

## **KERN COUNTY BOARD OF EDUCATION**

### **BOARD BYLAWS**

### **PARENT INVOLVEMENT**

#### **Administrative Regulations**

#### **Strategies for Title I Schools**

##### **Involvement with Title I Planning**

1. Parents/guardians of participating students shall be involved in the joint development of the Title I local educational agency (LEA) plan and the process of school review and improvement. (20 USC, 6312 and 6316)

This involvement with Title I planning and process of school review and improvement may include:

- a. Inviting input on the LEA plan from County Office committees, school site councils and other school site program advisory groups.
- b. Communicating with parents through the kern.org web site, or other methods regarding the LEA plan and opportunities to provide input.
- c. Holding annual meetings for parents of students in Title I programs, Title I staff, principals of schools receiving Title I funds and other interested persons to discuss the LEA plan, review implementation of the plan, discuss how Title I funds allotted for parent involvement activities shall be used, and invite suggestions.
- d. Distributing evaluation/input surveys to parents/guardians, agencies and community partners. Results to be used for LEA Plan, site Single Plans for Student Achievement, parent involvement policy evaluation/revision, and strategic planning.
- e. Ensuring that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revision of the plan.

##### **Coordination, Assistance and Support for Parent Involvement**

2. The Kern County Superintendent of Schools Office shall provide coordination, technical assistance and other support necessary to assist participating schools in building capacity for strong parent involvement to improve student academic achievement and school performance.

This coordination, assistance and support may include:

- a. Assigning person(s) in the County Office to serve as a liaison to the schools regarding Title I parent involvement issues and implementation of parent involvement activities.
- b. Providing training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist administration in facilitating the planning and implementation of parent involvement activities.

- c. Encouraging parent attendance and participation at IEP Team meetings, enrollment orientations, teacher-parent conferences, open house activities, effective parenting classes, etc.
- d. Providing on-going training to assist staff and parents/guardians in planning and implementing improvement strategies and seeking input from parents/guardians and other stakeholders in developing the workshops.
- e. Allocating resources for parent involvement activities and expanding opportunities for parental involvement.

### **Building the Capacity for Strong Parent Involvement**

- 3. The Kern County Superintendent of Schools Office shall build the capacity of schools and parents/guardians for strong parent involvement. (20 USC, 6318)

This capacity building shall include the following strategies:

- a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children.
- b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.
- c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools.
- d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with State Preschool and other programs, and conduct other activities that encourage and support parents/guardians in more fully participating in their children's education.
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand.
- f. Provide other such reasonable support for parent involvement activities parents/guardian may request.
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students.

In addition, the Kern County Superintendent of Schools Office may:

- a. Arrange school meetings at a variety of times, provide for child care and offer refreshments to increase parent participation, when possible.
- b. Adopt and implement model approaches to improving parent involvement.
- c. Provide information about opportunities for parent involvement through the County Office web site, newsletters, or other written or electronic means.
- d. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians, as needed.

- e. Provide training and information to members of County Office staff and school site councils and advisory committees to help them fulfill their functions.

### **Coordination and Integration of Title I Parent Involvement Strategies**

- 4. Title I parent involvement strategies will be coordinated and integrated with other state and federal programs that include a parent involvement component programs (20 USC 6318).

This coordination and integration may include:

- a. Involving County Office staff and site representative from other programs to assist in identifying specific population needs.
- b. Scheduling joint meetings with representatives from related programs and share data and information across programs.
- c. Conducting informational meetings which serve more than one purpose.

### **Annual Evaluation of Parent Involvement Policy**

- 5. Parents/guardians will be involved in an annual evaluation of the content and effectiveness of the parent involvement policy focused on improving the academic quality of the schools served by Title I which shall include the following strategies: (20 USC 6318)
  - a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318).
  - b. Conduct evaluation/input surveys using multiple distribution strategies and share results with program advisory groups (School Site Council, Strategic Planning Committee, etc.)
  - c. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318).
  - d. Assess the County Office's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503).

### **Involvement of Parent/Guardians in the Activities of Schools Served by Title I**

- 6. Parents/guardians shall be involved in the activities of schools served by Title I (20 USC 6318).

This involvement may include:

- a. County Office communications to parents/guardians may include information about school activities.
- b. To the extent practicable, schools will be assisted with translation services or other accommodations needed to encourage participation of parents/guardians with special needs.

- c. Processes will be established to encourage parent/guardian input regarding their expectations and concerns for their children.

The Kern County Superintendent of Schools Office Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and made available to parents/guardians of students participating in Title I programs. (20 USC, 6318).

### **District Strategies for Non-Title I Schools**

Each school that does not receive federal Title I funds, shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504).

Strategies may include:

- a. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter.
  - b. Provide parents/guardians with information about students' class assignments and homework assignments.
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504).

Strategies may include:

- a. Encourage parents/guardians to monitor their children's school attendance and homework completion.
  - b. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees.
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504).

Strategies may include:

- a. Provide information about parent involvement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications.
- b. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand.
- c. Develop mechanisms to encourage parent/guardian input on district and school issues.
- d. Identify barriers to parent/guardian participation in school activities, including parents/guardians who are economically disadvantaged, are disabled, have limited

- English proficiency, have limited literacy, or are of any racial or ethnic minority background.
- e. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services and/or child care.
4. Train teachers and administrators to communicate effectively with parents/guardians Education Code 11502, 11504)

Strategies may include:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy.
  - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications.
5. Integrate parent involvement programs into school plans for academic accountability

Strategies may include:

- a. Include parent involvement strategies in school improvement initiatives.
- b. Involve parents/guardians in school planning processes.