



**AEE: SCHOOL POLICY ON PARENT
INVOLVEMENT**

2020-2021

ABSTRACT

The ACADEMY OF EDUCATIONAL EXCELLENCE recognizes that a critical part of effective schooling is parent involvement. The school and the home / families need to collaborate to help children adhere to the responsibilities of being successful students.

AEE Office of Special Services

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AEE: SCHOOL POLICY ON PARENT INVOLVEMENT

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INTRODUCTION

The ACADEMY OF EDUCATIONAL EXCELLENCE recognizes that a critical part of effective schooling is parent involvement. The school and the home cannot be looked at in isolation from one another; families and schools need to collaborate to help children adhere to the responsibilities of being successful students.

Research has shown that involvement by parents as partners in their children's education contributes greatly to student achievement and conduct.

1. Families provide the primary educational environment. An educational environment is a quiet, positive place at home where your child can complete homework.
2. Parent involvement in their children's education improves student achievement.
3. Parent involvement in their children's education is more important to student success than family income or education.
4. Parent involvement with the school is most effect when it is supportive long-lasting and well planned.
5. The benefits of parent involvement for students are not limited to early childhood or the elementary grades; positive benefits continue on through high school and college.
6. Parents must be involved in supporting their children's education at home, and to ensure the quality of schools in serving the community, parents must be involved at all levels in schools.

The staff of **ACADEMY OF EDUCATIONAL EXCELLENCE** believes that the education of its students is a responsibility shared with parents. The school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enable all students to meet the academic expectations set forth in the State of Ohio Academic Standards.

Parents shall have the responsibility and opportunity to work with the school in a mutually supportive and respectful partnership with the goal of helping their children succeed in school. (*Parent refers to any caregiver who has responsibility for the caring for a child including parents, grandparents, aunts, uncles, foster parents, stepparents, older siblings, etc.)





Parent Involvement Policy

Parent involvement as described in this policy shall be developed with the assistance of parents, agreed to by parent, reviewed and updated annually by parents, and readily available to the local community.

All parents are invited and encouraged to attend an annual meeting which shall be held in the fall (i.e. Back to School Night) at a time and date that is convenient for the parent community. A written notice shall be sent to all parents and will include the rights of parents to be actively involved in supporting their children's academic achievement.

Parents will also receive a description of services provided to children by the school at the beginning of each school year. Each year parents shall be invited to attend a number of regularly scheduled meetings (such as Parent-Teachers-Students Conferences, Leadership Day, Back to School Night, Christmas Program, Black History Month Program, etc., that are planned at times convenient for their participation. The goal of these meetings and/or events is to keep parents informed regarding the progress of students in the core academic program, intervention programs and other issues pertaining to AEE.

Through these meetings, parents will be involved, on an on-going basis, in the planning, review and improvement of programs, including the Parent Involvement Policy and school plan.

The principal and school staff shall provide timely information about curriculum, local and state assessment results, the proficiency level students are expected to meet, the status of the school's Report Card and Adequate Yearly Progress (AYP) and funds received through the State of Ohio, Federal Grants, and others.

Parents will be informed, on an ongoing basis, about student support programs, classroom activities and school events. They will provide suggestions for, and receive information and training on family and education related topics to assist them with their children.

The **PARENT'S LIASION OFFICE** will be in charge of establishing the formal communication with parents and keep them up-to-date on events and/or issues pertaining student's educational services. The office will keep contact with the PTO members.

Shared Responsibilities

The school staff and parents shall jointly develop a home-school compact that explains how parents, students and school staff will share responsibility for improved student academic achievement. The compact shall be reviewed annually and modified as needed. The compact shall

- Be signed by all parties – parent, student, teacher(s) and principal and a copy given to the parent and student.
- Describe how the school staff will be responsible for providing a high-quality instructional program that enables all students to meet the California academic standards and for providing a safe, nurturing learning environment for all students.
- Explain how parents will be responsible for supporting their child's learning by monitoring attendance, homework competition, television viewing, use of electronic devices and participating in decisions relating to the child's education.
- Describe how students will take responsibility for coming to school to work as learners.

**Strong families are the foundation of strong communities,
but all families encounter storms.**

AEE is there to help weather these disruptions of life.

**We are here to provide the tools needed to support the well-being of families
ensuring everyone can reach their potential and fully participate in our communities.**

All families can be susceptible to challenges that result in being unable to care for their children

AEE Office of Special Services is responsible of providing assistance to parents who all of the sudden become homeless or, on the other hand, have their children placed in foster care. A wide range of factors can cause a parent(s) to no longer be able to care for their child. When this happens and it's necessary to remove a child for their own safety, child welfare professionals work tirelessly to find the best possible placement for the child or children until they can safely return home or another plan is implemented. Thousands of children enter the U.S. foster care system each year and most commonly, these children are placed in a non-relative home. With that said, children and teens in foster care have a variety of needs that require a diverse set of caring adults to support their growth and development and ultimately impact a child or teens ability to reach their potential in life.

The types of caregivers and foster families

Kinship care (relative)

Grandparents, aunts or uncles are most commonly the desirable option when providing a safe and caring environment for children. Today, more than 2.7 million grandparents are raising their grandchildren. Sadly, this staggering number can somewhat be contributed to the opiate epidemic. There are different types of kinship care:

- **Informal kinship care**—this type of care does not involve the child welfare system. **Legal custody of the child still remains with the parent.** The parent can choose to leave the child in a relative's care if they are sent overseas or if the parent becomes ill and cannot care for the child.
- **Voluntary kinship care**—this type of care requires the child welfare system to be involved, but the state does not take legal custody at this time. Typically, child welfare professionals have identified a case of abuse or neglect by the parent and the court will make the decision to place the child or children with relatives while the parent receives counseling or in-home support to resolve disruptions. Legal custody does still remain with the parent.
- **Formal kinship care**—this type of care requires a judge to place the child or children in the custody of the state and a child welfare agency will place the children with relatives or a foster family. At this stage, the agency has legal custody of the children and will work directly with the family to make legal decisions in regard to the children.

Kinship care (non-related)

The safety of a child is of utmost importance and sometimes that does mean foster care is necessary. This can be a traumatic experience for children as it involves full separation. Non-related kinship care places the child with someone they are familiar and comfortable with, like a teacher, neighbor, family friend, coach or other acquaintance who is familiar with the child and family. Non-related kinship care allows the child to be placed in a safe environment where they are comfortable until the child can return home safely or another permanency option can be determined.

Foster care

Persons who complete training and requirements to become foster parents can care for any child or teen in state custody for any length of time. Foster parents provide safe, caring and flexible home environments where they work directly with birth family members and child welfare professionals and complete ongoing training that will allow them to continually learn new techniques to consistently meet the needs of the child.

Emergency foster care

On any given day, at any time day or night, children can enter state custody. Child welfare workers work day and night to find appropriate placement options for these children. Emergency caregivers provide short-term care for any child who has been placed in protective state custody. This process can sometimes take up to 72 hours until the agency has found placement for the child. Children requiring emergency placement are often scared and confused. AEE will continue to assist the foster care parents and the children with the needed educational support, as needed. School transportation will also be provided to the student who is placed on foster care.

All children deserve the opportunity to learn, grow and reach their full potential.

AEE: helping families build futures supporting our students when undergoing difficult times at home



Building Parent Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and community that will improve student achievement, the school shall –

Provide regularly scheduled informational meetings and workshops to address topics requested and needed by parents. To address the requirements in the ***Every Student Succeeds Act (ESSA)***, the school shall enable parent to gain a better understanding of the following:

- State academic content standards and achievement goals all students are expected to meet.
- How to monitor their children's progress through interpreting state and local assessment reports and student progress reports.
- Strategies to use at home to support their child's academic achievement, such as monitoring the completion of homework and school assignments, reading with their child, working with mathematics, literacy training, etc.
- Effective use of resources provided on the parent bulletin, located in the Administration building, that support and encourage parental involvement in their children's education.

School staff shall be educated, with the assistance of parents, in the value of parent contributions, and how to reach out to, communicate with, and work with parents as equal partners in their children's education by using strategies to:

- Ensure the information related to school and parent programs, meetings, workshops, and other activities is sent in parent-friendly format, via FACEBOOK OR SCHOOL WEBSITE, to the extent practical, in a language parents understand.
- Implement and coordinate parent programs that build ties between parents and the school, such as opportunities to support the school through volunteering their time, and when appropriate, offer classroom/teacher support and after school activities such as translating or tutoring.

To further the goal of effective parent involvement, school staff will:

- Organize a parent group (i.e. PTO) for the purpose of supporting parent involvement activities at the school and enhancing the leadership skills of parent in working with other parents.
- Encourage and inform parents of the leadership roles available to effectively serve on the PTO and/or others.
- PTO members will come up with fundraising ideas and/or events to help the school.

Accessibility

The school, to the extent practical, shall provide parents with limited English proficiency opportunities to fully participate in school sponsored activities by using translation at all meetings and workshops and by sending written notices and reports in language, to the extent possible, that parents understand.



AEE-- PARENTS TEACHERS ORGANIZATION

The purpose of the PTO is to encourage parents to assist with various school activities/functions/services, provide financial assistance where needs are identified within the school, foster a community atmosphere, and support the mission and vision of the school and AEE school district.

- PTO members will work together as a team with AEE teachers, administration, and parents for the best interest of our students and our school.
- PTO members will operate the organization with honor, integrity, and solid moral values. By doing so, we believe positive influence and results are inevitable in their work.
- We encourage parents and teachers to build great relationships with each other and with our students to ensure a better environment for our families and community as a whole.
- We will help create a safe, secure and exciting atmosphere which is conducive to learning, growing, and succeeding.
- We will be an active support system for our school and its entire staff in every area; giving of our time and efforts when and wherever needed.
- We will maintain a spirit of love, generosity, compassion and good hearted fun while performing our tasks.

School Parent-Teacher Organization Bylaws (the “PTO Bylaws”)

ARTICLE I – NAME The name of this organization shall be AEE School Parent-Teacher Organization (the “PTO”).

ARTICLE II – OBJECTIVES

The objectives of the PTO shall be:

- To administer parent volunteer programs within AEE (the “School”),
- To develop between parents and staff, such united efforts as will promote the educational, physical, and cultural welfare of the AEE student body,
- To bring into closer relationship the home and School so that parents and teachers may cooperate intelligently in the education of the child,
- To work with the Principal to establish and promote educational, social, and/or fundraising events for the benefit of the School and to coordinate such events.

ARTICLE III – POLICIES

The work of the PTO shall be carried on primarily through committees and events. The PTO shall work with the Principal as to all policies.

The Principal and AEE Governing Board shall have final authority in policy matters.

The PTO shall assist the Principal in scheduling and coordinating School fundraising and other related events and activities.

The School Principal is the sole party with authority to sign contracts on behalf of the PTO, unless the Principal specifically delegates that authority to another party for a specific purpose.

ARTICLE IV – PTO MEMBERSHIP

The membership of the PTO shall consist of all registered families and faculty for the current school year.

ARTICLE V – MEETINGS AND QUORUM PTO BYLAWS

Section 1 - The meetings of the PTO shall be held at times and locations as determined by agreement of the Principal and President with input from the PTO Executive Board. The date, time, and place shall be announced publicly (i.e., via the school website, and/or Facebook page) at least 24 hours in advance of each meeting.

Section 2 - The Executive Board shall meet monthly during the academic school year to conduct business of the organization. Additional Executive Board meetings may be held at the discretion of the President for special purposes. All meetings of the PTO Board are open to the general membership. In addition, each academic semester, one general PTO meeting shall be held – usually in conjunction with a school performance – to provide a general report on PTO activities to the general membership in attendance.

Section 3 - For all PTO meetings in which business is conducted, the President or Vice-President must attend and preside, along with a quorum of the Executive Board. A quorum shall consist of a simple majority of the PTO Executive Board. The PTO Secretary shall act as secretary of all meetings of the Executive Board, but in the absence of the Secretary, the presiding officer may appoint any person to act as secretary of the meeting.

Section 4 - All meetings and business of the PTO Board shall be conducted according to Robert's Rules of Order, when not inconsistent with the Bylaws. The PTO adheres to all AEE rules and regulations.

ARTICLE VI – OFFICER SELECTION AND INSTALLATION

Section 1 - The Executive Board:

The Executive Board of the PTO (the "Executive Board") shall consist of the School Principal, the immediate Past President of the PTO and the following PTO Officers: President, Vice President (also known as "President Elect"), Secretary, Treasurer and four other at-large members.

The Executive Board is responsible for the day-to-day management of the PTO and each member in good standing has full voting rights for all PTO business decisions. In the event that a Board member holds multiple positions, only one vote per person may be counted.

The Executive Board may remove from office by majority vote any Officer of the PTO Board for failing to perform his or her requisite duties on the PTO Board or for violating school policy, school rules, or Archdiocesan guidelines. A vacancy in any office, because of death, resignation, removal, disqualification or otherwise, may be filled for the remaining of the school year.

Section 2 - The Nominating Committee:

The nominating committee of the PTO (the "Nominating Committee") shall consist of the current President, current Vice-President, and the Secretary. If one of these persons is unable to serve in this capacity, the Principal has authority to appoint an additional person to the Nominating Committee. This committee shall consider interested candidates and select a candidate for each available PTO office. If more than one person is interested in serving in the same office, the Nominating Committee shall discuss and vote on its recommendation or in the event of a split decision, may bring the matter for vote before the Executive Board.

The Nominating Committee will present a recommended slate of officers at a PTO Board meeting held at least one month prior to the scheduled installation of new officers (in either March or April of the school year).

Section 3 - Eligibility, Selection, and Installation of Officers:

In February of each school year, an announcement shall be published in the school website and Facebook page about available positions on the Executive Board.

PTO members are eligible for office if they are members in good standing as determined by the Nominating Committee.

Members are eligible for the office of Vice-President and President only if they have previously served on the Executive Board for at least one year, or have other previous experience on PTO Committees and have the approval of the School Principal and Nominating Committee to hold the office. Except in extenuating circumstances, candidates for the office of President must have served as Vice-President for at least a portion of the immediately preceding school year.

Candidates for the office of Treasurer must have some previous financial or bookkeeping training, education, or experience.

The Nominating Committee's proposed slate of officers will be introduced at a PTO Board meeting in the second semester of the school year with prior notice given to PTO members via the school website/Facebook page.

The Executive Board and any other PTO members who attend the Executive Board meeting shall be eligible to vote on the proposed slate of officers presented by the Nominating Committee.

The President will then present the approved slate of Officers to the Principal for final approval before Installation.

The Principal will install the approved PTO officers for the following school year during the end of the school year program held in May of each year.

The new Executive Board will learn their responsibilities and will assume their official duties on or before the last day of school after Installation occurs.

Section 4 - Terms of Office:

The term of each office shall be one year, with the exception of Treasurer, which shall have a 2-year term.

ARTICLE VII – OFFICER DUTIES

Section 1 - President:

The President works in conjunction with the Principal to further the objectives of the PTO. The President shall:

- a. preside and preserve order at all PTO meetings,
- b. provide an agenda for such meetings based upon communication with the Principal and Committee Chairs,
- c. act as Chair of the Executive Board, be a member of all PTO committees,
- d. approve expense reports and check requests from PTO members for PTO expenses,
- e. approve information from committees for publication in school website, as needed,
- f. meet monthly during the school year with the Principal to discuss ongoing PTO business, and
- g. at the end of the term, assist the President-Elect with transition to office of President.

Section 2 - Vice-President/President-Elect:

The Vice President/President-Elect (the “Vice President”) shall:

- a. serve as an aide to the President and officiate in his/her absence,
- b. assist the School in the annual “Grandparents’ Day” event,
- c. assume the office of President for the remaining term if the office becomes vacant, and
- d. assume the office of President the following school year after serving as Vice-President.

Section 3 - Secretary:

The Secretary shall:

- a. record the attendance and minutes of each meeting of the Executive Board and provide copies to the President and Vice-President within 48 hours of each meeting,
- b. publish the PTO meeting minutes, after review by the President and/or Vice-President, on the school website, and include notice of the next PTO meeting date and time,
- c. keep a readily-available copy of the minutes, meeting agendas, bylaws, code of conduct, PTO forms, and any other necessary documents or supplies and bring them to meetings, and
- d. perform other duties as assigned.

Section 4 - Treasurer:

The Treasurer shall:

- a. work with the President to establish a PTO Proposed Budget for the School year before the first meeting is held,
- b. keep accurate records of all receipts and expenditures of money by the PTO, and reconcile such records with the School business manager’s records periodically through ongoing communications with School business manager,

- c. prepare and present a financial report, including year-to-date expenditures and income received, at each Executive Board meeting,
- d. maintain and provide upon request updated expense reimbursement or "check request" forms for all PTO-related expenses, and have authority to approve such expenditures for reimbursement,
- e. request cash box(es), as needed, from the School business office for PTO events,
- f. adhere to the policies and procedures described in the Treasurer's binder, and
- g. maintain the Treasurer's binder in good order and provide it to the new Treasurer for transition into this office.

Section 10 - All Officers:

In addition to the enumerated duties for each specific Officer position, all Officers are required to:

- a. attend the back-to-school events at the beginning of each school year as volunteers, unless extenuating circumstances exist and advance notice is given to the President,
- b. attend a minimum of five (5) monthly PTO Board meetings, including at least 2 meetings in each semester of the school year, and when unable to attend, submit an oral or written report of any recent PTO business to the President,
- c. stay informed of the ongoing School and PTO business by reading school and PTO communications (i.e. newsletters, IRIS Alerts, emails from the PTO President, etc.).

ARTICLE VIII – COMMITTEES

Section 1 – All PTO committees are coordinated through the PTO Executive Board and are formed for the primary purpose of sponsoring projects and events that benefit the School or a School-sponsored community service. A committee shall be made of parent volunteers and led by at least one Committee Chairperson.

Section 2 – Special committees shall be appointed from time to time as deemed appropriate by the PTO Board to promote objectives of the organization and to carry out its work.

Section 3 – Committee Chairpersons shall be appointed among School-approved volunteers. The Chairperson of each committee shall present reports to the Executive Board during Board meetings, and provide additional oral or written reports as requested by the President.

ARTICLE IX – AMENDMENTS OF PTO BY-LAWS

The Bylaws shall be distributed to Executive Board members for review at the beginning of each school year.

Bylaws may be amended at any PTO Executive Board meeting by a two-thirds (2/3) vote of the PTO Executive Board present and entitled to vote, provided such amendments have been presented in writing and approved by the Principal.

The Bylaws may be amended no more often than ONCE every year with the exception of required AEE changes in School Policy. A copy of the Bylaws is available from the PTO Secretary upon request.