Klickitat School District/Building K-12

 Parent and Family Engagement Policies and Procedures

2019-2020

The Klickitat School District is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if the Klickitat School District and home work together to promote high achievement by our children. Neither home nor the Klickitat School District can do the job alone. Parents play an extremely important role as children’s first teachers. Support for their children and for the school is critical to children’s success at every step along the way.

The Klickitat School District recognizes that some students may need the extra assistance available through the Title I program to reach the state’s high academic standards. The Klickitat School District intends to include parents in all aspects of the school’s Title I program. The goal is a school-home partnership that will help all students to succeed.

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY **REQUIRED** COMPONENTS

1. The Klickitat School District will jointly develop/revise with parents the school parent and family engagement policy/procedures and distribute it to parents of participating children and make available the parent and family engagement policy/procedures to the local community. The Klickitat School District will establish and meet bi-annually with a parent steering committee. The committee will be comprised of: administration, teaching staff, PTO leadership, and parents. The meetings will occur in the fall semester and spring semester of the academic school year. The school and PTO leadership will disseminate the plan to its constituents’.
2. 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 their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

An annual meeting will be held in conjunction with the local parent organization. In the fall of the year the school administration will attend the annual PTO Officer Election & Organization meeting and present the Parent and family engagement Policy and other pertinent information to its members. In addition to this the district will hold open meetings in the early morning and late evening to accommodate those parents who are unable to attend the annual PTO meeting.

1. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to parent and family engagement. As describe above the district will offer meetings at alternative times and dates to meet the needs of parents. Child care will be supplied by secondary students providing a community service for the parents. As with all extremely small districts (average enrollment K-12 of less than 100) individual parent needs for engagement will be addressed when identified by: staff, PTO, parents, or others.
2. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116. The parent steering committee will be involved in the all three areas: school planning, schoolwide program, & school review and improvement. With a limited amount of parents because a small student body (average 6 students per grade level) one committee to meet the needs of all Sections: 1112, 1114, & 1116. The committee will meet bi-annual as stated above for the purpose of meeting the needs of all our students.
3. Provide parents of participating children—
	1. Timely information about programs under this part. All notice of this program will be published in the monthly newsletter and posted on the district website.
	2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. All parents will be provided the above information at the annual fall and spring parent conferences. Parent conferences are scheduled approximately half way through the fall and spring semesters.
	3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible. When requested, a meeting will be scheduled within 5 working days to meet the needs and concerns of a parent. If continual meetings are deemed necessary a schedule of meeting dates will be established with the administration and teaching staff.
4. If schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district. Any comments on the plan will be forwarded to the district office. The parent will then be contacted by the district for further discussion on the topic for input for the district.
5. The Klickitat School District will inform parents and parental organizations of the purpose and existence of the Parental Information and Resources Center (PIRC) in Washington. The purpose and description of the PIRC will be provided to the PTO and parents. Possible ways of conveying the information are, but not limited to: parent conferences, annual newsletter notice, PTO meetings, school automated phone calling system, and school district website description and link to PIRC, http://www.ed.gov/programs/pirc/index.html.

PART II-**REQUIRED** SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child’s achievement. Parent conferences for all grades will occur twice during the school year. Each parent conference will occur approximately half way through each semester.

-Provide frequent reports to parents on their child’s progress. Parents will be provided with reports of their students’ progress at a minimum of 4 times per year. The reports will be provided approximately every quarter of the academic year. Any student deemed to be struggling will be staffed by teachers and administration. A report and or conference will be provided to/for the parent.

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities. All parents are welcome and encouraged to visit all classrooms. Staff names, school hours, and operational dates are provided in the student handbook and listed on the school website.

BUILDING **CAPACITY** REQUIREMENTS FOR ENGAGEMENT

To ensure effective engagement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and district under this part-

1. Shall provide assistance to the parents of children served by the school or district, as appropriate, in understanding such topics as the state’s academic content standards and state student academic achievement standards. State and district assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children. All parents of students receive a letter from the school counselor and principal addressing student results concerning the students’ progress on the state assessments. The letter outlines a process of support for students of need. All students who have not achieved success on the state assessment will be placed on an individual Student Learning Plan designed with the input from teachers, students, administrators, and parents.
2. Shall provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement. Through a variety of ways training and support will be provided to the parents. Some of these ways may include, but are not limited to: Washington Reading Corp & Vista, Literacy Nights, AVID program support, curriculum based parent involvement letters/assignments, ICU assignment support, Accelerated Reader, Accelerated Math, monthly lunches with parents, and Gear-up family events.
3. Shall educate teachers, pupil services personnel, principals, and other 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 the school. Annually, an all staff in-service of appropriate members will be convened to review the Parent and Family Engagement Plan in the fall semester of the year.
4. Shall to the extent feasible and appropriate, coordinate and integrate parent and family engagement 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, and 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. The Klickitat School District has established a policy of support for early intervention programs by providing the following: Head Start classroom housed in the elementary building. Involvement in all school programs; open house, concerts, seasonal programs, athletic events. Developed a program for student transition from pre-school to kindergarten.
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand. All written communication provided in the native language of the home when possible.
6. Shall provide such other reasonable support for parent and family engagement activities under this part as parents may request. The process of communication activities that The Klickitat School District provides are as follows: weekly student folders, staff emails available on website, parent conferences, PTO meetings, and monthly newsletters.

**When deemed necessary by the advisory committee the Klickitat School District will implement one or all of the following strategies listed “G” through “N”.**

1. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
2. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
3. May pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
4. May train parents to enhance the engagement of other parents.
5. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parent engagement and participation.
6. May adopt and implement model approaches to improving parent and family engagement.
7. May establish a district parent advisory council to provide advice on all matters related to parent and family engagement in programs supported under this section.
8. May develop appropriate roles for community-based organizations and businesses in parent and family engagement activities.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement 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 Klickitat School District Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were revised by the Klickitat School District #402 and will be in effect for the period of 2019-2020. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before November 15, 2019.

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J. Justin Draper Date

Principal

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Brian Freeman Date

Interim Superintendent

These parents, teachers, & administrator were involved with the development of this document: