USD 417

Parent Involvement Policy

2014-2015

*USD 417 employees, parents, and patrons through their cooperative efforts assure district students of the knowledge, skills, and attitudes necessary to develop into lifelong learners who respect themselves and others, contribute to their communities, and succeed in a changing world.*

USD 417, in accordance with the action taken by the Kansas State Board of Education, endorses the six National Standards for Family-School Partnerships. These standards include: (1) Welcoming all families into the school community, (2) Communicating effectively, (3) Supporting student success, (4) Speaking up for every child, (5) Sharing power, (6) Collaborating with community. USD 417 will strive to meet these standards in the following manner.

PART I. PARENT INVOLVEMENT POLICY **REQUIRED** COMPONENTS

A. USD 417 will jointly develop/revise with parents the school parent involvement policy and distribute it to parents of participating children and make available the parent involvement policy to the local community.

(NSFSP: 1-6)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS | Enrollment | August | Kelly McDiffett |
| CGMS | Enrollment | August | Estes/Honas |
| PHMS | Enrollment | August | Schrader |
| CGES | Enrollment | August | Estes/Honas |
| PHES | Enrollment | August | Schrader |

B. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the rights of the parents to be involved;

(NSFSP: 1, 2, 4)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS |  |  |  |
| CGMS | Poetry Night | April | Colleen Booker , Tonya Nyman, CGMS staff |
| CGES | Back-to-School Night and Parent/Teacher Conf.  Spring Parent Meeting-Journeys | August/October  March 25 (in the fall next year) | Michele Hayes  Michele Hayes |
| PHES | Back-to-School Night and Parent/Teacher Conf.  Spring Parent Meeting-Journeys | August/October/  February  March 25 (in the fall next year) | Stacy Furman  Michele Hayes and Stacy Furman |
| PHMS | Back-to-School Night and Parent/Teacher Conf. | August/October | Kacie Evans |

C. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

(NSFSP: 1, 2)

*This is a goal for our Title I buildings-second semester.*

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS |  |  |  |
| CGMS |  |  |  |
| PHMS | Family Fun Night, PTO,  Site Council |  | Lori Pollock  PTO President  Teacher Reps. |
| CGES | Dr. Seuss Family Reading Night  Journeys Meeting | March  March (in the fall next year) | Robin Frye  Michele Hayes |
| PHES | PTO  Site Council |  | PTO President  Teacher Reps. |

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvements of the school policy under section 1112, schoolwide under section 1114 and the process of the school review and improvement under section 111.

(NSFSP: 2, 3, 5)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS | Family Partnership Survey (Site Council) | Sept. Site Council Meeting 9-3-13 | Kelly McDiffett |
| CGMS | Family Partnership Survey (Site Council) | Sept. Site Council Meeting - Oct. | Mike Estes |
| PHMS | Family Partnership Survey (Site Council) | Sept. and Oct. Site Council | Cynthia Schrader |
| CGES | Family Partnership Survey (Site Council)  Communicating with Families Survey | Sept. Site Council Meeting - Oct.  February (to drive activities for the following year) | Mike Estes  Michele Hayes |
| PHES | Family Partnership Survey (Site Council)  Communicating with Families Survey | Sept. Site Council  Oct. Site Council  February (to drive activities for the following year) | Cynthia Schrader  Michele Hayes |

E. If the school-wide/district wide policy is not satisfactory to the parents of participating children, submit any parent comments on the policy when the school makes the policy available to the local educational agency.

(NSFSP: 5)

*Currently N/A*

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS |  |  |  |
| CGMS |  |  |  |
| PHMS |  |  |  |
| CGES | Policy put on website and shared in August 2014. | August | Stacy Furman |
| PHES | Policy put on website and shared in August 2014. | August | Stacy Furman |

F. USD 417 will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Kansas (i.e., Kansas Parent Information Resource Center).

(NSFSP: 6)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS | Website  Seminar Advising Plan (initial contacts) | ongoing  First 2 weeks of school year | Martha House  Kelly McDiffett |
| CGMS | Website  School Newsletter  PTO/Site Council and Back-to-School Night and Parent-Teacher Conferences | ongoing  Sept. newsletter  Sept. meeting  August/October | Michele Hayes  Hayes/Estes  Mike Estes |
| PHMS | Website  School Newsletter PTO/Site Council Back-to-School Night and Parent-Teacher Conferences | ongoing  Sept. newsletter  Sept. meeting  August/October | Cynthia Schrader |
| CGES | Website  School Newsletter  PTO/Site Council  Back-to-School Night (annual meeting) and Parent-Teacher Conferences | ongoing  Sept. newsletter  Sept. meeting  August/October | Michele Hayes  Stacy Furman  Hayes/Estes  Mike Estes |
| PHES | Website  School Newsletter  PTO/Site Council  Back-to-School Night (annual meeting) and Parent-Teacher Conferences | ongoing  Sept. newsletter  Sept. meeting  August/October | Cynthia Schrader  Stacy Furman |

PART II **REQUIRED** SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parent involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child’s achievement.

-Provide frequent reports to parents on their children’s progress; and

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities.

(NSFSP: 2, 3, 5)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS | Seminar Advising Plan (initial contacts)Seminar Advising Plan (Spring Pre-Enrollment Conference | first 2 weeks of school  March | Kelly McDiffett  Kristen Gant |
| CGMS | Parent/Teacher Conf.  AIMSweb Benchmark Testing | October/February  Fall, Winter, Spring | Classroom Teachers  Classroom Teachers |
| PHMS | Parent/Teacher Conf.  AIMSweb Benchmark Testing  Student Agenda  Weekly Eligibility  AR online  “Parents are encouraged to visit school.”- Handbook | October/February  Fall, Winter, Spring  Ongoing  Weekly  Ongoing  Ongoing | Classroom Teachers and Staff |
| CGES | Elementary Parent School Compact  Parent-Teacher Conferences  Benchmark Testing  PTO Parent Sign-up list | August  1st Day of School  October/February  Fall, Winter, Spring  August | Michele Hayes  Stacy Furman  Classroom Teachers  Heather Honas  Mike Estes  PTO President |
| PHES | Elementary Parent School Compact  Parent-Teacher Conferences  Benchmark Testing  AR Online  Agenda (2nd-4th)  PowerSchool (3rd-4th) | August  1st Day of School  October/February  Fall, Winter, Spring  Ongoing  Ongoing  Ongoing | Stacy Furman  Homeroom Teacher |

BUILDING CAPACITY **REQUIREMENTS** FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part-

a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children;

(NSFSP: 2)

\*Mr. Conwell’s articles have served as a communication about the new standards and assessments.\* This will be a focus this year as we transition.

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS | Fall Parent-Teacher Conference | November | Kelly McDiffett/Kristen Gant |
| CGMS | Shared building report cards, new assessment information at Site Council  Olweus Bullying Parent Information Meeting | November  January 27, 2014 (will be done annually) | Mike Estes  Mike Estes and Olweus committee |
| PHMS | MTSS Parent Letters  School Website  Parent/Teacher Conf.  Parent Meetings  Newsletters | Fall, Winter, Spring  Ongoing  October, February  As Needed  Monthly | Teachers  Staff  Teachers  Staff  Principal |
| CGES | Shared building report cards, new assessment information at Site Council  Olweus Bullying Parent Information Meeting | November  January 27, 2014 (will be done annually) | Mike Estes  Mike Estes and Olweus committee |
| PHES | MTSS Parent Letters  Website  Parent/Teacher Conference  Newsletter | Fall, Winter, Spring  Ongoing  October, February  Monthly | Teachers  Staff  Teachers  Principal |

b. Shall provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training, math training, and using technology, as appropriate, to foster parental involvement;

(NSFSP: 3)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS | Enrollment tech support- How to access calendar and how to access PowerSchool | August | Kelly McDiffett |
| CGMS | Had parents take the SBAC at Site Council  Future: guided by parent survey |  | Mike Estes  Heather Honas |
| PHMS | Parent/Teacher Conf.  KPIRC Resources  Summer Reading Programs Information  Future: guided by parent survey | Oct. & Feb.  Ongoing  May Newsletter | Teachers  Teachers  Kacie Evans |
| CGES | Had parents take the SBAC at Site Council  Future: guided by parent survey |  | Mike Estes  Heather Honas  Stacy Furman |
| PHES | Parent/Teacher Conf.  KPIRC Resources  Summer Reading  Programs Information Summer School  Future: guided by parent survey | Oct. & Feb.  Ongoing  May Newsletter  Summer | Teachers  Teachers  Interrelated Staff  Stacy Furman |

c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

(NSFSP: 5)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS | Seminar Advising Plan | Initial Contact | Kelly McDiffett |
| CGMS | Site Council  DAC  Olweus Bullying Program  Facebook | Ongoing | Committee Members  Mary Myers and CGMS staff |
| PHMS | PTO  Site Council  DAC | Ongoing | Committee Members |
| CGES | Site Council  DAC  Olweus Bullying Program | Ongoing | Committee Members |
| PHES | PTO  Site Council  DAC  Olweus Bullying  Program | Ongoing  Ongoing | Committee Members  Committee Members |

d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, The Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resources centers, that encourage and support parents in more fully participating in the education of their children;

(NSFSP: 6)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS |  |  |  |
| CGMS |  |  |  |
| PHMS | Provide information and contact for Early Childhood Education Resources  Transitional Meetings | Ongoing  Aug and May | Early Childhood Committee  Teachers and Staff |
| CGES | At-Risk Preschool Program |  | MIke Estes  Heather Honas |
| PHES | Kindergarten Roundup  Preschool Screening Early Childhood Committee  At-Risk Preschool Program | Spring  Spring  Ongoing  Ongoing | PHES Staff  Angie Watts/Shari Barber-Meade  Committee Members  Angie Watts |

e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand.

(NSFSP: 2)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS | Materials for Parents are translated and interpreter provided to meet needs of Seminar Advising Plan | all year | Kelly McDiffett/Kristen Gant/Michele Hayes(Heid Grant next year) |
| CGMS | Materials for Parents are translated and interpreter provided to meet all needs | all year | Michele Hayes (Heidi Grant next year) |
| PHMS | Materials for Parents are translated and interpreter provided to meet all needs | all year | ESOL Staff |
| CGES | Materials for Parents are translated and interpreter provided to meet all needs | all year | Michele Hayes (Heidi Grant next year) |
| PHES | Materials for Parents are translated and interpreter provided to meet all needs | all year | ESOL Staff |

f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

(NSFSP: 1)

g. May involve parents in the development of training for teachers, principals, and other educators to improve effectiveness of such training; (NSFSP: 4, 5)

h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training; (NSFSP: 2, 3)

i. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions (NSFSP: 1)

j. May train parents to enhance the involvement of other parents; (NSFSP: 1, 4)

k. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (NSFSP: 1)

l. May adopt and implement model approaches to improving parental involvement; (NSFSP: 1, 4)

m. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section; (NSFSP: 5, 6)

n. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (NSFSP: 5, 6)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS | Seminar Advising Plan | throughout the year | respective Seminar Teacher |
| CGMS | Site Council  Olweus  Parent/Teacher conferences  Back to school Night  DAC  PTO  DPT | Ongoing | Mike Estes  Heather Honas  Michele Hayes  Stacy Furman  Staff Members |
| PHMS | Site Council (f, m)  Olweus (g, m, n)  CI3T (g, m)  Parent/Teacher Conf (k, n)  Back to School Night (k)  DAC (m)  PTO (m)  DPT (m) | Ongoing  Ongoing  2013-2014  Oct. and Feb.  Aug.  Ongoing  Ongoing  Ongoing | Committee Members  Staff, & Community  Staff  Committee Members |
| CGES | Back to School Night  Annual Meeting  Parent/Teacher conferences  DAC  PTO  DPT | Ongoing | Mike Estes  Heather Honas  Michele Hayes  Stacy Furman  Staff Members |
| PHES | Site Council (f, m)  Olweus (g, m, n)  CI3T (g, m)  Parent/Teacher Conf. (k, n)  Back to School Night (k)  DAC (m)  PTO (m)  DPT (m) | Ongoing  Ongoing  2013-2014  Oct. and Feb.  Aug.  Ongoing  Ongoing  Ongoing | Committee Members  Staff & Committee  Staff  Committee Members |

PART III ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children and limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

(NSFSP: 4)

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| **School** | **Activity** | **Date Due** | **Contact Person** |
| CGHS | Planning of Communication-  Seminar Advising Plan created in partnership with Site Council | Plan created in Spring for following year | Kelly McDiffett |
| CGMS | Newsletters  Translators | Quarterly  As needed | Mike Estes  Michele Hayes  Heid Grant |
| PHMS | Parent Newsletter  Translation or Interpreter | Monthly  As needed | Cynthia Schrader  ESOL Staff |
| CGES | Parent Newsletter  Translators | Each month | Michele Hayes  Heidi Grant |
| PHES | Parent Newsletter  Translation or Interpreter | Each month | ESOL Staff |

PART IV ADOPTION

This USD 417 Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent Involvement Policy was developed by USD for 417 on \_\_\_\_\_\_\_\_\_\_ and will be in effect for the period of the school year. The school will distribute the Parent Involvement Policy to all parents of participating Title I children and make it available to the community on or before \_\_\_\_\_\_\_.

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(Signature of Title I Authorized Representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

These parents were involved with the development of this document:

District Academic Council representatives

District Planning Team representatives