

# Raymond-Knowles Elementary School

## Parent Involvement Policy

At Raymond-Knowles Elementary School, we recognize that parental involvement is an important aspect of effective schooling. The school and the home cannot be looked at in isolation from one another; families and schools need to collaborate to help children adjust to the responsibilities of being successful students. Research has shown that parental involvement contributes greatly to student achievement and conduct.

The staff at Raymond-Knowles Elementary School believes that we should help parents develop skills to meet the basic obligations of family life and foster conditions at home which emphasize the importance of education and learning. Two-way communication about school programs and students' progress is promoted due to the belief that education is a responsibility shared with parents. Parents are invited to actively participate in school decision making. Parents are also encouraged to develop their leadership skills in governance and advocacy by attending school board meetings. By joining and/or attending the school site council, parents are able to be involved in the planning, review, and improvement of Title I programs.

Through conferences and newsletters, parents are provided with timely information about curriculum, assessments, and student proficiency levels. Parents are invited to attend monthly students showcase events as well as viewing digital tutorials provided by teachers to help the school and the students reach stated goals, objectives, and standards. This will ensure that the school remains focused on our primary responsibility to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet academic expectations set forth in the California State Standards.

At Raymond-Knowles Elementary School, we believe that the parents have the responsibility and opportunity to work with the school in a mutually supportive and respectful partnership with the goal of helping their children succeed in school. We are committed to increasing parental involvement, which will ultimately improve student achievement.

## PART I GENERAL EXPECTATIONS

The Raymond-Knowles Union Elementary School District agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.

## PART II

### DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. **The Raymond-Knowles Union Elementary School District** will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school wide plan, if applicable, in an organized, on going, and timely way under section 1118(b) of the ESEA.

- On an annual basis, the school site council will revise the Parental Involvement Policy with input from parents and community members.
- Parents will be informed of upcoming school site council meetings through the school newsletter.

2. **The Raymond-Knowles Union Elementary School District** will take the following actions to distribute to parents of participating children and the local community, the School Parental Involvement Policy:

- At back to school night in the fall, the School-Parent Compact and the Parent Involvement Policy will be distributed and discussed. Information will be sent home to parents who are unable to attend back to school night.
- The Parental Involvement Policy will be published on the district's website.

3. **The Raymond-Knowles Union Elementary School District** will update periodically its School Parental Involvement Policy to meet the changing needs of parents and the school:

- The school site council will annually review the School Parental Involvement Policy for any issues to include but not limited to restructuring the school, safety needs, and program needs.

4. **The Raymond-Knowles Union Elementary School District** will convene an annual meeting.

- A flyer (meeting notification) will be sent home days before the date. A Connect-Ed message will also be sent home prior to the meeting. This meeting will take place at the beginning of the year, coinciding with back to school night.

5. **The Raymond-Knowles Union Elementary School District** will schedule parent conferences with every child's parent/guardian after each of the first three quarters of the school year to discuss each child's academic, social, and emotional strengths and areas for improvement.

- The district will make every attempt to schedule the conferences at a time and place that are convenient for the students' families.
- **The district will provide transportation and babysitting as needed for families to attend the conferences.**

6. **The Raymond-Knowles Union Elementary School District** will provide timely information about Title I Programs to parents of participating children in a timely manner.

- **For the 2013-2014 school year, it has not yet been determined how Title I program funds will be used. When these decisions are made, parents will be informed via the school newsletter, Mr. Johnson's blog, and the annual Title I parent meeting.**

7. **The Raymond-Knowles Union Elementary School** will provide to parents of participating children a description and explanation of the curriculum in use at the school, the form of academic assessment used to measure student progress, and the proficiency levels students are expected to meet:

- Summaries of grade level standards and core curricular materials will be presented and discussed by each teacher at back to school night.
- The academic assessments used by the school and each students' results will be explained during parent conferences after each of the first three quarters of the school year.

8. **The Raymond-Knowles Union Elementary School** will incorporate the school-parent compact as a component of its School Parental Involvement Policy:

- The school-parent compact will be reviewed annually by the school site council.
- The school-parent compact will be distributed and reviewed with parents and students at back to school night.

9. **The Raymond-Knowles Elementary School** will submit to the district any parent comments if the schoolwide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:

- The parents will be directed to write a letter to the Superintendent with their concerns.

## PART III

### SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

10. **The Raymond-Knowles Elementary School** will build the schools' and parents 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, through the following activities specifically described below:
  - The district will schedule parent conferences after the end of the first three quarters of the school year.
  - The district will provide training for parents on the suite of Renaissance Learning products being used by the school and how they can monitor their child's progress.
  - The district will explore options for online communication among district families, using a platform such as Facebook for School Groups.
11. **The Raymond-Knowles Union Elementary School** will incorporate the school-parent compact as a component of its School Parent Involvement Policy.
  - The School-Parent Compact will be discussed by all the stakeholders at back to school night.
12. **The Raymond-Knowles Union Elementary School** will provide assistance to parents of children served by the school.
  - Parents are always welcome to join in activities on campus before, during, and after school.
13. The school will, with assistance of its district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.

14. The school will, with the assistance of its district 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, by:
- Annual training during August training dates.

## PART IV DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

**The Raymond-Knowles Union Elementary School District** is committed, where practical and to the extent that the district resources provide, to the following:

- providing necessary academic 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;
- developing appropriate roles of community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

## PART V ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by minutes of:

- The Raymond-Knowles Elementary School Site Council dated **March 12, 2013**.

This policy was adopted by the **Raymond-Knowles Union Elementary School District** on **April 16, 2013** and will be reviewed annually.

This school will distribute this policy to all parents of participating Title I, Part A children at back to school night.

It will be made available to the local community by the **beginning of each school year**. The **Raymond-Knowles Union Elementary School District's** notification to parents of this policy will be in an understandable and uniform format and, to the extent practicable, provide a copy of this policy to parents in a language the parents can understand.