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/OctoberMarch 25 (in the fall next year) | Michele HayesMichele Hayes  |
| PHES | Back-to-School Night and Parent/Teacher Conf.Spring Parent Meeting-Journeys  | August/October/FebruaryMarch 25 (in the fall next year) | Stacy FurmanMichele 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 PollockPTO President Teacher Reps. |
| CGES | Dr. Seuss Family Reading Night Journeys Meeting | March March (in the fall next year) | Robin Frye Michele Hayes  |
| PHES | PTOSite Council |  | PTO PresidentTeacher 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 EstesMichele Hayes  |
| PHES | Family Partnership Survey (Site Council)Communicating with Families Survey  | Sept. Site Council Oct. Site CouncilFebruary (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  | WebsiteSeminar Advising Plan (initial contacts) | ongoing First 2 weeks of school year  | Martha House Kelly McDiffett |
| CGMS | WebsiteSchool NewsletterPTO/Site Council and Back-to-School Night and Parent-Teacher Conferences | ongoingSept. newsletterSept. meetingAugust/October | Michele HayesHayes/EstesMike Estes |
| PHMS | Website School Newsletter PTO/Site Council Back-to-School Night and Parent-Teacher Conferences | ongoingSept. newsletterSept. meeting August/October | Cynthia Schrader  |
| CGES | WebsiteSchool NewsletterPTO/Site CouncilBack-to-School Night (annual meeting) and Parent-Teacher Conferences | ongoingSept. newsletterSept. meetingAugust/October | Michele HayesStacy Furman Hayes/EstesMike Estes |
| PHES | WebsiteSchool NewsletterPTO/Site CouncilBack-to-School Night (annual meeting) and Parent-Teacher Conferences | ongoingSept. newsletterSept. 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 McDiffettKristen Gant  |
| CGMS | Parent/Teacher Conf.AIMSweb Benchmark Testing | October/FebruaryFall, Winter, Spring | Classroom TeachersClassroom Teachers |
| PHMS | Parent/Teacher Conf.AIMSweb Benchmark TestingStudent AgendaWeekly Eligibility AR online“Parents are encouraged to visit school.”- Handbook | October/FebruaryFall, Winter, SpringOngoingWeeklyOngoingOngoing | Classroom Teachers and Staff |
| CGES | Elementary Parent School CompactParent-Teacher ConferencesBenchmark TestingPTO Parent Sign-up list | August 1st Day of SchoolOctober/FebruaryFall, Winter, SpringAugust | Michele HayesStacy Furman Classroom TeachersHeather HonasMike EstesPTO President  |
| PHES | Elementary Parent School CompactParent-Teacher ConferencesBenchmark TestingAR OnlineAgenda (2nd-4th)PowerSchool (3rd-4th) | August 1st Day of SchoolOctober/FebruaryFall, Winter, SpringOngoingOngoingOngoing | Stacy FurmanHomeroom 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 CouncilOlweus Bullying Parent Information Meeting  | November January 27, 2014 (will be done annually)  | Mike EstesMike Estes and Olweus committee |
| PHMS | MTSS Parent LettersSchool WebsiteParent/Teacher Conf.Parent MeetingsNewsletters  | Fall, Winter, SpringOngoingOctober, FebruaryAs NeededMonthly | TeachersStaffTeachersStaffPrincipal |
| 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 LettersWebsiteParent/Teacher ConferenceNewsletter | Fall, Winter, SpringOngoingOctober, FebruaryMonthly | TeachersStaffTeachersPrincipal |

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 CouncilFuture: guided by parent survey  |  | Mike EstesHeather Honas |
| PHMS | Parent/Teacher Conf.KPIRC ResourcesSummer Reading Programs InformationFuture: guided by parent survey  | Oct. & Feb.OngoingMay Newsletter | TeachersTeachersKacie Evans |
| CGES | Had parents take the SBAC at Site CouncilFuture: guided by parent survey  |  | Mike EstesHeather Honas Stacy Furman  |
| PHES | Parent/Teacher Conf.KPIRC ResourcesSummer Reading Programs Information Summer SchoolFuture: guided by parent survey  | Oct. & Feb.OngoingMay NewsletterSummer | TeachersTeachersInterrelated StaffStacy 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 DACOlweus Bullying ProgramFacebook  | Ongoing | Committee MembersMary Myers and CGMS staff  |
| PHMS | PTOSite CouncilDAC | Ongoing | Committee Members |
| CGES | Site Council DACOlweus Bullying Program | Ongoing  | Committee Members  |
| PHES | PTOSite CouncilDACOlweus BullyingProgram | OngoingOngoing | Committee MembersCommittee 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 ResourcesTransitional Meetings | OngoingAug and May | Early Childhood CommitteeTeachers and Staff |
| CGES | At-Risk Preschool Program  |  | MIke EstesHeather Honas |
| PHES | Kindergarten RoundupPreschool Screening Early Childhood CommitteeAt-Risk Preschool Program | SpringSpringOngoingOngoing | PHES StaffAngie Watts/Shari Barber-MeadeCommittee MembersAngie 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 OlweusParent/Teacher conferencesBack to school Night DACPTODPT  | Ongoing  | Mike EstesHeather HonasMichele HayesStacy FurmanStaff 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 Ongoing2013-2014Oct. and Feb.Aug.OngoingOngoingOngoing | Committee MembersStaff, & CommunityStaffCommittee Members |
| CGES | Back to School NightAnnual MeetingParent/Teacher conferencesDACPTODPT | Ongoing  | Mike EstesHeather HonasMichele HayesStacy FurmanStaff 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) | OngoingOngoing2013-2014Oct. and Feb.Aug.OngoingOngoingOngoing | Committee MembersStaff & CommitteeStaffCommittee 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 | NewslettersTranslators  | Quarterly As needed  | Mike EstesMichele HayesHeid Grant  |
| PHMS | Parent NewsletterTranslation or Interpreter  | MonthlyAs needed | Cynthia SchraderESOL Staff |
| CGES | Parent NewsletterTranslators  | Each month  | Michele HayesHeidi Grant  |
| PHES | Parent NewsletterTranslation 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 \_\_\_\_\_\_\_.

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

(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