

# **Parent Involvement Policies and Procedures**

## **Johnston City Community Unit School District #1**

Johnston City School District Unit # 1 is committed to providing a quality education for each student in our district. As a district we recognize that parents are an integral part their children's academic success. When families and schools work together to promote student achievement the benefits to the students are immense. Therefore we support and encourage teacher and parent partnerships to encourage academic success for all students.

Johnston City School District Unit #1 recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Johnston City School District intends to include parents in all aspects of the school's Title I school-wide program. The goal is to create a strong partnership between school and home so that every child succeeds.

### **PART I General Expectations**

The Johnston City School District agrees to implement the following statutory requirements:

- A. Consistent with section 1118, of the ESEA (Elementary and Secondary Education Act) the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA and each include, as a component, a school-parent compact consistent with the section 1118(d) of the ESEA.
- B. Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.

**PART II Description of How Schools will implement required school parental involvement policy components and shared responsibilities for high student academic achievement**

The Johnston City School District will jointly develop/revise with parents the school parental involvement policy/procedures and distribute it to parents or participating children and make available the parent involvement policy/procedures to the local community.

The Johnston City School District will take the following actions to involve parents in the joint development of its school parental involvement plan.

1. The Johnston City School District will implement strategies to teach a high quality curriculum by using research based programs that have proven to be successful for students of similar populations.
2. The Johnston City School District will share responsibility for high student achievement by including plans that support the district's commitment to provide high quality instruction by highly qualified teachers. This support is provided in a conducive learning environment so that children can meet the state's student academic achievement standards. Johnston City School District is committed to on-going professional development in order to remain informed concerning current research-based methods of curriculum and instruction.
3. The Johnston City School District will 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 program. The district will convene a meeting in fall of the year to inform parents of the Title I program. The school will invite all parents, and will encourage them to attend with the help of school newsletters, website and phone calls using the districts Alert Now system and Teacherease.

4. The Johnston City School District will provide parents 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 by:
  - Informational Letter
  - Title I compact
  - Teachers send home mid-quarter reports
  - Intensive and strategic intervention effectiveness are shown with progress monitoring
  - Istation benchmark scores can be shared with families on a monthly basis.
  - Teachers use a variety of ongoing parent communication tools that include telephone calls, e-mails and letters and notes home to families.
  
5. The Johnston City School District will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestion 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:
  - Parent Orientation Nights at the beginning of each school year
  - Pre-School/Kindergarten Readiness Presentation (Spring)
  - Evening programs during the year where teachers and families participate together
  - Weekly newsletters promote school/family connection
  - Counselor and/or principal meet with families and teachers to discuss any specific concerns
  - E-mail correspondence between parents and teachers
  
6. The Johnston City School District will provide each parent an individual student report about performance of their child on state assessment in math, language arts and reading by:

- ISAT results sent home to parents
7. The Johnston City School District will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four 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) by:
    - Letter
  8. The Johnston City School District will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below:
    - School report card
    - How to monitor their child progress
    - State and local assessments
    - How to work with educators
    - Illinois Learning Standards
    - Website links
  9. The Johnston City School District will provide materials and training to help parents work with their children to improve their academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement by:
    - Continuous meetings with parents of students who are performing below their peers. These meetings are conducted every 4-6 weeks.
  10. The Johnston City School District will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate, and work with parents as equal partners in the value and utility contributions of parents, and how to implement and coordinate parent programs and build ties between parents and schools, by:

- Williamson County Early Childhood Pre K Family Educator programs.
- Parent Liaisons located at Lincoln, Jefferson, and Washington Elementary.

11. The Johnston City School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with SIUC Head Start, and Williamson County Early Childhood Pre K that encourage and support parents in more fully participating in the education of their children.

- Johnston City Pre-schools, Head Start and Kindergarten teachers and the community will participate in a Kindergarten Readiness Awareness Training (providing materials and resources to families with pre-school aged children)
- May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.
- Building Wide and District-wide Parent Involvement Team Meetings (on a yearly basis)

12. The Johnston City School District will take the following actions to ensure that information related the school and parent-programs, meetings, and other activities is sent to parent of participation children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Newsletters
- Websites
- Interpreters

13. If school-wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the district makes the plan available to the parents.

### **PART III Accessibility Requirements**

14. In carrying out the parental involvement requirements districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

### **PART IV Adoption**

This District 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 meeting minutes.

This policy was adopted by the Johnston City Community Unit School District #1 on November 14, 2012 and will be in effect for the period of the 2012-2013 school year. The district will provide this policy to all parents of participating Title I, Part A children in the student handbook and on the district web-site.