

Richmond Elementary School-Family Involvement Policy

PART I. GENERAL EXPECTATIONS Richmond Elementary School agrees to implement the following requirements:

The school will put into operation programs, activities and procedures for the involvement of families, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, the school will assure that its family involvement policies meet the requirements of section 1118 (b) of the ESEA, and each include, as a component, a school-family compact consistent with section 111(d) of the ESEA.

The school will incorporate the school family involvement policy into its school plan developed under 1112 of the ESEA.

In carrying out the Title I, Part A family involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language families understand.

If the plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the families of participating children, the school will submit any family comments with the plan when the school district submits the plan to the state Department of Education. The school will involve the families of children served by Title I Part A in decisions about how the funds reserved for family involvement are spent.

The school will be governed by the following statutory definition of family involvement, and will carry out programs, activities and procedures in accordance with this definition: *Family involvement means the participation of families in regular, two way, and meaningful communication involving student academic learning and other school activities, including ensuring... that families play an integral role in assisting their child's learning; that families are encouraged to be actively involved in their child's education at school; that families 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; the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED FAMILY INVOLVEMENT POLICY COMPONENTS

The following components (Section 1118(a)(2), ESEA) include actions/activities which satisfy statutory requirements.

1. Richmond Elementary School will take the following actions to involve families in the joint development of its family involvement plan under section 1112 of the ESEA: *Family surveys are sent home annually. Family representatives (LSIC, RSVP, Strategic Planning Committee) review, revise (if necessary) and approve the Family Involvement Policy.*

2. Richmond Elementary School will take the following actions to involve families in the process of school review and improvement under section 1116 of the ESEA:

There are family representatives on the strategic planning committee and LSIC

School effectiveness inventories are sent home or are available online to families every two years, Title I Family surveys are conducted annually.

At a RSVP/Open House meeting in the Fall of 2023, Title I staff will conduct an orientation to discuss all aspects of the Title I program.

The principal will put in the school newsletter where families can locate WV standards and objectives as well as results of state assessments.

The principal, counselor, and teachers will be available to families for questions or concerns related to these results.

Families will receive a written overview of the school's strategic plan and a copy of the Family Involvement Policy and School

Compact.

3. Richmond Elementary will provide the following necessary coordination, technical assistance, and other support in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Title I county staff offers technical assistance to staff and families as needed.

An analysis of student achievement data and student/staff/family surveys will be conducted to determine family involvement activities.

Activities will be based on student and family needs.

Title I school staff and regular staff plan and coordinate all family involvement activities.

Meeting facilities, materials, and equipment will be provided as needed.

4. Richmond Elementary School will take the following actions to conduct, with the involvement of families, and annual evaluation of the content and effectiveness of this family involvement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by families in family involvement activities (with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation of its family involvement policy and activities to design strategies for more effective family involvement, and to revise, if necessary (and with the involvement of families) its family involvement policies.

Family surveys are sent home annually to evaluate programs/policies and make suggestions for revisions.

Title I staff compile the information from the surveys and any changes are made as needed.

Questions on the survey ask if there are any ways to improve communication and ways to better enable families to be involved in school activities.

All this information is considered and acted upon if needed.

5. Richmond Elementary School will build the school's and families' capacity for strong family involvement, in order to ensure effective involvement of families and to support a partnership among the school involved, families, and the community to improve student academic achievement, through the following activities specifically described below:

A. Richmond Elementary School will provide assistance to families, as appropriate, in understanding topics such as the following, by understanding: the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternate assessments, the requirements of Title I Part A, how to monitor their child's progress, how to work with educators.

Title I teachers present an overview of the Title I program at Open House/1st RSVP meeting.

They explain to families how they can monitor their child's progress through midterm and nine week progress reports, graded paper files regularly sent home for family signatures and weekly assignment sheets, assignment books, or assignment folders.

Family-teacher conferences and family workshops are also scheduled for further assistance.

The counselor goes over results of WV Summative Assessment with students and sends the cover letter developed by the state superintendent home with scores.

Web sites are shared with parents about where to find WV College & Career Readiness Standards and WVGSA information

B. Richmond Elementary School will, provide materials and training to help families work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate to foster family involvement by:

Family Orientation is held at the first RSVP meeting/Open House in Fall 2023.

Title I Family Reading/Math Night will inform families of ways to improve their child's academic performance in reading and math.

Classroom demonstrations/visits, scheduled with the teacher, will give families the opportunity to experience their child's classroom environment.

A Parent Resource Library is available to families in the school library.

Book Fair will provide families a fun, educational way to see how to improve their child's literacy.

A Kindergarten Packet of materials is sent home prior to the beginning of kindergarten to provide families with the necessary tools to get their child ready to start school in the fall.

C. Richmond Elementary School will educate its teachers, pupil services personnel, and other staff, on how to reach out to, communicate with and work with families as equal

partners, in the value and utility of contributions of families, and in how to implement and coordinate family programs and build ties between families and schools, by:

Staff development activity for staff on helping Teachers Work with Families will be provided during the school year.

D. Richmond Elementary School will, to the extent feasible and appropriate, coordinate and integrate family involvement programs and activities with Head Start, Reading First and Families as Teachers Program, and public preschool and other programs, and conduct activities, such as family resource centers, that encourage and support families in more fully participating in the education of their children by:

Home visits and family-teacher conferences will be conducted regularly between families and the preschool teachers

Family meetings, including a special Kindergarten Transition meeting held in the spring, sponsored by PK, OES and Richmond will be conducted to assist families in transitioning students to Kindergarten. Kindergarten/Preschool Round Up will be held in the spring with a home information and readiness skills packet disseminated.

The Preschool and Kindergarten teachers will share information about students who will be entering Kindergarten the next school year.

Appropriate meetings will be held to plan for special needs of transitioning students.

Preschool students will visit the Kindergarten rooms in the spring to help students to become acclimated to their new school environment.

E. Richmond Elementary School will take the following actions to ensure that information related to the school and family programs, meetings and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the families can understand:

Families are sent a notice to ESL parents at the beginning of the year to determine if an alternative format for newsletters, etc. is needed.

PART IV. ADOPTION

This Family Involvement Policy has been developed jointly with, and agreed on with, families of children participating in Title I, Part A programs. This policy was adopted by the LSIC and Faculty Senate in May 2023. It will be in effect for the 2023-2024 school year. The school will distribute this revised policy to families of participating Title I, Part A children on or before October 1, 2023. Policy posted via school website and student calendar.

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