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TO: Board of Education
FROM: Dale Ellis
DATE: February 6, 2012
SUBJ: INFORMATION ITEM (Parental Involvement Policy 1310/4002)

One common issue that faces educators is the involvement of parents in the process of education. This issue is not just one confronting us in Montgomery County, but a national and state problem as well. Several Board of Education members have asked me about the various programs we employ to make sure we are properly engaging parents. In accordance with these questions, I felt we could have a discussion about the policy, our programs, and to get further guidance from the board on how we can best proceed to involve parents in the educational process. I feel this discussion is very prudent given our efforts to instill the qualities of continuous improvement and increased accountability in our school system. We want to continue these efforts to build trust among the public we serve and to create a culture of high performance for our children.

I will be available to facilitate the discussion and answer any questions you may have.

The board recognizes the critical role of parents in the education of their children and in the schools. The board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement at school and at home and encourage successful progress toward graduation. Each parent is encouraged to learn about the educational program, the educational goals and objectives of the district and his or her own child's progress. The board also encourages parents to participate in activities designed by school personnel to involve them, such as parent conferences, in order to encourage effective communication.

The board directs each principal or designee to develop a parental involvement plan as a part of the school improvement plan. This plan must include, at a minimum, the board directives provided below. In addition, the plan must include ways to enhance parental involvement in the following areas:

1. meaningful two-way communication between home and school;
2. promotion of responsible parenting;
3. involving parents and guardians in student learning;
4. promotion of volunteering;
5. involving parents and guardians in school's decisions that affect children and families;
6. parental training;
7. community collaboration; and
8. promotion of student health awareness

This policy applies to the parents, legal guardians and legal custodians of students who are under 18 years old and are not married.

A. PARENT COMMUNICATION AND CONFERENCES

The board encourages regular contact with parents by school personnel for commendation as well as for notification of concerns. Principals or designees shall plan for periodic communications with parents. Teachers are responsible for scheduling conferences with parents.

The principal or designee is responsible for identifying students at each school who are at risk for academic failure. No later than the end of the first quarter or after the teacher has had up to nine weeks of instructional time with a student, a personal education plan for academic achievement shall be developed for each student at risk of academic failure who is not performing at least at grade level. The principal or designee shall notify the student's parent that the student has a personal education plan and provide the parent with a copy of the plan.

The board encourages the superintendent to work with local business leaders, including the local chambers of commerce, to encourage employers to adopt as part of their stated personnel policies time for employees who are parents or guardians to attend conferences with their child's teachers.

B. TITLE I PARENT CONSULTATION POLICY

The Title I program offers assistance to meet special educational needs of educationally and economically disadvantaged children according to federal guidelines. The board encourages parents to participate in the design and implementation of the programs and activities in order to increase the effectiveness of the program and the success of the children.

An annual meeting must be held for parents of all eligible Title I children to discuss the Title I funded programs and activities. In addition to the annual meeting, the board encourages parents to confer with their child's Title I teacher on a regular basis.

Each principal or designee shall annually notify parents of limited English proficient children identified for participation in a Title I, Part A-funded language-instruction educational program of the following:

1. reasons for the identification;
2. level of English proficiency;
3. methods of instruction;
4. how the program will help the child;
5. if the child has a disability, how the language instruction educational programs meet the objectives of the child's individualized educational program (IEP); and

6. any other information necessary to effectively inform the parent of the program.

C. ANNUAL NOTIFICATION

Each principal or designee shall effectively notify parents each year of the following:

1. parental rights related to student records (policy 4700, Student Records);
2. parental rights related to student surveys (policy 4720, Surveys of Students);
3. the approximate dates of any non-emergency, invasive physical examination (a) required as a condition of attendance; (b) administered and scheduled in advance by the school administration and (c) not necessary ; to protect the immediate health and safety of students; and their right to opt their child out of any such examination;
4. the schedule of pesticide use on school property and their right to request notification of nonscheduled pesticide use;
5. student behavior policies and school standards and rules (policies in the 4300 series);
6. permissible use of seclusion and restraint in the schools (policy 4302, School Plan for Management of Student Behavior);
7. the Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225)
8. the Student and Parent Grievance Procedure (policy 1740/4010);
9. grading practices that will be followed at the school and, in the high schools, the means for computing the grade point averages that will be used for determining class rank (policy 3400, Evaluation of Student Progress; policy 3450, Class Rankings);
10. a description of the curriculum being offered (policy 3100, Curriculum Development);
11. performance standards of the board and school system (policies 3400 series);

12. a report containing aggregate information, including, but not limited to student achievement (disaggregated by category), graduation rates, performance of the school system and teacher qualifications;
13. the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child;
14. if the student has been assigned or has been taught for at least four consecutive weeks by a teacher who is not "highly qualified" as defined in No Child Left Behind Act;
15. the results of the LEA's yearly progress review of each school;
16. if a Title I school is identified for improvement, an explanation of students' transfer rights and other information required by 34 C.F.R. 200.37
17. if a Title I school is identified for improvement and fails to make adequate yearly progress by the end of the first full year after being so identified, the availability of supplemental services in accordance with 34 C.F.R. 200.37
18. sports and extracurricular activities available for students (policy 3620, Extracurricular Activities and Student Organizations);
19. supportive services available to students, including guidance, counseling, and health services (policy 3540, Comprehensive Health Education Program; policy 3610, Counseling Program);
20. information about meningococcal meningitis and influenza, including the causes, the symptoms, the vaccines, how the diseases are spread and places where additional information and vaccinations may be obtained;
21. for students in Grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children
22. how to reach school officials in emergency situations during non-school hours;

23. the school's written parental policy, parents' right to be involved in their child's school and opportunities for parents to be involved in the school;
24. information about and an application form for free and reduced price meals and/or free milk;
25. for parents of children with disabilities, procedural safeguards;
26. information on the availability of the asbestos management plan and actions, including periodic re-inspection and surveillance activities, and planned or in-progress inspections, re-inspections, response actions, and post-response; and
27. that the school system does not discriminate on the basis of race, color, national origin, sex disability, or age.

D. OPPORTUNITIES TO WITHHOLD CONSENT/OPT OUT

As a 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 (policy 4700, Student Records).
2. Student's participation in curricula related to (a) prevention of sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS); (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education, as provided in policy 3540. A copy of material that will be used in these curricula will be available in the school media center during the school year and other times that the media center is available to the public. To meet any review periods required by law, materials also may be made available for review in the central office.
3. Student's participation in academic or career guidance or personal or social counseling services of a generic nature offered to groups of students (e.g., peer relations strategies offered to all sixth graders). (Exception: parental notification and permission are not required for: (a) short-duration academic, career, personal or social guidance and counseling and crisis intervention that is needed to maintain order, discipline or a productive learning environment; (b) student-initiated individual or group counseling targeted at a student's specific concerns or needs; or (c) counseling if child

abuse or neglect is suspected (policy 4240/7312, Child Abuse- Reports and Investigations).

4. Student's participation in non-Department of Education—funded surveys concerning protected topics (policy 4720, Surveys of Students).

Any parent or legal guardian wishing to withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent as to the manner in which student directory information is used, the curriculum is provided, or the guidance programs are made available.

E. PARENTAL PERMISSION REQUIRED

Written parental permission is required prior to the following activities:

1. administrations of medications to students by employees of the school system (policy 6125, Administering Medicines to Students);
2. release of student records that are not considered directory information, unless the release is allowed or required by law (policy 4700, Student Records);
3. off campus trips;
4. student's participation in high-impact or high-risk sports or extracurricular activities, such as football or mountain climbing (policy 4220, Student Insurance Program);
5. all decisions or actions as required by the IDEA with regard to providing special education or related services to children with disabilities (policy 3520, Special Education Programs/Rights of Students with Disabilities);
6. certain health services, as required by law;
7. student's participation in programs or services providing information about where to obtain contraceptives or abortion referral services;
8. student's participating in surveys funded by the Department of Education that are conducted concerning protected topics (policy 4720 Surveys of Students); and

9. disclosure of a student's free and reduced price lunch eligibility status.

F. WEBSITE NOTIFICATION

When a school is identified for improvement, the school system will display on its website the following information in a timely manner to ensure that parents have current information regarding supplemental services and public school choice.

1. beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in public school choice.;
2. for the current school year, a list of available of schools to which students eligible to participate in public school choice may transfer;
3. beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in supplemental educational services; and
4. for the current school year, a list of supplemental educational services providers approved by the state to serve the school system and the locations where services are provided.

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; No Child Left Behind Act, 20 U.S. C. 6318; 34 C.F.R. 200.37, -200.39,; G.S. 90-21.1, 115C-47(47), -47(51), -81(el), -307(c), -375.4; State Board of Education Policy FCB-A-000

Cross Reference: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225 Student and Parent Grievance Procedure (policy 1740/4010), Curriculum Development (policy 3100), Student Performance Policies (3400 series), Evaluation of Student Progress (policy 3400), Class Rankings (policy 3450), Special Education Programs/Rights of Disabled Students (policy 3520), Comprehensive Health Education Program (policy 3540), Counseling Program (policy 3610), Extracurricular Activities and Student Organizations (policy 3620), School Improvement Choice Transfer (policy 4153), Student Insurance Program (policy 4220), Child Abuse - Reports and Investigations (policy 4240/7312), Student Behavior Policies (4300 series), School Plan for Management of Student Behavior (policy 4302) Student Records (policy 4700), Surveys of Students (policy 4720), Registered Sex Offenders (policy 5022), Administering Medicines to Students (policy 6125),

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