

## Right to Request Teacher and Paraprofessional Qualifications

Dear Parent or Guardian:

Under the federal *Elementary and Secondary Education Act (ESEA)* as amended by the *Every Student Succeeds Act (ESSA) of 2015*, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s), and qualifications of instructional aides or paraprofessionals and receive this information in a timely manner if you ask for it.

**You have the right to know:**

- a. Whether the West Virginia Department of Education has licensed or qualified the teacher for the grades or subjects he or she teaches.**
- b. Whether the West Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.**
- c. The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.**
- d. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.**

If you would like to receive any of this information, please contact your school principal or the Kanawha County Schools Office of Human

Resources at the phone number below:

Kanawha County Board of Education  
200 Elizabeth Street  
Charleston, West Virginia 25311  
Phone 304-348-7712

### Kanawha County Schools Parent and Family Engagement Policy 2018-19

In support of strengthening student academic achievement, each local educational agency (LEA or school district) that receives Title I, Part A funds shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(a)(2) of the Elementary and Secondary Education Act (ESEA) (district wide parent and family engagement policy) as amended by the Every Student Succeeds (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family involvement and describes how the LEA will implement a number of specific parent and family engagement activities, and is incorporated into the LEA's plan submitted to the State educational agency (SEA).

### Local Educational Agency Parent and Family Engagement Policy

#### **PART I. GENERAL EXPECTATIONS**

The Kanawha County Schools District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents and family members in all of its schools with Title I, Part A programs, consistent with section 1116 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1116(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESEA.
- The school district will incorporate this district wide parent and family engagement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the informed participation of parent and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports

required under section 1111 of the ESEA in an understandable and uniform format and, to the extent practicable, in a language such parents understand.

- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents and family members of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents and family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and engagement policy is spent, and will ensure that not less than 90 percent of the one percent reserved goes directly to the schools.
- The school district will use funds reserved under subparagraph (A) to carry out activities and strategies consistent with the parent and family engagement policy, including not less than 1 of the following:
  - a. Supporting schools and nonprofit organizations in providing professional development for local educational agency and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
  - b. Supporting programs that reach parents and family members at home, in the community, and at school.
  - c. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
  - d. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community- based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
  - e. Engaging in any other activities and strategies that the local educational agency determines are appropriate and consistent with such agency's parent and family engagement policy.

## **PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

1. The Kanawha County School District will take the following actions to involve parents and family members in the joint development of its district wide parent and family engagement plan under section 1112 of the ESEA:
  - Parent representatives of students attending Title I schools will participate in the development of the district wide parent and family engagement policy through attendance at school sponsored parent and family engagement events, attendance at regularly scheduled and called meetings including the annual Superintendent's Retreat, through participation on Title I schools' Local School Improvement Councils, and through assessment of and contribution to parent and family engagement activities which are provided by the district and the schools.
2. The Kanawha County School District will take the following actions to involve parents and family members in the development of support and improvement plans under section 1111(d) of the ESEA:
  - Each Local School Improvement Council will maintain parent representation to address school review and school improvement needs. The LSIC will participate in on-going school review and school improvement processes. Each school will also involve parents as part of their strategic plan committee.
  - Parents will be invited to participate in the annual Superintendent's Retreat to provide input into the district's strategic plan and to review the district's progress in meeting jointly established goals for all students.
3. The Kanawha County School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance:
  - Through district Title I leadership during the annual Title I meetings, Title I principals and teachers receive technical assistance and information regarding evidenced based best practices for engaging parents and families as meaningful partners in their child's education.

- Through Title I district leadership, staff of Title I schools receive on-going technical assistance throughout the school year on promoting meaningful parent and family engagement. Assistance is provided to staff of Title I schools on providing activities for parents and families such as the Annual Title I Open House meetings to review the Title I program, the curriculum used, assessment results, and ways parents can become involved as partners with the school to better their child's academic achievement and school performance; arranging meaningful and appropriate parent training events based on the identified needs of the students attending the schools and parental interests, and; assisting schools in developing and implementing methodologies and practices to reach out to parents and families to foster greater involvement and engagement.
4. The Kanawha County School District will coordinate and integrate parent and family engagement strategies in Title I, Part A with parent and family engagement strategies under the following other Federal, State, and local programs: Head Start/WV Pre-K; KCS Parent and Community Resource Center, Title II and Title III by:
    - Kanawha County Title I will maintain cooperation and collaboration with other Title programs, Head Start/WV Pre-K, and the KCS Parent Community Resource Center (PCRC) through the distribution of parent literature, the provision of district wide programs, and the perpetuation of family engagement in the conducting of school based parent and family activities and trainings. Schools will be encouraged to consider such collaboration as part of their annual planning for program delivery through their strategic plan development and review. Schools are required to address parent and family engagement as a goal in their strategic plan. Kanawha County Title I will continue to provide fiscal support to the PCRC to better enable them to be a joint partner in parent and family engagement at the district and school levels.
  5. The Kanawha County School District will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teacher; and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design evidence-based strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents and family members) its parent and family engagement policies.
    - Parents in all Title I schools will be invited to offer input to planning, review, and evaluation of activities designed to foster meaningful parent and family engagement to meet the needs of a diverse population (ethnic, minority, low socioeconomic status, English Learners, and students with disabilities) through the school's annual strategic planning process and review. It is the responsibility of the Title I school's building administrator to insure that parents and families are involved in the strategic planning process on an on-going basis through participation on the school's LSIC, PTO/PTA organization, parent committee or other similar means.
    - Parents and families are invited to participate in the annual Superintendent's Retreat at the district level along with business and community leaders, representatives from institutions of higher education, religious leaders, community professionals, students, teacher organizations, and school and district personnel to review and give input to district leaders of the district wide strategic plan and to provide feedback to district representatives on identified areas for improvement. Representatives from the district's management team are responsible for organizing and conducting this event as well as for incorporating the outcomes of the meeting into the district wide strategic plan.

### **PART III:**

1. The Kanawha County School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
    - the challenging State academic standards,
    - the State and local academic assessments including alternate assessments,
    - the requirements of Title I, Part A,
    - how to monitor their child's progress, and
    - how to work with educators:

Following the release of the results of the state's general summative assessment (GSA) and the Identification of schools' performance status on the GSA –

- Each Title I school will conduct an annual fall meeting with parents and families to review parent and family school and district policies, parent compacts, the challenging State academic standards, school assessments and curriculums, and the performance status of the school based on the results of the State's GSA.
  - During the annual fall meeting, teachers within Title I schools will review and discuss the requirements of Title I, Part A and the meaning of being a Title I schoolwide school as well as discuss and review the opportunities for parent and family involvement at the school.
  - Each Title I school will conduct a variety of parent and family engagement and involvement activities by which parents are invited to observe, monitor and discuss their child's academic progress and progress along other indicators (attendance, discipline); receive instruction and training on how to monitor their child's progress; participate in workshops and activities designed for use at home to assist their child with academic performance; receive instruction on how to interpret and understand data regarding the results from their child's GSA and other assessments, and; how to work with educators and become involved as a partner with the school in their child's education.
- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology (including education about the harms of copyright piracy, as appropriate,) to foster parental involvement, by:
- Title I funds set-aside for parental and family engagement at both the school and district levels will be used to purchase and provide materials, supplies and trainings on topics such as helping their child with homework; understanding and using specific school and district adopted academic programs and curriculums; using and understanding specific technology practices, expectations, and programs such as Ipads, Schoology, and Learn 20/20; understanding assessments and assessment results; child development; social and emotional learning, and; other topics of parental interest.
  - Schools may also use their Title I parent and family involvement funds to provide academically based take-home materials for parents (books, calculators, homework boxes, etc.); to provide parents and families with learning materials to use during school breaks (summer, holidays, snow days); establish school-based parent resource centers; notify parents and families of upcoming opportunities for involvement (newsletters, flyers, web site), and; provide other relevant materials to foster parent and family engagement in their child's learning.
  - KCS Title I annually provides fiscal resources to publish through the Charleston Gazette Mail newspapers, a Parent and Student Handbook that contains information that is pertinent to their child's participation in KCS schools. Information addressed includes, but is not limited to, county policies, procedures and practices (immunizations, Citizen Complaints, attendance requirements, participation in athletics, grading policies, etc.), county curriculum and expectations by grade spans (pre-K, elementary, middle and high), services available for English Learner students and families, key district level contacts, inclement weather procedures, transportation, Child Nutrition, parents' rights, etc. An electronic version of the handbook is also maintained on the Gazette-Mail's website.
- C. The school district will, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Through district Title I leadership during the annual Title I meetings, Title I principals and teachers receive training, technical assistance and information regarding evidenced based best practices for engaging parents and families as meaningful partners in their child's education. The information was delivered via presentations and hands-on activities by the Title I district staff and representatives from the KCS PCRC.
  - Through Title I district leadership, staff of Title I schools receive on-going technical assistance throughout the school year on promoting meaning parent and family engagement. Assistance is provided to staff of Title I schools on providing activities for parents and families such as the Annual Title I Open House meetings to review the Title I program, the curriculum used, assessment results, and ways parents can become involved as partners with the school to better their child's academic achievement and school performance; arranging meaningful and appropriate parent training events based on the identified needs of the students attending the schools and parental interests, and; assisting schools in developing and implementing methodologies and practices to reach out to parents and families to foster greater involvement and engagement.

- Title I schools annually conduct training for all staff members on how to work effectively with parents and families to help them become meaningful partners in their child's educational career. This information is delivered through presentations, book studies, workshops, etc.
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other Federal, State, and local programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Kanawha County Title I will maintain cooperation and collaboration with other Title programs, Head Start/WV Pre-K, and the KCS Parent Community Resource Center (PCRC) through the distribution of parent literature, the provision of district wide programs, and the perpetuation of family engagement in the conducting of school based parent and family activities and trainings. Schools will be encouraged to consider such collaboration as part of their annual planning for program delivery through their strategic plan development and review. Schools are required to address parent and family engagement as a goal in their strategic plan. Kanawha County Title I will continue to provide fiscal support to the PCRC to better enable them to be a joint partner in parent and family engagement at the district and school levels.
- E. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format and, to the extent practicable, in a language the parents can understand:
- KCS Title I annually provides fiscal resources to publish through the Charleston Gazette Mail newspapers, a Parent and Student Handbook that contains information that is pertinent to their child's participation in KCS schools. Information addressed includes, but is not limited to, county policies, procedures and practices (immunizations, Citizen Complaints, attendance requirements, participation in athletics, grading policies, etc.), county curriculum and expectations by grade spans (pre-K, elementary, middle and high), services available for English Learner students and families, key district level contacts, inclement weather procedures, transportation, Child Nutrition, parents' rights, etc. An electronic version of the handbook is also maintained on the Gazette-Mail's website.
  - The Kanawha County School District also maintains a website (<https://kcs.kana.k12.wv.us/>) that provides a link on the home page for parents and families (<https://kcs.kana.k12.wv.us/Page/parents-and-family>). The website contains information on resources available for parents and families through KCS, information regarding what programs KCS offers, instructions for addressing specific issues, etc.
  - Schools communicate with parents and families through school handbooks, newsletters, and school websites. Beginning in 2018-19, parents will also have access to Schoology software to track their child's progress and maintain contact with their child's teacher(s).
  - The Title III Lead Teacher conducts surveys of parents of English Learner students to determine the need for translated documents. These results are individually addressed and arranged for as needed. Special assistance for non-English speaking parents such as translators is also arranged as necessary.

#### **PART IV. ADOPTION**

This District wide Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents and family members of children participating in Title I, Part A programs, as evidenced by attendance of parents and family members at the March 2018 Superintendent's Retreat. A list of attendees is available upon request from the KCS Title I Office 304-348-6165.

This policy was adopted by the Kanawha County School District and will be in effect for the period of school year 2018-2019. The school district will distribute this policy to all parents and family members of participating Title I, Part A children on or before September 1, 2018.

Barbara Lewis  
Title I, Director  
August 7, 2018