

School Family Involvement Policy

PART I. GENERAL EXPECTATIONS

Leon Elementary agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will ensure that the required school level family involvement policy meets the requirements of section 1118 of the ESEA, and includes, as a component, a school-family compact consistent with section 1118(d) of the ESEA.
- Schools will notify families of the policy in an understandable and uniform format and, to the extent practicable, in a language the families can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of families and the school.
- In carrying out the Title I, Part A, family involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of families with limited English proficiency, families with disabilities, and families 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 families 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 families of participating children, the school will submit any family comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the families of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for family involvement activities. The school will build its own and the family's capacity for strong family involvement, in order to ensure effective involvement of families and to support a partnership among the school, families, and the community to improve student academic achievement.
- The school will provide family involvement activities under section 1118 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics families may request.
- The school will be governed by the following statutory definition of family involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Family involvement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that families play an integral role in assisting their child's learning;
- (B) that families are encouraged to be actively involved in their child's education at school;
- (C) that families 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 the ESEA.

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

NOTE: The School Family Involvement Policy shall include a description of how the school will implement or accomplish each of the following components. [Section 1118, ESEA.]

1. **Leon Elementary** shall take the following actions to involve families in the joint development and review of its school family involvement policy under section 1118 of the ESEA:

The Title I Program has family representatives involved in the development and planning of the Title I Family Involvement Policy.

2. **Leon Elementary** shall take the following actions to involve families in the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA

Families will be given ample opportunities to become involved in Leon Elementary through various family committees. Committees will volunteer to host workshops, participate in classroom read-aloud opportunities, and assist teachers with non-academic tasks and other school-wide needs as they arise. Family meetings will occur on a monthly basis or more often if necessary. Families will be encouraged to utilize the family resource section of the Leon library and receive regular news in school and classroom happenings.

3. **Leon Elementary** shall hold an annual meeting to inform families of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of families to be involved in Title I, Part A programs. The school will invite all families of children participating in Title I, Part A programs to this meeting.

At the beginning of the 2018 – 2019 school year, Leon Elementary will host an open house and informational meeting for all families of Leon Elementary. This meeting will be held at a time that is convenient so that the majority of the families can attend. The purpose of the meeting will be to introduce staff, help families become familiar with the need for Title I, discuss expectations, goals, common core state standards, establish family committees, and express other family concerns. It will also serve to familiarize families with the school-wide Title I program.

4. **Leon Elementary** shall provide families 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.

Newsletters will be sent home with students. Family workshops will be held on a variety of themes.

5. **Leon Elementary** shall, at the request of families, provide opportunities for regular meetings, held at flexible times, for families 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:

Family conferences, family fun nights, surveys, and various forms of communication (email, phone, etc.) will be utilized to provide information to families and get feedback.

6. **Leon Elementary** shall provide each family an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

The staff will distribute student reports generated from their scores on the West Virginia General Summative Assessment.

7. **Leon Elementary** shall take the following actions to provide each family 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' Right to Know will be posted on the school website, and the applicable students of any teacher who is Not Fully Certified will receive a letter notifying them of such information.

8. **Leon Elementary** shall provide assistance to families 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:*

9. **Leon Elementary** shall provide materials and training to help families work with their children in the areas of improving student achievement, (including literacy training and using technology) child development, child rearing and additional topics families may request.

Various trainings will be conducted throughout the year. Families will have input on the trainings provided through a questionnaire sent home at the beginning of the school year.

10. **Leon Elementary** shall, with the assistance of its families, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with families as equal partners in the value and utility of contributions of families, and in how to implement and coordinate family programs and build ties between families and schools, by:

Analysis and discussion of family survey results with all staff will focus on the importance of building great family-teacher relationships and how to improve upon family involvement.

11. **Leon Elementary** shall, to the extent feasible and appropriate, coordinate and integrate family 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 family resource centers, that encourage and support families in more fully participating in the education of their children, by:

Any and all school correspondences will be sent home to all Pre-K students. With Pre-K being housed in Leon Elementary, they will be invited to all family meetings and will have access to the media center.

12. **Leon Elementary** shall take the following actions to ensure that information related to the school and family-programs, meetings, and other activities is sent to families of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the families can understand.

PART III. DISCRETIONARY SCHOOL FAMILY INVOLVEMENT POLICY COMPONENTS

NOTE: The School Family Involvement Policy **may** include additional information and describe other discretionary activities that the school, Leon Elementary, in consultation with its families, chooses to undertake to build families' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for families 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 family involvement activities, including transportation and child care costs, to enable families to participate in school-related meetings and training sessions;
- training families to enhance the involvement of other families;
- 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 families who are unable to attend conferences at school in order to maximize family involvement and participation in their children's education;
- adopting and implementing model approaches to improving family involvement;
- establishing a school family advisory council to provide advice on all matters related to family 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 Family Involvement Policy has been developed jointly with, and agreed on with, families of children participating in Title I, Part A programs, as evidenced by a signed copy of the policy.

This policy was adopted by **Leon Elementary** on **September 12, 2018** and will be in effect for the period of one year. The school will distribute this policy to all families of participating Title I, Part A children on or before September 12, 2018.

(Signature of Authorized Official)

(September 12, 2018)