



ADMINISTRATIVE MEMORANDUM

PARENTAL INVOLVEMENT | 9002.01

SECTION 1 - GENERAL EXPECTATIONS

1. The Red Clay Consolidated School District agrees to implement the following statutory requirements:
 - 1.1. Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA
 - 1.2. The District will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
 - 1.3. In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the District will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents 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 language parents understand.
 - 1.4. If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
 - 1.5. The District will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
 - 1.6. The District will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
 - 1.7. The District will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
 - 1.8. The District will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - 1.8.1. that parents play an integral role in assisting their child's learning;
 - 1.8.2. that parents are encouraged to be actively involved in their child's education at school;



ADMINISTRATIVE MEMORANDUM

- 1.8.3. that parents 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;
- 1.8.4. the carrying out of other activities, such as those described in section 1118 of the ESEA.

SECTION 2 - DESCRIPTION OF HOW THE RED CLAY CONSOLIDATED SCHOOL DISTRICT WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The District will take the following actions to involve parents in the joint development of its parental involvement plan under section 1118 of the ESEA:
 - 1.1. The Superintendent, the Manager of Federal and Regulated Programs, building administrators at school-wide Title I schools, Title I teachers, parents of students who attend Title I schools and School Success Plan Team members all in some way provide support and direction regarding the federal requirements for the development, implementation and annual review of Compacts and Parent Involvement Policies.
 - 1.2. Red Clay has a well-established and active District Parent Advisory Council (RCPAC). Each Red Clay school is encouraged to designate two parent representatives to serve on the Red Clay Parent Advisory Council (RCPAC). The RCPAC members meet monthly with the District Parent Involvement Liaison to share strategies and also engage in training and learning opportunities that promotes parent knowledge as well as encourages parent involvement and engagement at all levels. Parents run the meetings, complete with an executive committee (President, VP, and Secretary). Strategies to help students at home and at school to achieve academic and personal success are paramount at monthly RCPAC meetings.
 - 1.3. The Federal Programs Office and RCPAC coordinate a series of meetings to assist schools with parent leadership efforts, the development of the school compact and Parent Involvement Policy. Also, best practices addressing instructional delivery, assessment and engaging parents will be shared in RCPAC meetings and with schools. Strategies to be effective communicators with parents and school families are also included as a part of the professional development. Partnerships with knowledgeable resource agencies and parent engagement professionals such as but not limited to Children and Families First, Delaware State PTA and the Parent Information Center of Delaware have been established.
2. The District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - 2.1. The Red Clay Parent Advisory Council (RCPAC) includes parents of all Title 1 schools to help review the District's Parent and Family Engagement Plan and the use of funds connected to the plan. Any parent with a child in a Title 1 School is invited to monthly meetings to provide insight pertinent to student success. The meeting purpose is to discuss the varying roles of Title 1, collect input from parents to write or revise the District's parent and family



ADMINISTRATIVE MEMORANDUM

- engagement plan and discuss the use of the District's parent engagement funds. The meetings are held monthly in a one-hour format for parents who have asked to participate in RCPAC or contacted the Office of Federal Programs expressing an interest in becoming an RCPAC committee member.
- 2.2. Meeting locations alternate between schools across the district and RCPAC committee members are encouraged to bring additional parents to monthly meetings. As the district plan is discussed, parents provide recommendations for revisions and share input on how they would like funds to be used at both the District and School level.
 - 2.3. Red Clay has committed to building and maintaining strong relationships with our diverse students, families, and community partners. Parents are encouraged to participate in school level committee meetings where they can be involved in decisions regarding the use of funds for parent engagement activities. Parents attending open houses, student led celebrations and parent nights are exposed to the diverse needs of all students in their child's school, including Students with Disabilities (SWD) and English Language Learners (ELL). This allows parents to help develop and recommend parent engagement activities that fulfill the needs of all students, including those with barriers to success. Funds are then used toward activities that connect directly with student success and support.
 - 2.4. Both the District's Red Clay Parent Advisory Council (RCPAC) and the Office of Federal and Regulated Programs suggest, identify and recommend parent engagement activities as they relate to student needs. RCPAC members openly interact with District and building level administrators, Federal and Regulated Programs staff, and members of school PTAs, PTOs, SSAs to discuss how funds for parent engagement activities can continue to support school level needs. These decisions also help implement strategies that effectively engage parents to support student success and increase parental engagement at the building level. Engagement in building level committees or attendance at monthly forums provide a platform for parental input for programming and funding of parent activities at the school level.
3. Each Title I school will 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 time convenient for 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 all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
 - 3.1. Offering various parental engagement opportunities throughout the school year.
 - 3.2. Inviting parents to the Title I Annual meeting (Ex. Back to School Night) and will overview specific agenda items detailing the Title I, Part A programs.
 - 3.3. Food will be provided with school parental engagement funds



ADMINISTRATIVE MEMORANDUM

4. The District will provide 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 by:
 - 4.1. BOY Open House presentations
 - 4.2. Title I Literacy and Math Nights
 - 4.3. Common Core State Standards parent nights
 - 4.4. Back to School Night, Kindergarten and First Grade Literacy Bags, Second-Fifth Grade Literacy Night, Kindergarten- Fifth Grade Math Night, and Authors' Day
5. The District will at 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 District will respond to any such suggestions as soon as practicably possible by:
 - 5.1. Parent survey for parent's events
 - 5.2. Parent leadership teams. Parents have shared input in summer planning for the yearlong calendar of events
 - 5.3. PTO, Conferences, IEP's and 504 meetings. At Back to School Night and Literacy Night, the parents are encouraged to read the Title I School Compact and Parent Involvement Policy and make suggestions.
6. The District will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
 - 6.1. K-2 - report card issued
 - 6.2. Data is shared at parent conferences.
 - 6.3. Parents receive a letter if their child is in RTI Tier 2 or Tier 3 groups
 - 6.4. State assessments and grades for Fourth and Fifth Grade are on HAC
7. The District will take the following actions to 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) by:
 - 7.1. Letter is sent home
8. The District will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph –
 - 8.1. The state's academic content standards
 - 8.2. The state's student academic achievement standards
 - 8.3. The state and local academic assessments including alternate assessments



ADMINISTRATIVE MEMORANDUM

- 8.4. The requirements of Part A
- 8.5. How to monitor their child's progress
- 8.6. How to work with educators: (List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that may be necessary to ensure success.)
 - 8.6.1. Red Clay offers a wide variety of opportunities for teacher leadership. District programs which support building leadership programs include:
 - 8.6.2. Aspiring Assistant Principals Program, Building Leadership Teams, Building Test Coordinators, Lead Academic Teachers, Curriculum Cabinet Positions, State level participation in curriculum work, assessment work, exceptional children work, English learner work and more. Red Clay encourages teacher to lead professional learning at their building in technology, core academic areas, PBIS/SE work, and more. Time and funding are devoted at the district level for training to support these teachers to deliver effective and appropriate learning opportunities for their staff and others throughout the district.
9. The District will 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, as appropriate, to foster parental involvement, by:
 - 9.1. Title I fund dinner and parent giveaways
 - 9.2. Kindergarten and First Grade Literacy Bags, Second-Fifth Grade Literacy Night, Kindergarten- Fifth Grade Math Night, and Authors' Day.
10. The District will, with the assistance of its parents, educate its teachers, pupil services personnel, principals 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:
 - 10.1. A 21st century grant fund Children's and Families First parent partners/connectors at some schools
 - 10.2. RCPAC
11. The District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The District will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - 11.1. Parents as Teachers Program
 - 11.2. Early Years Preschool
12. The District will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of



ADMINISTRATIVE MEMORANDUM

participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- 12.1. This LEA has committed to building and maintaining strong relationships with our diverse students, families, and community partners. Parents are encouraged to participate in school level committee meetings where they can be involved in decisions regarding the use of funds for parent involvement activities. Parents attending open houses, student led celebrations and parent nights are exposed to the diverse needs of all students in their child's school, including Students with Disabilities (SWD) and English Language Learners (ELL). This allows parents to help develop and recommend parent involvement activities that fulfill the needs of all students, including those with barriers to success. Funds are then used toward activities that connect directly with student success and support.
- 12.2. Both the District's Red Clay Parent Advisory Council (RCPAC) and the Office of Federal and Regulated Programs suggest, identify and recommend parent engagement activities as they relate to student needs. The RCPAC members openly interact with District and building level administrators, federal-funded staff, and members of school PTAs, PTOs, SSAs to discuss how funds for parent involvement activities can continue to support school level needs. These decisions also help implement strategies that effectively engage parents to support student success and increase parental involvement at the building level. Membership to building level committees or attendance at monthly forums provide a platform for parental input for programming and funding of parent activities at the school level.

SECTION 3 - DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The District has established a Parent Advisory Council and shall ensure that required school-level parent involvement programs meet or exceed legislative requirements. The Red Clay Parent Advisory Council (RCPAC) includes parents of all Title 1 schools to help implement effective parental and family involvement. Any parent with a child in a Title I School is invited to monthly meetings to provide insight pertinent to student success. The meeting purpose is to discuss the varying roles of Title I, collect input from parents to write or revise the District's parent and family engagement plan and discuss the use of the District's parent engagement funds. The meetings are held monthly in a one-hour format for parents who have asked to participate in RCPAC or contacted the Office of Federal Programs expressing an interest in becoming an RCPAC committee member. Meeting locations alternate between schools across the district and RCPAC committee members are encouraged to bring additional parents to monthly meetings. Each meeting is designed with the purpose to address various parent concerns with regards to academics, technology, community resources etc. The open forum allows parents to ask questions, share ideas, gather information and take learned strategies back to their individual schools and homes.



RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

SECTION 4 - ADOPTION

1. This Red Clay Consolidated School District Parental Involvement Memorandum has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Michael Simmonds, Manager of Federal Programs.
2. This memorandum was adopted by the Red Clay Consolidated School District on April 30, 2018 and will be in effect for the period of one year. The school will distribute this memorandum to all parents of participating Title I, Part A children on April 30, 2018 and by September 30th of each subsequent school year.

Questions about the information contained in this administrative memorandum should be directed to the Office of Federal and Regulated Programs.