

# Parnassus Preparatory School

## Executive Limitations Policies Group

### **DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS- EXEC 612.1**

#### **I. PURPOSE**

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school. The involvement of parents by Parnassus Preparatory School shall be directed toward both public and private school children whose parents are school residents or whose children attend Parnassus Preparatory School.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of Parnassus Preparatory School to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs.
- B. It is the policy of Parnassus Preparatory School to fully comply with 20 U.S.C. § 6318 which requires the school to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

#### **III. DEVELOPMENT OF PARENTAL INVOLVEMENT POLICY**

The headmaster will develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into the Parnassus Preparatory School's Title I plan. The policy will establish the expectations for parental involvement and describe how Parnassus Preparatory School will:

- A. Involve parents in the joint development of the Parnassus Preparatory School's Title I plan and the process of school review and improvement;
- B. Provide the coordination, technical assistance, and other support necessary to assist Parnassus Preparatory School in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;

- C. Build Parnassus Preparatory Schools' and parents' capacity for strong parental involvement;
- D. Coordinate and integrate parental involvement strategies with similar strategies under other programs, such as Head Start, Early Reading First, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and state-administered preschool programs;
- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the Parnassus Preparatory School, including identifying barriers to greater participation by parents, and, particularly, with parents who are economically disadvantaged, disabled, have limited literacy or English proficiency, or who are of a racial or ethnic minority;
- F. Use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the school-level parental involvement policies; and
- G. Involve parents in the activities of Parnassus Preparatory School.

#### IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The Parnassus Preparatory School board will direct the headmaster to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents of participating children a written parental involvement policy, agreed upon by such parents, that shall describe the means for carrying out the federal requirements of parental involvement.

- A. The policy will describe the means by which Parnassus Preparatory School's Title I program will:
  - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of Parnassus Preparatory School's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
  - 2. Offer a flexible number of meetings, transportation, child care, or home visits, as such services relate to parental involvement;
  - 3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including Parnassus Preparatory School parental involvement policy and the joint development of the Parnassus Preparatory School-wide program plan, unless

the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children;

4. Provide parents of participating children with: timely information about Title I programs; if requested by parents, opportunities for regular meetings to formulate suggestions, share experiences with other parents and to participate, as appropriate, in decisions relating to their child's education; and to respond to any such suggestions as soon as practicably possible; and
  5. If the Parnassus Preparatory School-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to Parnassus Preparatory School.
- B. As a component of this policy, Parnassus Preparatory School shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the Parnassus Preparatory School and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the Parnassus Preparatory School's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
  2. Describe the ways each parent will be responsible for supporting his or her child's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
  3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
    - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
    - b. Frequent progress reports to the parents; and
    - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
- C. To ensure effective involvement of parents and to support a partnership among Parnassus Preparatory School, parents, and community to improve student academic

achievement, the policy will describe how Parnassus Preparatory School will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
  2. Provide materials and training to assist parents in working with their children to improve their children's achievement, including coordinating necessary literacy training and using technology, as appropriate, to foster parental involvement;
  3. Educate Parnassus Preparatory School staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and Parnassus Preparatory School;
  4. Coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs, and other programs, to the extent feasible and appropriate;
  5. Ensure, to the extent practicable, that information about Parnassus Preparatory School and parent meetings, programs, and activities is sent home in a format and in a language the parents can understand; and
  6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if Parnassus Preparatory School chooses to:
1. Involve parents in the development of training for Parnassus Preparatory School staff to improve the effectiveness of such training;
  2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in meetings and training sessions;

4. Train and support parents to enhance the involvement of other parents;
  5. Arrange meetings at a variety of times or have in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at Parnassus Preparatory School in order to maximize parental opportunities for involvement and participation in school-related activities;
  6. Adopt and implement model approaches to improving parental involvement;
  7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
  8. Establish a Parnassus Preparatory School-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parental involvement, the school will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.
- F. Parnassus Preparatory School shall assist parents and parent organizations by informing such parents and parent organizations of the existence and purpose of such centers.

The policies will be updated periodically to meet the changing needs of parents and the school.

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