

Zachary Community School District **Parental Involvement Plan (Title I)**

1. STATEMENT OF PURPOSE

A major goal of the Zachary Community School District Title I program is to encourage greater involvement of parents in the education of their children in developing strong partnerships with teachers, principals, other staff, the community and their school.

Title I Guidelines for Parental Involvement, Section 1118 No Child Left Behind Act of 2001, reads that a local educational agency (LEA) receives funds under this part only if such agency implements programs, activities and procedures for the involvement of parents in programs assisted under this part. Such activities shall be planned and implemented with meaningful consultation with parents of participating children.

Each LEA that receives funds under this part shall develop jointly with, agree upon, and distribute to parents of participating children a written parent involvement plan establishing the expectations for parent involvement and describing how the LEA will involve parents in the joint development of the plan.

The Zachary Community School District is committed to the goal of providing quality education for every child in this district. The child benefits if the school and home form a partnership promoting high expectations for our children. Parents are the children's first teachers. Parents' support for their children and for the school is critical to their children's success at every step along the way. The Zachary Community School District intends to include parents in all aspects of the district's Title I program. The goal is to have a strong school/home partnership that will help all students in the district succeed.

2. PARENTAL INVOLVEMENT IN DEVELOPING WRITTEN PLAN

To assist schools in developing a school parental involvement plan specific to the Title I schools, a District Advisory Committee, consisting of Title I staff, school staff and parents

will be formed to develop the district (LEA) Parent Involvement Plan.

Each Title I school will select one representative to serve on the Title I District Advisory Committee. The goal is to also have parents from each school serving on the committee. The district committee will meet once each fiscal year. The meeting will be for review, discussion and revision of the district parental involvement plan.

To disseminate the District plan to parents, the plan will be placed on the District website and in the District handbook. To make the plan available to the community, the District will place a copy of the handbook in the public library.

3. ANNUAL MEETING FOR TITLE I PARENTS

Each school will conduct an annual open house where parents will be provided information about the Title I program. At this meeting, parents may volunteer to serve on the district-wide or individual school advisory committee

if slots are still available. Parents will be apprised of state student performance standards, state and local assessments, pupil progression plan and ways to help their children.

Parents will be notified of open house meetings by letters that will be sent home with students as well as newspaper announcements and information posted on the district and school websites.

4. SCHOOL-PARENT COMPACT

Each school must share responsibility with parents for high student performance by developing a school-parent-student compact jointly with parents of children participating in the program. These compacts will outline how parents, staff and students will share responsibility for promoting high student achievement. Parents on each school's School Improvement Team (SIP) will be involved in designing these compacts. The content of the compact will be discussed as needed at parent/teacher conferences held during the year.

Parents will receive the compact from their child's school with a checklist of responsibilities that teachers, parents and

students will have for helping students achieve the goals. Parents are urged to discuss the compact with their children before signing it and having their children sign.

5. TYPES OF PARENT INVOLVEMENT

There are many ways in which parents can become involved with their children's education. The Zachary Community School District values both at home contributions and those which take place at school and in the community.

Technology is a high priority in the ZCSD. A Parent Command Center is available on-line at each school's website for parents to monitor student progress. In order for parents to be aware of technology at the schools, Technology tours will be given at every school during Open House meetings. Notification of the Open House meetings will be posted on the school website and in the school newsletter sent home to every parent.

Reading to children at home, talking with them at family mealtimes, providing an at home study period, monitoring the TV programs, and making sure homework assignments are complete are as important as volunteering at school and serving on advisory committees. For additional ways parents can become involved, parents should check with the child's classroom teacher and principal.

6. MATCHING PROGRAMS TO THE NEEDS OF THE PARENT AND CHILD

Each year, the District will assess the needs of parents and students in the community through surveys sent home to parents. Workshops, training sessions, and other programs will be available to match the expressed needs. Parents will be notified about these opportunities through the individual schools and the District and school websites. Parents may call the District Title I contact at any time to make suggestions for various educational programs.

7. STAFF-PARENT COMMUNICATION

The Zachary Community School Board will in-service all principals at the Principals' meetings in the values and utility of the contributions of parents and how to communicate with parents. The principals will be instructed to conduct the same in-service to their teachers at their faculty meetings

District informational packets consisting of calendars, school activities, fees, etc. will be mailed to parents in the summer. A Title I brochure describing the Title I program will be distributed at each school's Open House meeting and sent home with students at the beginning of the school year. Also, during the school year, a District newsletter will be sent periodically to every parent and information related to school and parent programs will be posted on the District and school websites. Each school will also send notices, fliers, progress reports and calendars of activities home with children.

Communications will be made through telephone calls, letters, parent-teacher conferences, and home visits as needed. Home Visits will be made when necessary by the Child Welfare and Attendance Supervisor, School Social Worker, Superintendent, and any other personnel directly related to the educational growth and development of the child.

Parents are encouraged to talk to their child's teacher when they are not concerned about a problem, as well as when they are concerned about a problem. Teachers are encouraged to send notes and make telephone calls to parents when children are experiencing success, as well as when they are having difficulties. Parents may also call the school office or Social Worker about problems and concerns.

8. COORDINATION, TECHNICAL ASSISTANCE AND OTHER SUPPORT

The Title I Director and Central Office staff will provide coordination, technical assistance and support necessary to assist participating schools in planning and implementing effective parent involvement. The Title I Director, School Social Worker, LA4 Director, and the Special Education Director will jointly plan district level parent Involvement activities.

9. EVALUATION

Parents of children in school wide programs will be involved in the development of the School Improvement Plan (SIP) at each school and in decisions of what Parent Involvement activities are appropriate for their particular school.

An annual evaluation of the Title I Parental Involvement Program will be conducted. The evaluation will include an assessment of how much parental involvement is increasing at the school and the district level and what barriers to parental participation still need to be overcome. The District and each school will revise its Parental Involvement Plan on the basis of the annual review.

10. RESERVATION

Each Title I school will be allocated a percentage of Title I funds for Parent Involvement, based on the number of students enrolled in each school. The remaining funds will be used for district-wide Parent Involvement activities. The Title I Director will inform each school of their budget and the accounting procedures for submitting receipts and financial forms.

11. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents, to support a partnership between the schools, parents and the community, and to improve student academic achievement, each school will do the following:

Parents will be assisted in understanding the State's academic content standards, accountability system, local academic assessments and their children's progress at annual Open House meetings. Also, instructional awareness programs and parent conferences will be held throughout the year. Literacy and mathematics training will be provided to parents during planned parent involvement activities at each Title I school.

12. PARENTAL INFORMATION AND RESOURCE CENTERS

There are no parent resource centers in our community. Each school will establish a parent information section in their library with resources for parents to use. Parents will be informed of this section through school websites and notices sent home with students.

In addition a parent resources section is available on the district website.

13. PARENTS RIGHT TO KNOW

Parents will be informed of their right to know the professional qualifications of their child's teacher and/or paraprofessional through a Title I brochure distributed at the Open House meetings and sent home to students. If requested, the principal, supervisor, or personnel director will provide the information verbally or in writing. This information is also available on the State Department of Education website.

If a child will be assigned for a 4 week period to a teacher who is not highly qualified, the principal will write a letter to the parents of the children in that class informing them of this situation.

Complaint Procedure for Programs Covered Under No Child Left Behind

A "complaint" is a written, signed statement filed by an individual or an organization. It must include:

- a. A statement that the Zachary Community School District has violated a requirement of federal statute or regulations which apply to programs under the No Child Left Behind Act.
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings or correspondence with ZCSD regarding the complaint.

Local Complaint Procedures

1. Referral - Complaints against the Zachary Community School District will be sent in writing to the Director of Federal Programs.
2. Acknowledgement - The Director of Federal Programs will acknowledge receipt of the complaint in writing.
3. Investigation - The Director of Federal Programs and other pertinent district administrators and staff will thoroughly investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached no further investigation or action by the District is required. If the problem cannot be informally resolved, it will be referred to the Superintendent of the school district.
4. Opportunity to Present Evidence - The Superintendent may, in his or her discretion, provide for the complainant and/or the complainant's representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
5. Report and Recommended Resolution - Once the Superintendent has finished further investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Superintendent will issue the report to the complainant, complainant's representative, and the Director of Federal Programs.
6. Right to Appeal – When necessary, the complainant may appeal the recommended resolution to the Louisiana Department of Education

Louisiana Department of Education Complaint Procedures For The Elementary and Secondary Education Act of 1965

If the Zachary Community School's Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 349, which is available online at the following website address: <http://www.doa.louisiana.gov/osr/lac/28v115/28v115.doc>. Parents may also request a copy of this bulletin by calling the Department's toll-free number 1-877-453-2721. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq. (ESEA).

Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A Statement of the violation of a requirement of a pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

7. Follow-Up - The Director of Federal Programs will insure that the resolution of the complaint is implemented.

8. Time Limit - The period between the Zachary Community School Districts receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

Filing a Complaint:

Local complaints should be addressed as follows:

Gwendolyn Longmire
Director of Federal Programs
Zachary Community School System
3755 Church Street

Zachary, LA 70791

Zachary Community School District
Title I Parental Involvement Suggestion Sheet

District Parental Involvement Policy:

District Level Parental Involvement Activities:

Please return this form to:

Dr. Gwendolyn Longmire, Director of Federal Programs, at the Zachary Community School Board Office or to your child's school.