

Pine Point School

Title I

**Parent Involvement Plan
Procedures**

2014-2015

District Title I Parent Advisory Committee

Ron Litzau – District Assessment Coordinator

Christopher Schulz – School Administrator

Alvina Fairbanks - Parent

Thomasa Hardy – Parent

Ray Roberts – Parent

Robin Smith – Parent

Becky Wilkins - teacher

District Title I Professional Staff

Christopher Schulz - School administrator

Ron Litzau – District Assessment Coordinator

Holly Nelson – Title Teacher

District Title I Parent Involvement Plan

2014-2015

STATEMENT OF PURPOSE

The Pine Point School District is committed to the goal of providing quality education for every child. The Pine Point district recognizes that parent involvement in children's learning is positively related to achievement, attitudes, and social behavior. Our goal is to establish partnerships with parents and the community through a Parent Involvement Plan. Pine Point School recognizes the important role Parents play in their child's education. Their support is critical to the academic success of their child. The Pine Point School recognizes that some students may need the extra assistance available through the Title I program to reach their academic goals. The Pine Point School District will include parents in all aspects of the district's Title I program.

PART I. DISTRICT EXPECTATIONS

*Each school district must establish the district's expectations for parent involvement.
[Section 1118(a)(2), ESEA.]*

The Pine Point School District will implement the following requirements:

- The Pine Point School District will develop programs, activities, and procedures for the involvement of parents in its school Title I program. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- The Pine Point School District will work to ensure that the required school-level Parent Involvement Plan meets the Title I requirements to include, a school-parent compact.
- The Pine Point School District will incorporate the Parent Involvement Plan into the district plan.
- The Pine Point School District will provide participation activities for parents with children of limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent possible, in a language parents understand.
- If the Pine Point Schools' plan for Title I is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to Minnesota Department of Education.
- Pine Point School will inform parents and parent organizations of the purpose and existence of the Parent Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

PART II. DISTRICT PARENT INVOLVEMENT PLAN REQUIRED

Pine Point School District will take the following actions to involve parents in the joint development/revision of its district parent involvement plan:

The Pine Point School District will develop its Title I Parent Involvement Plan under the guidance of the Title I Parent Advisory Committee. The Parent Advisory Committee (PAC) will consist of one or more parents representing the Title I school wide program. The PAC will be chosen from volunteers from the attendance area within our district. Special attention will be given to recruiting parents of children in the Title I program. District Native American home-school liaisons and the district Homeless Liaison will also be invited to attend PAC meetings. The duties of the PAC will be to assist with the development, implementation, and evaluation of the Parent Involvement Plan and activities, to help with the annual evaluation of Title I programs, and to assist in the development and design of Title I programs and activities.

How will parents be included in development/revising the parent involvement plan?

The PAC meets at least once monthly to review and revise the Parent Involvement Plan on an on-going basis. At the April PAC meeting the participants will make any final adjustments. Any suggested revisions will be finalized, and copies will be sent to PAC members for a final review and adoption. Copies will be distributed to PAC members and district personnel. The plan will be available to families upon enrollment and at any time in the school office. The plan will also be made accessible on the district website.

The Pine Point School District will involve parents in the joint development of district plan, review and improvement [i.e. district plan, section 1112, schoolwide section 1114, and/or school improvement section 1116];

How will the district involve parents in the joint development of the Title I plan?

Informing Parents of the School Report Card

In the district “Annual Report of Curriculum, Instruction, and Student Achievement”, all district residents are informed of schools’ or district assessment and school improvement results. Local media/newspaper resources also carry the results. Each school informs their parents of their results and how to access their school report cards online. The PAC receives training annually in accessing school report cards and teacher licensure information online. Yearly, the district will send parents directions for accessing the report cards on the state website and will send paper copies of the school report cards home when requested.

Informing Parents if the District is Identified as Needing Improvement

If the district does not make AYP, test results will be analyzed to determine which subgroups in the school did not make AYP. Parents of children in these subgroups will be provided with an individual explanation of the results and measures for improvement.

Conducting Staff Development for Implementing Effective Strategies for Parental Involvement

The district Title I budget provides funds for teachers and paraprofessionals to attend professional workshops and in-services that provide training in effective parental involvement. Title I staff participate in the following workshops:

- Reading
- Math
- Assessment training

In addition, the district provides American Indian home-school liaisons who assist teachers in understanding and working with American Indian families. Within the School-wide Plan, there is a parent involvement component. Parent Involvement goals are tied to the school's academic and climate goals, which are based on test data. Activities planned are intentional attempts to assist parents in helping their children meet specified school improvement goals.

How will the district inform parents of school report card?

In the district "Annual Report of Curriculum, Instruction, and Student Achievement", all district residents are informed of schools' or district assessment and school improvement results. Local media/newspaper resources also carry the results. Pine Point School informs it's parents of their results and how to access their school report cards online. The PAC receives training annually in accessing school report cards and teacher licensure information online. Pine Point will send parents directions for accessing the report cards on the state website and will send paper copies of the school report cards home when requested.

How will the district conduct staff development for implementing effective strategies for parental involvement?

The Pine Point School will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance:

The Parent Advisory Committee, the school administrator and the Title teacher will offer technical assistance and support by:

- developing educational activities and materials Family Fun Day/Nights and informational classes for parents relating to school test data and academic goals.
- Participation in and assistance with school wide functions [i.e. Family Fun Day/Night, open houses, D.E.A.R. (Drop Everything and Read) Days, Renaissance Program (Accelerated Math and Reading)] Nights for Parents.
- Locating and sending out articles and handouts about effective parental Involvement - families and teachers

- Planning and facilitation of a School Orientation Day, the first day of school in the district, for parents and students, when Title I school program information is given to parents
- Providing strategies for teachers on how to work most effectively with Native American students and families
- Providing home-school liaison to offer suggestions and training for school staff members regarding American Indian culture, heritage, and learning styles
- Attending parent meetings at schools, if needed
- Providing media for use by teachers that support effective parental involvement
- Maintaining the Title I Data Record, the DIBELS Online Data System
- Assisting schools in surveying parents annually regarding the effectiveness of their school's Title I program.

The Pine Point School will build the schools' and parents' capacity for strong parent 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 school district will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Title I,
- how to monitor their child's progress, and
- how to work with educators.

Assistance to Parents

- **State Academic Content Standards** – Pine Point School will have copies of the grade-level district learner outcomes, which are aligned to the state academic standards, available to parents during the fall school orientation meetings and at any time the outcomes are requested during the school year. Parents not attending orientation request a copy of the standards at any time.
- **State and Local Assessments** – The school district has a continual process of training teachers, through a series of N.W.E.A. workshops, on how to accurately and effectively explain Measures of Academic Progress assessment results to parents. Classroom teachers will explain students' Measures of Academic Progress assessment results to parents at individual parent/teacher conferences. In addition, parents will receive handouts containing their child's assessment results in graph form, including an explanation of what the results mean. Teachers will also share STAR assessment results with parents at conferences, and will provide paper copies with explanations of these results. Letters are sent to parents prior to the MCA-II Assessment window, explaining the assessment and its purposes. Parents of students requiring an alternative assessment are informed of this option during a private conference. MCA-II results and an explanation letter are mailed to parents when student test results arrive in the district.

- **The Requirements of Title I** – Parents are informed of their school’s School-wide status and what this means during information sessions on Orientation Day. Regular contact is maintained between the parents of children receiving assistance and the school’s Title I staff. Title I staff participate in parent/teacher conferences twice yearly as requested by the classroom teacher.
- **Parent/School Compacts** – Compacts are completed, explained, and signed, when possible, at a conference with the classroom teacher, parent(s), and the student in the fall of the year. If parents do not attend conferences, further attempts are made to obtain parent signatures on compacts, and then the compact is initiated. Compacts contain specific, measurable goals on which all parties involved will work. Compacts are revisited and revised yearly.
- **Monitoring Children’s Progress** – Parents in the school district are offered a copy of the state standards and district academic outcomes for their children at the school fall orientation. They are encouraged to read through the standards, and to monitor the progress of their children continual communication with the teacher and school personnel. The Pine Point Title teacher will keep records on student progress. Reports to parents are sent home periodically for parental review. Student assessment scores are also given and explained to the parents by the classroom teacher at parent/teacher conferences in the fall and the spring. Student grades are available to parents on-line as a way for parents to monitor their student’s progress from home.
- **How to Work with Educators** - Monthly newsletters from the district to parents of Pine Point students are sent home. The newsletters contain information on school activities to include ideas on home/school communication and helpful hints for parents on how to work with educators.

Activities for Parents

As part of the School-wide Plan, parent involvement activities are scheduled monthly designed to solicit parent involvement in the school setting. These activities provide families with a place to enjoy a safe, fun and informational environment.

- Title I Math and Reading Nights are held in conjunction with Family Fun Nights. Activities are planned and organized by the Title I teacher, administration, and the Parent Advisory committee, which include items parents can use at home with their children. Staff members help run the event, and the school provides a meal for families.
- Evening information sessions in the areas of reading and math are held free-ofcharge for parents at district schools, during the schools’ scheduled family nights. The sessions are facilitated by the Title I teacher.
- Fall Orientation Day is held for families on the first day of elementary school. Parents are offered a copy of the district academic outcomes. Title I School-wide programming is explained, and parents are able to share concerns and ask questions of the classroom and Title I teacher.
- “Family Nights” are held at the schools in conjunction with conferences. The school selects its focus for the “Family Night. Informational sessions for parents, involving unique school programming focuses such as Accelerated Math, Accelerated Reading, the discipline program, or 21st century Literacy skills .
- A monthly district newsletter is sent out to parents, which includes tips on working with educators, parent volunteering, and working with children at home.
- The school district website is maintained by district staff members, and includes information about school activities and other resources for parents.

- The district a home-school liaison to work with families and students to provide support and advocacy services.
- Computer access is available to parents upon request at Pine Point School.
- The online parent portal, where parents can access their children's grades and information provided by the teacher, is maintained by school personnel.
- Parents are surveyed annually regarding the effectiveness of their school's Title I Program.

B. The school district will, with the assistance of its Title I 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:

Training and Materials for Parents - The school district will meet this goal by:

- Implementing activities for annual Math and Reading Nights or informational classes for parents relating to parental support of students' reading and math skills
- Developing materials for, and creating Parent Kindergarten Packets, which are given to parents annually at fall parent/teacher conferences, containing suggestions of activities for how to work with kindergarteners at home
- Participating in and assisting with school and family Title I and schoolwide functions [i.e. Family Night, open houses, D.E.A.R. (Drop Everything and Read) Days, Renaissance Program (Accelerated Math and Reading)] Nights for Parents
- Providing training conducted by district staff members in using the online Pearson "Family Perspectives" MCA-II practice program.
- Providing free parenting brochures located in the main office

C. The school district will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, 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:

Activities for School Staff Members in Working Effectively with Parents

The Title I teacher is able to participate in workshops which provide information on effectively working with parents and families. Classroom teachers and paraprofessionals are provided with handouts and brochures on effectively working with parents. Title I teacher will hold meetings with district staff where parental involvement is periodically discussed. Effective Communication with parents is a continual goal for teachers. A workshop on effective parent/teacher conferences and parent communication will be provided annually for district teachers.

D. The school district will coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs,

and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

Members of the District PAC invite parents from programs such as Head Start and Early Childhood Family Education to attend PAC meetings. These meetings are designed to provide helpful information on transitional and educational expectations. The PAC will also coordinate with community agencies serving the area by providing school brochures, newsletters, and other educational information/resources for parents and students utilizing these facilities (homeless shelters, boys & girls club, etc.) The Parent Advisory Committee works collaboratively with Head Start, and ECFE to provide effective services for parents. Head Start screening results are made available to the Pine Point school as children enter kindergarten. Pine Point also enlists the services of hearing, vision, and speech specialists to work with parents of children requiring assistance in these areas.

E. The school district will take the following actions to ensure that Title I 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 the parents can understand:

The Pine Point School District personnel will ensure all printed material is language, text, and content appropriate. The district's home-school liaisons, teachers, and administrators are available to parents who require a verbal explanation of print material content.

The Pine Point School district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent involvement plan in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent involvement plan and activities to design strategies for more effective parent involvement, and to revise, if necessary (and with the involvement of parents) its parent involvement plan.

The Pine Point School district surveyed district parents. Part of that survey addressed parent involvement. The Title I PAC evaluated the survey results and made recommendations. The District Title I teacher will continue to survey parents of children in the Title I program in order to evaluate the effectiveness of the Parent Involvement Plan, periodically after family activities have occurred. Results will be compiled and reviewed by the PAC in April and will be used to plan and revise the plan in May and into the fall of the next school year. Concerns raised by parents regarding the plan will be reviewed and addressed on an ongoing basis. The Parent Advisory Council, the school administrator and the school Title I teacher will participate in the reviews and revisions.

Pine Point School will involve parents in the decisions regarding how funds reserved for parent involvement activities:

At the April/May, the district PAC meeting, members of the District Title I Parent Advisory Council will review programming, survey results, and student data. Based on the needs of students and parents evident in this information, the P.A.C. selects activities they wish to initiate or continue for the next school year. These activities will direct how parent involvement funds are reserved.

PART II. DISCRETIONARY DISTRICT PARENT INVOLVEMENT PLAN COMPONENTS

The Pine Point Parent Involvement Plan may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the involvement of other parents.
- In order to maximize parent involvement and participation in their children's education, 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 those conferences at school.
- Adopt and implement model approaches to improving parent involvement. • Establish a district parent advisory council to provide advice on all matters related to parent involvement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent involvement activities.
- Provide other reasonable support for parent involvement activities under section 1118 as parents may request.

PART III. ADOPTION

The Pine Point Parental Involvement Plan has been developed/revised jointly with, and agreed on with, parents of children participating in the SWP.

This Parent Involvement Plan was developed/revised by the Pine Point School Title I Parent Advisory Council and will be in effect for the period of school year. Pine Point School will distribute this policy/procedures to all parents of participating Title I children on or before October 1, 2014.

(Signature of Title I Authorized Representative)

(Date)

These parents were involved with the development of this document:

PART III. ADOPTION

Pine Point School's Parental Involvement Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes.

This Parent Involvement Plan was developed/revised Pine Point School on 5/26/2014 and will be in effect for the period of school year. Pine Point School will distribute this plan to all parents of participating Title I children on or before (10/1/14).

(Signature of Title I Authorized Representative)

8/19/2014 _____
(Date)

These parents were involved with the development of this document:

(List parents)

