

# NATCHITOCHESES PARISH SCHOOLS DISTRICT PARENTAL INVOLVEMENT POLICY

*In support of strengthening student academic achievement, Natchitoches Parish School Board agreed on with, and distributed to, parents of participating children a written parental involvement policy containing information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA) (district wide parental involvement policy). The policy establishes the Natchitoches Parish School Board expectations for parental involvement and describes how the district will implement a number of specific parental involvement activities, is incorporated into the Natchitoches Parish Schools consolidated plan submitted to the Louisiana Department of Education, and distributed to parents in the Natchitoches Parish School Board Student/Parent Handbook.*

## PART I. GENERAL EXPECTATIONS

Natchitoches Parish School Board agrees to implement the following statutory requirements:

- A. NPSB will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- B. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a **school-parent compact** consistent with section 1118(d) of the ESEA. The school/parent/compact must include the following:
  1. Joint development of compact with parents
  2. Description of the school's responsibility for providing a high-quality curriculum in a supportive and effective learning environment.
  3. Description of ways parents will support their children's learning. (Monitoring homework completion, television time, and attendance; volunteering in their children's classrooms; and participating, as appropriate, in decisions relating the education of their children and positive use of extra curricular time)
  4. Importance of ongoing communication between teachers and parents. The compact must provide for:
    - a. Parent-teacher conferences held at least annually with the compact forming the framework for discussion with respect to the individual child.
    - b. Frequent reports to parents on their child's progress and,
    - c. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
- C. The school district will incorporate this district-wide parental involvement policy into its district improvement plan developed under section 1112 of the ESEA.
- D. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- E. If the district plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- F. The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than ninety-five percent of the one percent reserved goes directly to the schools.
- G. The school district will be governed by the following statutory definition of parental involvement, and expects that Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-*

  1. *that parents play an integral role in assisting their child's learning;*
  2. *that parents are encouraged to be actively involved in their child's education at school;*
  3. *that parents 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; and*
  4. *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

## **PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

- A. The Natchitoches Parish School Board will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
1. *Annual Evaluation Meeting* - Parent Advisory Council (PAC) Parents, Teachers, Central Office Staff, Community Members, Students, and School Administrators will convene to review the district and school improvement plans, district Parent Involvement Policy and make corrections and revisions to present for group consensus. Meeting includes professional development for parents, teachers, and school administrators in data review and analysis, budgeting, and district and school action plan development.
  2. *Parents on School Improvement Teams* - Title 1 requires schools to include parent and community stakeholders in development of the Parent Involvement Policy as evidenced by a signature page including names of participating parents.
  3. *Student Agendas (Handbook)* - The parish and school parental involvement policies are published/distributed in the agendas. The Agendas are used for regular, two-way, meaningful communication with parents.
  4. *Parent website at [www.nat.k12.la.us](http://www.nat.k12.la.us)* (click on NPSB PARENTS! tab) to view the current district parent involvement policy/information and view information on the Parent Command Center..
- B. The Natchitoches Parish School Board will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
1. *Parents on School Improvement Teams* - Title I schools are required to include parent and community members to serve on their School Improvement Teams as evidenced by the signature page of the school improvement plan.
  2. *TAPP (Teachers As Partners with Parents)* - TAPP Curriculum is used in all Title I Schools. Schools develop a parental involvement team and schedule yearly TAPP training for parents and teachers. The TAPP training manual is designed to improve the academic performance of students. The training prepares teachers to become the catalyst for linking the school and home. Training helps parents understand what they can do to help their children academically and how to communicate with school personnel.
  3. *Parent Advisory Council (PAC)* includes parents from all schools meeting quarterly to assist the district Parent Involvement Team in data review and planning/revising/evaluating activities for parents for the purpose of improving academic achievement of students.
  4. *Parent Expo* -(Event to give information, games to parents and students on health, character, behavioral and academic development) **October 27, 2011 at the Natchitoches Events Center**
- C. The Natchitoches Parish School Board will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
1. Conduct professional development sessions on Family Nights and during ANNUAL Title 1 Meeting activities.
  2. Conduct professional development sessions on TAPP Curriculum and use of the Parent Command Center.
  3. Conduct parent needs assessment yearly by scannable document or electronic survey forms at the beginning of the school year.
  4. Conduct parent satisfaction survey each year using email or scan document. District compiles summary from school survey results. Technical Assistance sessions are conducted yearly to assist School Improvement Teams with analyzing and using survey results.
- D. The Natchitoches Parish School Board will coordinate and integrate parental involvement strategies in Title I Part A with Head Start, Right Start, and other State-operated preschool programs by:
1. Providing technical assistance to schools concerning *sharing information, co-sponsoring workshops, encouraging attendance and/ or participating in activities serving needs of both groups.*
  2. Employing a district-wide coordinator for preschool programs.
- E. Natchitoches Parish School Board will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
1. *Annual School Improvement and Parent Involvement Evaluation Conference.* A conference for Parents, Teachers, School/District Administrators, and Community Members to review, revise, and evaluate the School Improvement Plans and Parent Involvement Policies of each school using the SIP Checklist, School/District PI Policy Checklist and differing Levels of Parent Involvement Checklist. The Parent Involvement checklist measures: 1) **Communication** to and from

Parents; 2) Partnership in **Student Learning**; 3) Parent **Volunteers**; 4) Parents Using School as a **Resource** (Collaborating with the community); 5) Parents as **Decision Makers**. 6) **Parenting** Activities. Participants will consider ways to increase parental involvement and ways to overcome barriers which may limit participation for those who are economically disadvantaged, disabled, have limited literacy, have Limited English Proficiency or are of a racial/ethnic minority background.

2. *Annual evaluations will be conducted each year at the school and district level.* Data to be collected, analyzed, and summarized include: parent, teacher, student surveys and questionnaires; student achievement data for local and state assessments at the school and district levels; communication with parents (agenda usage and meetings with parents); number and effective use of volunteers (sign in sheets, number of volunteers, how were volunteers used); and evidence of partnership with parents in student learning.

F. The Natchitoches Parish School Board will build school and parent capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the school(s) involved, parents, and the community to improve student academic achievement through the following activities specifically described below:

1. *TAPP - Teachers As Partners with Parents Curriculum.* Parents and teachers move through the curriculum together. In year one, ten parents are trained. In year, two the first ten parents train (with teachers) ten more parents for a core group of 100 parents at each school.
2. *Community Education Classes* in schools based on parent interest and need.
3. Include parents in professional development activities including Parent Command Center Training..
4. Family Night Activities for parents to improve student academic achievement.

G. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

- the State's academic content standards, (GLEs) Grade Level Expectations,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A, Title I
- how to monitor their child's progress,
- how to work with educators, and
- how to interpret letters of information about student screening results and related intervention sessions.

by undertaking the actions described below:

1. Schools will hold an **ANNUAL TITLE 1 MEETING** and Parent Command Center Training..
2. Schools will hold a minimum of four **FAMILY NIGHTS** for parents to provide information and activities concerning the topics listed above.
3. Schools will provide **STUDENT AGENDAS** for each student containing school and district handbooks, grade level expectations, and school and district parent involvement policies.
4. Schools will send a school improvement team to participate in the **Annual Evaluation Conference** for the purpose of evaluating School Improvement Plans and School and District Parent Involvement policies.
5. Schools will participate in the **Parent Expo on October 27, 2011** at the Natchitoches Events Center.

H. The school district will, with the assistance of its schools, 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, by the following:

1. Distribute and explain the NCLB Requirements for SCHOOL-WIDE Title 1 programs at the ANNUAL Title 1 MEETING at each school.
2. Distribute the Student Agendas with Grade Level Expectations. Conduct meetings on regular basis to explain the grade level expectations (GLEs). Explain the school and district accountability ratings and the school and district plan for improving scores. Explain the role a parent plays in student achievement.
3. TAPP curriculum meetings and publication of evaluation findings.
4. Family Nights such as Math Family Night, Family Reading Night, Science Family Night, Social Studies Family Night, Technology Night, Celebration of Learning Night and LEAP/iLEAP Night.
5. Parent – Teacher Conferences held two times per year at a time and place conducive to attendance by parents.
6. Parent and teacher compacts signed and used at parent conferences to discuss student progress.
7. Distribute newsletters, academic games, health, education, and character development information at the Parent Expo.
8. Distribute letters of notification to parents concerning their child's academic screening information and intervention sessions.

9. The **Louisiana Promise PIRC (Parent Information Resource Center)** provides a series of one-hour parent training sessions in Natchitoches Parish Schools and/or the NPSB Title 1 Media Center on the following topics:
- High School Redesign
  - Homework Help
  - District and School Report Cards
  - LEAP/iLEAP/EOC
  - Supplemental Education Services
  - Public School Choice
  - Communicating with Teachers
  - Reading, Writing and Math Strategies

Parents may contact the **Louisiana Promise PIRC** at 520 Olive Street, Suite C-4, Shreveport, La. 71104 or by phone **318-429-6958** or toll-free **866-751-6958** or email at [info@LPIRC.org](mailto:info@LPIRC.org) for information or training.

- I. The school district will, with the assistance of its schools 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:
1. Teachers As Partners with Parents (TAPP) curriculum
  2. Annual School and District Improvement Evaluation Conference
  3. Parent Expo
  4. Parent meetings at each Title One school including Parent Command Center information and use.
- J. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
1. Sharing information,
  2. Annual School and District Improvement Evaluation Conference
  3. Conduct joint meetings to meet a common need.
  4. Parent Expo (October 27, 2011) to share information and educational materials with parents and students.
- K. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
1. District newsletters, parent activities and information in newsletter form mailed to student homes on request and distributed by the schools for different age groups (pre-school, elementary school level, middle school level, and high school level) and electronic newsletters posted on district website at [www.nat.k12.la.us](http://www.nat.k12.la.us) (click on the NPSB PARENTS! tab for information).
  2. Publish meeting events in the Natchitoches Times and on the Natchitoches Parish School Board website.
  3. Send state testing information to parents in an understandable language.

### **PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: The District wide Parental Involvement Policy includes other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy 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;

- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide Parent Advisory Council (PAC) to provide advice on any matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for 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 IV. ADOPTION**

This Natchitoches Parish District-wide Parental Involvement Policy has been agreed on with representative parents of children participating in Title I, Part A programs, teacher representatives, school and district administrators, and community members. Copy of the signed document is available at the Natchitoches Parish School Board Parental Involvement Office located at 310 Royal Street, Natchitoches, Louisiana 71457.

### **Parent Command Center**

Parents with access to the *Parent Command Center* are able to view the following types of information:

- **Parent Profile Details**
- **Student Information Details**
- **Authorized Pickups**
- **Bus Information**
- **Class Schedule**
- **Class Grades**
- **Grade-book Information**
- **Attendance Information**
- **Discipline Information**
- **Transcript Information**

#### **Gaggle Email Account & Parent Command Center Access**

Two separate accounts have been automatically created for parents of each student enrolled in a Natchitoches Parish School. Please contact your child's school about how to gain access to your online Gaggle email account and Parent Command Center for student information.

Account access information (Username and Password) for each account will be provided to you in two (2) separate sets of sealed paperwork that will be sent home with your child(ren).

## PARENTS' RIGHT TO KNOW

The 2001 reauthorization of the Elementary and Secondary Education Act makes it clearer than ever that parents are the key stakeholders in their children's education. The No Child Left Behind Act (NCLB) imposes numerous new mandates requiring states, districts and schools to answer to parents for a failure to improve schools. NCLB brought forth a whole new provision known as "Parents Right to Know". This provision requires Natchitoches Parish School Board to notify parents of all children in Title I schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. It must be emphasized that this requirement applies to all children in the school - whether or not they receive identifiable Title I services – and it applies to all Title I schools.

- ❖ NCLB states that parents have the right to request information on professional qualifications of their children's classroom teachers and paraprofessionals. Parents have the right to request the following information:
  - Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
  - Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
  - The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
  - Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**Parents must be notified that they have the right to request this information at the start of each school year. Note that this notification itself does not contain information on teacher qualifications; it is simply a description of the type of information parents may request, if they wish.**

- ❖ **Notification letters will be sent to parents of children assigned, or instructed by, teachers who are without certification (not highly qualified) in core subjects for four or more consecutive weeks (thirty days or more).**
- ❖ Parents must be notified when a school has been identified for school improvement. Parents must be informed of the school's academic status as evidenced by LEAP and iLEAP test results.
- ❖ Parents must be notified if their child is placed in a class for English Language instruction and will be given the opportunity to "**opt out**" if they so choose.
- ❖ **State and local report cards** must be distributed to all parents of enrolled students in an understandable and uniform format. Reports must be made widely available through public means.

**PARENTAL INVOLVEMENT POLICY NOTIFICATION FORM**

**Please complete the form, tear out page and return to your child's teacher**

**Documents:**

Our district is mandated by the *No Child Left Behind Act of 2001* to distribute the documents listed below to each parent.

\*Please read each of the documents listed below and sign and return the form below to indicate that you have received these documents.

- District Parental Involvement Policy (pages 29-34 of District Handbook)
- School's Parental Involvement Policy (included with the school handbook)
- Parent's Right to Know (page 34 of District Handbook)
- School/Parent Compact (see explanation page 29 of District Handbook)  
(A copy of the school/parent compact for each Title 1 school may be found in the school handbook. Please sign and return to your child's Title 1 school.)

I have read and received the documents listed above.

\_\_\_\_\_  
Parent's Name Printed

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Name Printed

\_\_\_\_\_  
Grade

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

**DISTRICT PARENT SATISFACTION SURVEY:**

Please write your email address in the space provided below if you would like to participate in an electronic survey to determine your level of satisfaction with Natchitoches Parish Schools, your needs as a parent, and an opportunity to make suggestions. The Natchitoches Parish School Board Parental Involvement Coordinator will send a survey to your email address with directions of how to submit electronically. Results of the survey will be compiled and reported to the school board and available to parents in a newsletter sent to every child's home.

I would like to participate in the email parent survey:

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone#

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
School

I would like to participate in the parent survey; however, I do not have an email address or access to a computer. Please send survey in the mail to the address below.

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone#

\_\_\_\_\_  
Address City

\_\_\_\_\_  
State Zip Code

\_\_\_\_\_  
School