

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Parent Involvement

Series: K01

Reference: 126 CSR 11A

Issued: March 13, 1975

Revised: August 14, 1990

Revision Number: 1

1.01 Parent-Teacher Associations. Local parent-teacher associations may be organized and shall be considered as auxiliaries to the public schools. The form of organization and objectives of local associations shall conform, in the main, to suggestions outlined by the National Congress of Parents and Teachers. Local associations shall be permitted to hold regular meetings in the school buildings. The following schedule shall be observed in scheduling regular meetings: senior high school/1st-7th of month; junior high school/8th-14th of month; elementary school/15th-21st of month. Teachers are expected to attend parent-teacher association meetings unless excused by the principal.

1.02 Parent Involvement Councils. Local Parent Involvement councils (formerly Parent Advisory councils) shall be organized in the public schools.

1.03 Purpose of Parent Involvement Councils. The purpose of Local Parent Involvement Councils shall be:

- (a) To involve parents more closely in: educational affairs; operation of individual schools; and, the school system as a whole.
- (b) To involve parents in a meaningful advisory capacity in important decisions relevant to the schools.
- (c) To develop better understanding between home and school personnel.
- (d) To create parental and community awareness of school instructional programs.

1.04 Organization of Parent Involvement Councils. Parent Involvement Councils shall be organized as more particularly set forth in the *Kanawha County Schools Bylaws For Parent Involvement Council*, included as Appendix A of this policy.

1.05 Executive Committee of Parent-Teacher Association May Serve as Parent Involvement Council. Upon the approval of the membership of a parent-teacher association its executive committee

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may serve as a Parent Involvement Council in a manner consistent with the provisions of Section 1.03 and Appendix A of this policy.

1.06 Parent Involvement Resource Team. The Superintendent shall appoint a committee to be known as the Parent Involvement Resource Team which may be composed of the following:

- Parents
- Community People
- Minorities
- Educators
- PIC Members
- Retired Educators
- Administrator

The purpose of this team shall be to, upon request, serve as a resource to local parent involvement councils and principals.

1.07 Annual Evaluation of Strengths and Weaknesses. The Superintendent shall cause a review of the parent involvement component of school improvement plans to be made on an annual basis and may, on the basis of identified strengths and weaknesses of this policy, make recommendations for any indicated revisions to this policy.

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APPENDIX A

**Kanawha County Schools
Bylaws For Parent Involvement Council**

ARTICLE I: NAME

The name of this organization shall be the _____ school
Parent Involvement Council.

ARTICLE II: FUNCTIONS

Section 1. Purpose. The purpose of the Parent Involvement Council shall be to work closely with the school staff to plan for a more relevant school program which will further the educational opportunities and achievement of students. In pursuing this objective, the Parent Involvement Council shall have the following functions:

- (1) To conduct a regular needs assessment of the school community and identify major areas of concern related to the school program. These concerns may include, but are not limited to, transportation and safety, curriculum, student behavior, school services, parent training, and use of school facilities.
- (2) Based on this needs assessment, to develop and recommend building level goals and objectives for improved educational programs and use of school resources.
- (3) To work with the school staff in designing curriculum and administrative procedures which will facilitate the goals and objectives.
- (4) To work to mobilize and coordinate the resources of the community in providing expanded educational opportunities for students.
- (5) To promote more effective home-school relationships by facilitating open communication between the school staff, parents, and other community representatives.

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- (6) To assist in the development of the parent involvement component of school improvement plans. Such parent involvement may include: training for parents and school personnel to develop partnership skills; school activities which involve parents; activities for parents to assist their children at home; or, strategies for parents to become active in the decision making process.

Section 2. Advisory Function. The Parent Involvement Council can and should be invited to participate in all major phases of a school's operation. However, the Council is designed primarily as an advising, coordinating, and facilitating body, and the school is not bound to abide by Council recommendations. The Council shall have no direct powers to enter into contracts or to represent the school in any debt, liability, or obligations without express written authorization from the Kanawha County Board of Education.

ARTICLE III: MEMBERSHIP

Section 1. Composition. The Parent Involvement Council shall be composed of at least five (5) parent representatives. These parent Council members should reflect the geographic, economic, and ethnic makeup of the school community. The parent representatives shall make up at least a majority of the Council.

- (1) The school principal will serve as an ex-officio, non-voting member of the Council. Two (2) staff members will serve on the Council. Such staff members may be either serve or professional personnel and shall be selected by the school staff.
- (2) At least one representative from each of the presently established school committees (PTA, Homeroom Mothers, Chapter I, Booster, Community Education Advisory, etc.) may be invited by the Parent Involvement Council to serve on the Council. This will facilitate mutual understanding and cooperation among the groups.

Section 2. Selection of Members. Council members shall be selected by parents living in the school attendance area. If all Council memberships are not filled, the council may appoint parent representatives to fill such vacancies. All appointments are subject to approval by majority vote.

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Section 3. Term of Office. All members of the committee shall serve for a two-year term. However, in order to achieve staggered membership, one half of the Council members shall serve for a one-year term during the first year of the Council. After the first year, all terms shall be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms.

Section 4. Voting Rights. Each member of the Council shall have one (1) vote. Proxy voting and absentee ballots are not allowed.

Section 5. Termination of Membership. Membership shall be terminated after absences from three (3) consecutive regularly scheduled Council meetings.

Section 6. Vacancy. Any vacancy on the Council shall be filled for the remainder of the term through appointment by the school Council with approval by a majority of the council members.

ARTICLE IV: OFFICERS

Section 1. Officers. The officers of the Parent Involvement Council shall be a Chairperson, Vice-Chairperson, Secretary, and other such officers as the Council may deem appropriate.

Section 2. Election and Term of Office. The officers of the Parent Involvement Council shall be elected by the membership for a one (1) year term.

Section 3. Vacancy. A vacancy in any office may be filled by the Council by election to the unexpired term.

- (1) Chairperson. The Chairperson shall be selected from the parent representatives. He or she shall preside at all meetings of the council and may sign all official letters, reports, and other communications. In addition, he or she shall perform all functions deemed necessary to the office of Chairperson and such other duties as may be assigned by the Parent Involvement Council from time to time.

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- (2) Vice-Chairperson. The Vice-Chairperson shall represent the Chairperson during his or her absence and shall perform such other duties as may be assigned.
- (3) Secretary. The secretary will keep the minutes of all Council meetings, notify Council members and community representatives of upcoming Council activities, be responsible for all Council correspondence, and publish the minutes in the school. The Secretary shall also perform all duties of the Chairperson or Vice-Chairperson in his or her absence.

ARTICLE V: COMMITTEES

Section 1. Standing and Special Committees. The Parent Involvement Council may establish and abolish standing or special committees as it considers appropriate. Committee Chairpersons shall be appointed by the Chairperson of the Council.

Section 2. Membership. Unless otherwise determined by the Council, committee members shall be selected by the Committee Chairperson with the approval of a majority of the Council members.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings. The Parent Involvement Council shall hold a minimum of four (4) regularly scheduled meeting during the school year. The date, time, and location of such meetings shall be decided at the first Council meeting of each year. The first meeting will be in September.

Section 2. Special Meetings. Special meetings may be called by the Chairperson or by a majority vote of the Council.

Section 3. Notice of Meetings. Prior notice of all regular and special meetings must be given to the Council members, school principal, and other interested persons at least one week prior to the meeting date.

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Section 4. Public Meetings. All regular and special meetings of the council shall be open to the public and to members of the school community.

Section 5. Quorum. A majority of the voting membership will constitute a quorum. Decisions of the Council must be made by a majority of the members attending, providing a quorum is present.

Section 6. Conduct of Meetings. All regular and special meetings of the Council shall be conducted in accordance with Robert's Rules of Order, or an appropriate adaptation thereof, that has been approved by the Council.

ARTICLE VII: AMENDMENTS

Section 1. These bylaws may be amended at any time by a two-thirds (2/3) vote of the Parent Involvement Council members, provided that the amendment is to further carry out the functions of the Council as expressed in Article II.

Section 2.

In witness whereof, the Principal of _____ School and the Chairperson of the _____ School Parent Involvement Council have caused these bylaws to be duly executed on the ____ day of _____, 19__.

Signed _____
Principal
_____ School

Signed _____
Chairperson
Parent Involvement Council
_____ School