

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 811.1 - DISTRICT PARENT INVOLVEMENT

- A. **Parent Involvement District** – Parents must be involved with district improvements including serving on committees that develop, implement, and evaluate such improvements.
- B. Parents must be involved in the implementation of the district’s ESEA (Elementary and Secondary Education Act) title programs.
1. Title I – Improving the Academic Achievement of the Disadvantaged. The district and every school using Title I funds must develop jointly with parents of children participating in Title I programs a written parent involvement policy. Parents must agree to the policy, and the district must distribute the policy to parents and the community. The district or schools may amend current parent involvement policies that involve parents to meet the new requirements.
 2. Title II, Part D – Enhancing Education Through Technology. School districts applying for Title II, Part D, funds must have in place a process for effective use of technology to promote parent involvement and increase home-school communication. The process must include efforts to regularly inform parents about technology used in the educational program.
 3. Title III – Language Instruction for Limited English Proficient and Immigrant Students. School districts using Title III funds must implement an effective means of outreach to parents of limited English proficient children. The outreach must inform parents how they can be involved in their children’s education and be active participants in helping their children learn English and achieve academically. Outreach will include holding, and sending notices of opportunities for, regularly scheduled meetings with parents of LEP children to formulate and respond to parent recommendations.
 4. Title IV, Part A – Safe and Drug-Free School Activities. Districts that receive safe and drug-free school funds must inform and involve parents in violence and drug abuse prevention programs and activities. Schools should make reasonable efforts to inform parents of the content of such programs or activities. If a parent submits a written request, the school must withdraw a student from the program or activity. The district must have “meaningful and ongoing” input from parents in developing drug and violence prevention activities and should work to promote the involvement of parents in these activities.

5. Title V, Part A – Promoting Informed Parental Choice and Innovative Programs. School districts receiving Title V funds under Part A, Innovative Programs, must systematically consult with parents of elementary and secondary students attending district schools on the spending of these funds and in planning, designing, and implementing innovative assistance programs.
- C. The district will offer technical assistance and coordination to help schools plan parent involvement activities to improve student and school academic performance and build school and parent capacities for strong parent involvement in a variety of ways.
1. The district will provide and maintain a district website which includes links to each individual school and a template describing the minimum content to be included on each individual school's site. The template will include location, contact information, names and school e-mail addresses, school newsletters, volunteer opportunities, school activities, calendars, PTO/PTA information, Building Leadership Team information, and an evaluation/response form.
 2. The district website will include district standards and benchmarks by grade level and subject area, district calendar, and job description for volunteer positions.
 3. The district will annually organize staff workshops on how to encourage parental involvement and how to appropriately work with volunteers. It is expected that school staff will solicit volunteer involvement and will extend personal invitations for parental involvement.
 4. The district will develop a standardized template for assessment of parent involvement opportunities. These data will be collected and analyzed each year for improvements in the following year.
 5. The district will assist schools in developing and implementing effective parent involvement policies that include the six types of parental involvement detailed by Joyce Epstein: (such assistance will include training, workshops, and/or consultants)
 - a. Communicating – communication between home and school is regular, two-way, and meaningful.
 - b. Parenting – parenting skills are promoted and supported.
 - c. Student learning – parents play an integral role in assisting student learning.
 - d. Volunteering – parents are welcome in the school and their support and assistance are sought.

- e. School decision-making and advocacy – parents are full partners in the decisions that affect children and families.
 - f. Collaborating with the community – community resources are used to strengthen schools, families, and student learning.
6. District personnel will meet at least annually with personnel from within the district (e.g., ELL, EC) and with community education programs (e.g., Head Start, Birth to Three) to encourage and support parents in more fully participating in the education of their students.
- D. Annual evaluation.
- 1. The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy. The district will invite parents representing the demographics of the district, including parents of Title I students, to participate in this annual evaluation.
 - 2. The evaluation will specifically address barriers to greater participation by parents in activities authorized by law, particularly by parents who:
 - a. Are economically disadvantaged.
 - b. Have disabilities.
 - c. Have limited English proficiency.
 - d. Have limited literacy.
 - e. Are of any racial or ethnic minority background.
 - f. Are parents of migratory children.
 - 3. The district will use the findings of the evaluation to design strategies for more effective parental involvement and, if necessary, to revise this policy.
 - 4. The district will provide such other reasonable support for parental involvement activities as parents and schools may request.
- E. **Parent Involvement – School.** Development of school plan.
- 1. Each school will have a written parent involvement plan jointly developed with, agreed to, and distributed to all parents. As much as possible, these parent representatives should reflect the demographics of the student population. For schools receiving Title I funds, parents of Title I students must be involved. The plan must be made available to the community and updated periodically.

2. Each school will involve parents in developing school improvement plans through involvement in school Building Leadership Teams and the Parent Advisory Council.

F. Plan Dissemination.

1. During the first quarter of each school year, a revised plan will be adopted to:
 - a. Inform parents about the parent involvement plan and how they can be involved in the planning, review, and improvement of this plan.
 - b. Provide parents with timely information about school programs, school curriculum, assessments used by the school to measure student achievement, and proficiency levels students are expected to meet.
 - c. Additionally, all elementary schools must include information on Title I programming.
2. Annual reviews:
 - a. Each school must conduct an annual review of the school's parent involvement plan which addresses the barriers to greater parental participation. Findings of the review will be used to design strategies for more effective parental involvement, and if necessary, to revise the school plan. The annual review will include use of the standardized template for assessment of parent involvement opportunities developed by the district. A written report will be shared by each principal with the District Administrator/designee.
 - b. All parent comments will be included in the report to the school district.

G. School-parent compact.

1. The school-parent involvement plan must describe how the school will develop jointly with parents a school-parent compact for all children served by Title I. The compact must outline how students, parents, and staff will share responsibility for improved student achievement and how parents and the school will build and develop partnerships to achieve state expectations for student achievement. The compact must describe:
 - a. The school's responsibility to provide high-quality curriculum and instruction in a supportive learning environment.
 - b. The parent's responsibility for supporting children's learning, such as monitoring attendance, homework completion, and television

watching; volunteering at school; participating in decisions in their children's education, and positive use of time outside of school.

- c. The importance of ongoing parent-teacher communication, including elementary schools' plans to offer at least one annual parent-teacher conference to discuss the parent-teacher compact and all schools' plans to report children's progress frequently to parents and communicate how parents can contact staff, volunteer in their children's classrooms, and observe classroom activities.

H. School responsibilities for building capacity for parent involvement.

1. As part of efforts to improve student achievement, each school will implement the following practices to build school capacity for parent involvement:
 - a. Help parents understand state and local assessment of their children's progress and how to monitor progress and work with educators.
 - b. Provide parents with materials and training to improve their children's achievement, such as literacy training and use of technology.
 - c. Educate teachers, administrators, and other school staff about the value of and methods of reaching out to parents as equal partners.
 - d. Integrate parent involvement efforts with other school and community programs.
 - e. Ensure that information about school and parent programs is in a format and language parents can understand.
 - f. Respond in a timely manner to parent requests for opportunities to meet regularly and participate in decisions about the education of their children.
2. Schools and districts must inform parents of the existence and purpose of parental information and resource centers to provide training, information, and support to parents and those who work with parents, districts, and schools. Wisconsin's PIRC (Parental Information and Resource Centers) is Parents Plus of Wisconsin.
3. Each school's parent involvement plan will specify how the school will work to foster and improve six types of parental involvement:
 - a. Communication – communication between home and school is regular, two-way, and meaningful.
 - b. Parenting – parenting skills are promoted and supported.

- c. Student learning – parents play an integral role in assisting student learning.
- d. Volunteering – parents are welcome in the school and their support and assistance are sought.
- e. School decision-making and advocacy – parents are full partners in the decisions that affect children and families.
- f. Collaborating with the community – community resources are used to strengthen schools, families, and student learning.

ADOPTION DATE: March 13, 2005

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CROSS-REFERENCE: 811.1 District Parent Involvement

LEGAL REFERENCE: Wisconsin Statutes
Wisconsin Administrative Code
ESEA 2001