

**PART II. DESCRIPTION OF HOW DIVISION WILL IMPLEMENT REQUIRED DIVISION WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Richmond County School division will take the following actions to involve parents in the joint development of its division wide parental involvement under section 1112 of the ESEA:
  - a. At least one meeting per year of the Federal Advisory Committee, made up of parents, teachers, community members, are held.
  - b. An annual parent meeting is held at which time information on placement and academic needs of students is disseminated.
  - c. Parents may contact and request meetings with a Title I teacher or Assistant Superintendent at any time.
  - d. Parents are sent notification letters to make them aware of the Federal Advisory Committee and annual parent meetings.
  - e. Parents of English Learner (EL) students are sent letters in their home language to notify them of meetings and other procedures.
  
2. The Richmond County School division will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - a. At each of the scheduled meetings, the process of review and improvement is explained and parent suggestions and feedback are solicited.
  - b. Parents may request a meeting with Title I teachers and/or Assistant Superintendent to discuss the process or review process procedures.
  
3. The Richmond County School division will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - a. Assistant Superintendent works in conjunction with Title I teachers and principals of the Title I school to plan parental meetings and other activities.
  - b. At the annual meeting, Title I teachers, Title I director, school principals and the parent liaison work together to ensure parents of EL students are able to communicate and participate in various activities.
  
4. The Richmond County School division will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular

attention to parents who are economically disadvantaged, are disabled, are English learners, have limited literacy, or are of any racial or ethnic minority background). The school division will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- a. At the annual parent meeting an evaluation of parental involvement policies is conducted by the Assistant Superintendent.
  - b. Parents will advise the coordinator on how to improve effectiveness of the parental involvement activities.
1. The Richmond County School division will build the schools' and parents' 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 Richmond County School division will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school division or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph—

Parents are given information on Virginia's academic and achievement standards in a variety of ways. All schools in the Richmond County division offer parents information on the state Standards of Learning including making the Standards available to every parent. The Richmond County School Board office also offers information on the standards, with the local paper reporting information about standards, as it is covered in monthly school board meetings. The division also disseminates information on its web site about the various state and local academic and achievement standards. Additionally, letters are sent home to parents to inform them of various Part A requirements. Reports are sent home to parents, which allow them to monitor their student's progress; in addition parents have numerous opportunities to meet with teachers, with conferences being held three times a year, with meeting times in the evenings. Information is given to parents with ideas about working with educators.
  - B. The Richmond County School division 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, as appropriate, to foster parent involvement, by:

- a. Providing books for students, based on their reading abilities, to take home with information on how parents can use a specific book to enhance student skills.
  - b. Information is sent home to parents regarding ways in which parents can enhance student learning with any book.
- C. The Richmond County School division will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out, 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:
  - a. Arranging parent and teacher meetings
  - b. Arranging literacy and math nights
  - c. Inviting parents to get involved through volunteering
- D. The school division 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, including alternative formats upon request, and, to the extent practicable, in a language that parents can understand:
- E.
  - a. Letters are sent home to parents with information on upcoming events and meetings.
  - b. Letters are sent to parents of EL students in their home language.
  - c. Phone calls are made through an auto dial system, in both English and Spanish