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, by:*

- Tours of the school and acclamation visits are extended to students in Starting Points, daycare providers, and families.
- Title I staff is available to Pre K and other child care programs to assist with programs developed by them that educate parents.
- Funding and consultation is provided to After School Explorers, Energy Express, and Summer School so that students may achieve academic success.
- Kindergarten Readiness information is available during spring registration to all new

incoming students at the parent resource corner located in the front hall.

*12. **Kingwood 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 formats upon request, and to the extent practicable, in a language that the parents can understand:*

- Radio announcements are made to advertise school events, projects, workshops, and meetings.
- Kingwood Elementary and the KES PTA have a user friendly web sites that are updated on a regular basis.
- Invitations are sent through postal mail and email to parents that express an interest in being on any of the school committees.
- Announcements are made through the school messenger automated calling system and text system.
- School-wide and classroom activity announcements and calendars are sent home with students in a timely manner.

## **ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title 1, Part A programs, as evidenced by Mrs. Jill Zeigler.

This policy was adopted by **Kingwood Elementary School** on August 20, 2018 and will be in effect for the period of at least one school year. This document is available to parents and the community on the KES School website or a paper copy will be provided upon request.

Jill Zeigler

August 20, 2018

