



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: PARENTAL PARTICIPATION
POLICY NUMBER: KBC
DATE OF ORIGINAL POLICY: 7/15/04

EFFECTIVE DATE: 12/28/2016
DATE OF NEXT REVIEW: 12/2019
DATED: 12/24/2016

I. PHILOSOPHY:

The Governing Board believes that student achievement is directly linked to parental involvement. It also recognizes the critical role of parents in the education of their children and in the schools. Each parent is encouraged to learn about the educational program, goals and objectives of the district, and his or her own child's progress. The Board also encourages parents to participate fully in activities designed by the school to involve them. We realize that our district needs an active parent commitment to our schools in order for us to realize our potential as an institution of teaching and learning. Therefore, the Governing Board establishes the following policy:

II. POLICY STATEMENT:

It is the policy of the Governing Board that the Shonto Preparatory School will develop jointly with, agree on with, and distribute to parents of attending children a written parental involvement plan that meets the requirements of § 1118 of the Elementary and Secondary Education Act (ESEA).

III. EXCEPTIONS TO POLICY:

None.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A. Annual Notification

The schools must ensure that families are effectively provided information each year on the following:

1. The annual school report card
2. Parent's rights related to student records to include individual student assessment reports.
3. Status of schools identified for school improvement, corrective action, or restructuring.
4. Written parental involvement policies and plans
5. Parental rights to request information on teacher and paraprofessional qualifications and on their child's achievement data.
6. Student behavior policies and school standards and rules.
7. Sexual harassment complaint procedure for students and staff
8. Student and parent grievance procedure.
9. Grading practices that will be followed at the school.
10. A description of the curriculum being offered at the school.
11. The time and place of an annual meeting to discuss the programs and activities offered at the school.



Shonto Governing Board of Education, Inc. Policy Statement

12. Sports and extra-curricular activities available for students.
13. Supportive services available to students, including guidance, health, and limited
14. English proficiency programs.
15. Opportunities for parents to be involved in the school.

B. Opportunities to Withhold Consent

As part of the annual notification described above, parents will be effectively notified that parental consent may be withheld for the following:

1. Release of student directory information about his or her child for school purposes or to outside organizations.
2. Student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or community resources. Parental notification and permission is not required for large group sessions, initial consultations intended to identify the student's needs, or counseling where child abuse or neglect is suspected.
3. Any parent or legal guardian wishing to withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities are presumed.

C. Parental Permission Required

1. Medicines administered to students by employees of the school district
2. Any release of student records that are not considered directory information unless the release is allowed or required by law
3. Off campus trips
4. Participation in high impact or high risk sports or extra-curricular activities
5. Parental permission as required by law for exceptional children
6. Parental permission as required by federal regulations for Title I participation
7. Parental permission as required by law for certain health services
8. Parental permission as required for any pending curriculum dealing with health education and human sexuality

D. Custodial Issues

When parents of a student are estranged, separated or divorced, building personnel will uphold the parental rights of both parents. Unless there is a court order to the contrary, both parents have the right to:

1. View the child's school records
2. Receive school progress reports, the school calendar, and notices of major school events
3. Visit the school
4. Participate in parent-teacher conferences
5. Receive all notifications in accordance with the Individuals with Disabilities Education Act
6. Receive notice of the student's extended absence, suspension, or expulsion

E. Providing for Parental Involvement

1. Parents shall be provided with materials and training on how they are to be involved in school-wide programs



Shonto Governing Board of Education, Inc. Policy Statement

2. All schools shall implement family literacy activities
3. Each school shall aspire to meet the parent involvement standards outlined by the national Parent Teachers Association
4. Parents will be involved in the writing of any school improvement plan if monitoring suggests that corrective actions are needed
5. Parents shall be provided materials and training to help them work with their children, such as family literacy services and use of technology
6. Schools will annually solicit parent feedback in how parents wish to be involved in shared decision making in the schools
7. The schools shall ensure that all communications pertaining to the school are sent in a format and a language that the parents can understand
8. Staff are encouraged to communicate frequently with parents. Such contact may include but not be limited to email correspondence, post cards, telephone calls, home visitations, and parental visitations of the classrooms
9. In rare circumstances where parental involvement is necessary, the schools are authorized to provide for transportation

F. Providing a Parental Involvement Handbook

Each school will develop a Parental Involvement Handbook which will consist of all pertinent information contained in the Consolidated School Reform Plan. As required by Section 1118 of the ESEA, this handbook will list specific activities required to fulfill the previously involvement goals. In addition, the handbook will include the following as appropriate:

1. Early childhood, including FACE, Head Start, special education 0-5 services and special early childhood activities of school-wide programs
2. Parent involvement requirements of Title I in school-wide programs
3. Parent involvement requirements of Title II in school-wide programs
4. Parent involvement requirements of Title IV in school-wide programs and recommendations for involvement in school/community wellness programs
5. Parent involvement requirements of IDEA
6. Parent involvement in instruction and assessment
7. Parent involvement as outlined in the national PTA standards
8. Explanations of school-wide programs, consolidated school reform plans, schools in improvement, corrective action, and adequate yearly progress

G. Parental Dissatisfaction With Educational Programs

It is important that parents and legal guardians have the opportunity to express their dissatisfaction with any educational program, plan, grant, or procedure, including the Consolidated School Reform Plan (CSRP). In order that this guiding principle is met, the following shall be required:

1. Parents or guardians, who have any dissatisfaction with any educational program, plan, grant, or procedure, shall complete the form which is attached to this policy to express their concerns.
2. Upon receipt of the complaint form, the reviewing administrator or director shall meet with the parents or legal guardians to discuss the concerns and attempt to resolve the issue.



Shonto Governing Board of Education, Inc. Policy Statement

3. If the parents or legal guardians are not satisfied with the response at the level of the reviewing administrator or director, they should complete the section on the attached complaint form and arrange a meeting with the Superintendent of Schools.
4. If the parents are not satisfied with the response of the Superintendent of Schools, they should complete the section on the form. The Superintendent is then obligated to arrange a meeting with the Governing Board and the parent or legal guardian to resolve this area of dissatisfaction.

H. Dual Role of Parent/Employee and Acceptance of Constructive Criticism

Any parent who is also a school employee may bring forth constructive criticism of any program that directly affects his/her child's education without fear of any job retaliation provided that the individual follows customary procedures, uses tact expected of any employee, does not slander or libel a direct supervisor and attempts to work in a spirit of cooperation with school officials. If it is deemed that the parent/employee is causing harm to the district because of his/her actions, the Superintendent will be expected to work with the employee/parent to resolve the issue.

V. DELEGATION OF AUTHORITY:

The Superintendent of Schools is directly responsible for communicating this policy to all appropriate parties and enforcing its provisions.

VI. REPORTS:

The Superintendent of Schools is directly responsible for communicating this policy to all appropriate parties and enforcing its provisions.

VII. FORMS:

Parent/Legal Guardian Complaint Form (See attachment 1)

VIII. EXPIRATION DATE:

This policy will not expire, but will be up for review three (3) years after its acceptance.

IX. SIGNATURE BLOCK

Submitted by: Lemual B. Adson Date: 12/24/16
Superintendent

Approved: December 28, 2016

Established: 
Martha Tate, President,
Shonto Governing Board of Education, Inc.



Shonto Governing Board of Education, Inc. Policy Statement

Parental/Legal Guardian Complaint Form

Any parent or legal guardian who is dissatisfied with any educational program, plan, grant, or procedure, including the Consolidated School Reform Plan (CSRP), is encouraged to complete the sections of this form as necessary to have their complaint heard and fully resolved if possible.

Name: _____ Date: _____

Address: _____

Building/Grade/Class in which complaint resides: _____

Specific concern or complaint: _____

Building Principal's resolution of concern or complaint: _____

Signature: _____ Date: _____

Explanation of why parent or legal guardian is not satisfied with the response of the building principal or administrator: _____

Superintendent's resolution of concern or complaint: _____

Signature: _____ Date: _____

Explanation of why parent or legal guardian is not satisfied with the response of the Superintendent: _____

Parent or Legal Guardian wishes to take the complaint or concern to the Shonto Governing Board?

Yes No

Date in which parents or guardians concerns will be heard: _____



Shonto Governing Board of Education, Inc. Policy Statement

Attachment 2: School-Parent Compact

SCHOOL-PARENT COMPACT

The Shonto Preparatory School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year _____.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

The Shonto Preparatory School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

The LEA will conduct continual analysis of context, establish clear goals and vision, implement strategies that bridges learning or achievement gap; always ensuring that objectives are moving towards the desired outcome of school's vision/mission.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

Parent Teacher conferences are held twice a year, one in the fall and another in the spring. Teachers meet with parents with a discussion to share and educate to help the needs of the student. At this meeting the Title I requirement will be discussed with parents and the student. Teachers will meet with all parents and students on current LEA Assessments, and educate parents/student on reading/understanding their individual student score report. Using the assessment data and identifying student's area of strength and weakness, which will be used to help the student's to improve on NWEA and AIMS Assessments.

- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

The school will report to the parent the individual students' progress report, which will include the fall and spring AIMS scores, NWEA scores for the fall, winter and spring assessments. In the reports the teachers will also include the formative assessment from each subject areas. The school will host one parent night per month to provide feedback



Shonto Governing Board of Education, Inc. Policy Statement

and inform parent of strategies to support their student on assessment and building academic skills

4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

The staff are available for conference during their preparation time and also after school during school week days. They are also available when the parents or the guardian requests for an appointment.

5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:

The school expands parent involvement opportunities in school activities for parents/guardians and families and increase participation through improved communication. We are to provide students with expanded learning opportunities that support standards based education through partnership with families and the community. We commit to establishing clear two way communications from home to school and school to home.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.





Shonto Governing Board of Education, Inc. Policy Statement

OPTIONAL ADDITIONAL PROVISIONS

Student Responsibilities (revise as appropriate to grade level)

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Additional Required School Responsibilities (requirements that schools must follow, but optional as to being included in the school-parent compact)

The Shonto Preparatory School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.



Shonto Governing Board of Education, Inc. Policy Statement

8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Shonto Preparatory School will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

School

Parent(s)

Student

Date

Date

Date

(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)