

## KINSTON CHARTER ACADEMY

### PARENTAL INVOLVEMENT PLAN AND POLICY

Kinston Charter Academy (KCA) mission is “To become a superior school that provides students with opportunities to achieve academic excellence enabling them to participate competitively in our global society.” In accordance with this mission the school has adopted the following vision statement:

“No less than 100 percent of Kinston Charter Academy students will perform at or above grade level by the end of the academic school year with teachers and administration providing each student with a highly enriching educational experience that promotes students to higher academic achievement.”

In order for KCA to fulfill its mission and realize its vision, strong parental support and participation is a vital component. KCA is financially supported by Title I, Part A funding under the Elementary and Secondary Education Act (ESEA). This plan and policy is adopted to demonstrate compliance with the requirements of ESEA, and to provide parents with clear guidelines for parental involvement at KCA.

1. KCA will take the following actions to involve parents in the joint development of its school-wide parent involvement in strategies under Section 1112 of the ESEA:
  - A. The school will conduct a series of strategic planning sessions (minimum of 2) during the months of April, May, and June in conjunction with the schools parent teacher organization and all parents will be invited to participate in the strategic planning for the upcoming school year.
  - B. The school will conduct a monthly Title I parent involvement meeting on the second Tuesday of each month in conjunction with the schools parent teacher organization and will devote time during each meeting to discuss parent involvement, student and parent rights under Title I, and provide an opportunity for parental input in the development and modification of the strategic plan.
  - C. The school will advertise in the local newspaper the opportunity for review and comment on the schools proposed Title I application each year before its final submission to the North Carolina Department of Public Instruction.
  - D. The school will maintain an online parent support community and provide parents the opportunity for input into the development and design of its strategic parental involvement plan.
2. KCA will take the following actions to involve parents in the process of school review and improvement:
  - A. Each year (no less then 2 times) doing the monthly Title I meeting, the school will conduct a workshop for parents to review student performance data, including ABC Accountability data, and adequate yearly progress data.

- B. Each year the school will provide, during a workshop, parents with information and data regarding the school's status under Section 1116 of ESEA including school improvement status.
  - C. KCA parents will be provided a timely written notice of the schools status under ESEA.
  - D. KCA parents will be provided timely and written notice of teacher qualifications.
3. KCA will engage in an annual strategic planning process to adopt a plan for implementing effective parental involvement activities to improve student academic achievement and school performance:
  - A. The annual strategic plan will include training for parents and the expectation's of the school regarding homework, student classroom behavior, and focus on actions the parent can engage in to support the students academic performance.
  - B. The annual strategic plan will provide for training of parents for effective support for the school in meeting the needs of students.
4. KCA will coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under any other program operated by the school.
5. KCA will conduct an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents and parental involvement activities. The school 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 (with input from parents), if necessary, its parental involvement plan and policies.
  - A. The school's principal shall be responsible for distributing an annual survey to parents and collecting survey data.
  - B. The school will use an online survey tool with parent participants in the online parents support community.
6. KCA will work diligently in order to strengthen the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a strong partnership between parents and the school to improve student academic achievement.
7. KCA will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following:
  - the States academic content standards,
  - the States student academic achievement standards,
  - the State and local academic assessments including alternates assessments,
  - the requirements of Title I, Part A,
  - how to monitor their child's progress, and
  - how to work with teachers and staff at the school.

8. KCA 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.
9. KCA, along with parents, will educate its teachers, pupil services personnel, and other staff, on how to reach out, communicate with, and work with parents as equal partners, and the values and utility of contributions of parents, and how to implement and coordinate parent programs to build ties between parents and the school.
10. KCA Principal will require written communications with parents, e-mail, the online parents support community, and use of its robo-call system to notify parents of meetings, and other activities in language that is appropriate for the parent population. Teachers will be directed to make non-disciplinary contacts with parents on a regular basis to establish a connection between the parents and the school.
11. Any parent or guardian having a complaint of any nature or kind regarding the operation of the Title I, Part A shall contact the school principal by telephone (252)522-2010, in writing at 2000 Dr. Martin Luther King, Jr. Blvd., Kinston, NC 28501 Attention: Principal, or in person at the school and state the complaint. The complaint will be formally documented. The Principal shall conduct an investigation of the complaint and make written findings and conclusions, and take appropriate corrective action as may be necessary. The parent or guardian may file a written appeal to the KCA Board of Directors by submitting a notice of appeal to the Principal within 10 calendar days of the final decision rendered by the Principal. A hearing will be scheduled within 10 days of the filing of the notice of appeal.

***This parental involvement plan and policy was adopted May 17, 2011, and will remain in effect for a period of three years or until such time as a superseding policy has been adopted. The school will distribute this policy to all parents, post at appropriate places in the school, and published it on the school's website.***

Dated: May 17, 2011

By: Ozie Lee Hall, Jr., CEO/Principal  
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