

## **Title I School Parent Involvement Policy and Plan Checklist**

Each Title I school will:

- 1. Develop a Parent Advisory Committee: (Implemented by September 30)** The school will establish a parent advisory committee to assist in the review of their parent compact, development of parent involvement plan, use of parent involvement funds, and the annual review and evaluation of our school Title I program as well as the review and plan for school improvement. The school will solicit parents to serve on the committee at the start of each school year. Any parent of a student in this school is eligible to serve on this committee. The school will establish, from a list of parents willing to serve on the committee, a group of 6 to 12 parents who serve throughout the school year. Every effort will be made to make all parents aware of the efforts of this committee and solicit input from all parents concerning these efforts. The Parent Advisory Committee, or any parent, may request opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and the school respond to any such suggestions as soon as practicably possible.
- 2. Annually review the use of Title I funds and evaluation of the use of these funds: (Completed by September 30)** The school will, with consultation and input from their parents, annually review how Title I funds will be used throughout the school year. This can be done at the Back to School Night and a sign-in sheet should be kept and submitted to the district along with the notes and PowerPoints used during the presentation. Parents will be provided with data that supports the use of these funds and be asked for their input. Before the end of each school year parents will be provided with evaluation information/data that assesses the effectiveness of the Title I school program, staff development conducted throughout the year, and all parent involvement activities held during the year.
- 3. Facilitate regular, meaningful two-way communication: (Completed by September 30)** The school will hold an annual meeting for parent to explain Title I and what it means to them as a parent and to their student and to explain the right of parents to be involved in the school and in their child(ren)'s education. This can be done at Back to School Night, early in the fall. A sign-in sheet should be kept and submitted to the district along with the notes and PowerPoints used in the presentation. The school will also offer this information at meetings held at flexible and convenient times for parents. The school will provide parents a description and explanation of the curriculum, student progress measures, and the proficiency levels students are expected to meet and how to monitor a child's progress and work with educators to improve the student achievement. Curriculum, content standards, measures and proficiency levels will be highlighted in the parent newsletter monthly. The school will ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a timely manner and in a format and, to the extent practicable, in a language the parents can understand, and provide reasonable alternate formats as requested.
- 4. Annually review school Parent Involvement Plan: (Completed by September 30)** The school will, with consultation and input from their parents, annually review and when necessary revise this school's parent involvement plan. The plan will outline how the school will work with their

parents to throughout the school year. A meeting will be held within the first month of school to review and possibly revise this plan. This plan will clearly establish when and how parents will be involved in all aspects of the Title I program.

- 5. Annually establish how Title I Parent Involvement Funds will be used: (Completed by September 30)** The school will, with consultation and input from their parents, annually develop a plan for use of any and all Title I parent involvement funds. These funds will be used to provide parents with materials, pay reasonable and necessary expenses associated with parental involvement activities (including transportation and child care costs) to enable participation in school related meetings and training, and other costs directly associated with increasing parental involvement. A plan for use of these funds should be completed at the first meeting of the school year, and be shared with all parents. Schools will use the following action plan for this step.
- 6. Dissemination: (Completed by October 1)** Schools will post this plan on their web-sites and provide monthly updates and upcoming events in their school newsletters. This information will also include ways that parents can be involved in the decision making of the school. A copy of each school's plan will be reviewed by the district and also available for public review at the district office. Every effort will be made to provide this information in the primary language of our parents.
- 7. Annually review our Parent/School Compact: (Completed by May 1)** The school will, with consultation and input from their parents, annually review their Parent/School compact. The compact will list the responsibilities of the student, parent/caregiver, classroom teacher, and school administrator. All parents will be annually provided copies of the parent/school compacts at the start of each school year, and will be provided with opportunities for input into this document throughout the year. A meeting will be held in the spring of each year to provide parents an opportunity to review and possibly revise the current parent/school compact. Throughout the school year parent input on the parent/school compact will be solicited and used during the spring meeting in the possible revision of this document.
- 8. Coordinate and integrate the school's parent involvement programs with early childhood programs in the community and in the school: (Completed by May 1)** To the extent feasible and appropriate, the Title I consulting teacher and Special Education teacher will work with the preschool program, Head Start, and Parents as Teachers to conduct activities that encourage and support parents in more fully participating in the education of their children. At a minimum, parents in these programs will be invited to participate in Love and Logic courses as well as invited to a transition night before the start of school for parents of children transitioning to Kindergarten.
- 9. Build the capacity of school staff to work with parents: (Completed by May 1)** The school will work with the district Title I and LEP programs to train and education staff in how to reach out to, communicate with, work with parents as equal partners and build ties between the parent and the school.

**10. Per district policy #2420, at least 4 parent meetings shall be held each year to include the following:**

- a. Annual review of parent involvement activities and how funds will be spent.
- b. Information about programs provided under Title I.
- c. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and how the school will provide individual student academic assessment results.
- d. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
- e. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.
- f. The opportunity for parents to evaluate involvement activities and to identify barriers to greater participation. This input shall be used to inform strategies for effective parental involvement, and to revise policy as necessary.



# School Parent Involvement Policy and Plan

(Due to the District Office by September 30th)

School: South Fork Elementary

Date Plan was Submitted: 12/19/23

(Please complete this plan outlining the upcoming school year's Parent Involvement Policy and Plan. This plan should be written jointly by the Parent Advisory Committee and School Leadership Team. ***The bullet points under each section are examples/suggestions. Please modify as needed by the committee.*** A sign-in sheet indicating who was in attendance at the meeting is to be attached to this plan with minutes of the meeting being recorded and attached to the sign-in sheet.)

We are committed to working together to provide the best education for your children. Please review our current Parental Involvement Policy and Plan. We encourage and need your input in making our school the best it can be. Thank you for staying involved in your child's education. We look forward to a successful year. If you have any questions, please call our school.

## **Statement of Purpose:**

The faculty of our school is committed to providing a quality education for all students and to recognizing the essential role of parents and the value of their input.

## **Goal 1: The school will provide information to parents about volunteer opportunities.**

- The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies, tutoring, etc.
- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.

## **Goal 2: The school will provide a parent resource center for parents.**

- Parents may check out materials, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be available for parental input.

## **Goal 3: School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.**

- The school will distribute a monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff, and parent volunteers. It may include school news, a calendar of school activities, and parenting tips relating to school achievement such as homework tips, organizational skills, and study skills.

- Teachers will routinely contact parents on an individual basis to communicate about their child’s progress.
- The school will provide to parents reports/report cards every six weeks with information regarding their child’s academic progress and upcoming classroom and school events.
- The school will send parents a parent–friendly letter in the first report card that explains their child’s test results and standardized test scores.
- The school will offer parents a special workshop each year on the school’s approach to school improvement.
- The school will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.
- The school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the school’s Title I Plan and how to get a copy upon request.

**Goal 4: The school will hold parent meetings, conferences, and activities regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts.**

- These meetings will include parent–training sessions to help parents understand how to enhance their child’s education.
- These meetings will include a series of family nights that provide an opportunity for parents and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.
- The meetings will be held at various times during the day or evening to better accommodate parents.
- Outside speakers will provide parents with more information concerning ways to make their child’s academic life more successful.
- The school will hold an orientation for parents to inform them about the school’s participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School’s Title I Plan.
- Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student’s test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school–parent efforts and explanations of homework and grading procedures.
- The school will offer parents a special workshop each year to provide an explanation of the statewide assessment systems, standards, and other accountability measures.
- The school will engage parents in the following types of roles and activities to increase their involvement and support for student learning:
  - Library assistant

- Reading buddy
- Mentor
- Teacher assistant
- Tutors
- Book fair helpers
- Award's day presentations
- Field day volunteers
- Family nights – reading, math, science, etc.
- Parent education workshops
- Orientation presentations
- Back to School Night
- PTO - Parent, teacher organization
- Red Ribbon week
- Various committees

**Goal 5: The school will work with parents to create a School–Parent–Student Compact.**

- School staff, parents, and students will develop a school–parent–student compact. This compact will outline how parents, school staff, and students share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact.

**Goal 6: The school will provide an opportunity for parents to engage in decision–making processes in regarding the school's Title I, Part A program.**

- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- The school will engage parents in decisions about the allocation of its Title I, Part A funds for parental involvement.

**Goal 7: The school will engage parents in an evaluation of parental involvement efforts.**

- The school will engage parents in the annual evaluation of the Title I, Part A program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents, and school staff. The Title I Committee, made up of teachers, parents, and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in numbers of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

Is there a copy of the district's Parental Involvement Policy in your Student Handbook?

X Yes  No

If no, how are you disseminating the policy to parents?

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Is your Student Handbook available in another language? X Yes  No

Will you be holding a parent meeting to disseminate information regarding the school's parent involvement policy and plan, academic programs, federal programs, and to explain effective parent involvement practices?

X Yes  No      Date of the Meeting: 9/6/23

What other ways have you disseminated the school's parent involvement policy and plan?

paper copies  email X website link  other \_\_\_\_\_

Please provide evidence that the school-parent-student compact was distributed this year to parents for their signature.

- Posted on our website in the Student Handbook

Please complete the following table. You need only fill in the areas that your school will be working on during this school year.

School Activities	Person Responsible	Cost	Date Completed
Volunteering – Training to promote and support parent volunteers. (Goal #1)			
Monthly Parent Advisory Committee Meetings (PAC)	Teresa Codling District meetings	\$0	On-going
Parenting – Support on parenting skills. (Goal #2)			
Book Fair	PTO	\$0	On-going
Family Involvement Night	Kara Avery	\$1500	On-going
Communicating – Improve communication between school and home. (Goal #3)			
Weekly Newsletter	Kami Perez	\$0	On-going
PTC	Classroom teachers and Teresa Codling	\$0	On-going
School Webpage	Krista Arave	\$0	On-going
Teacher – various communication with parents- email, phone calls, notes home	South Fork Faculty	\$0	On-going
Parent Back to School Night	Kara Avery	\$0	On-going
PTO	PTO President (varies)	\$0	On-going
Learning at Home – Training or supports to make extend learning to the home. (Goal #4)			
Parent Involvement Newsletter	Kami Perez	\$0	On-going
Family Reading Night	Kara Avery	\$700	On-going
Family Math Night	Kara Avery	\$700	On-going



Decision Making – Training to help parents participate in governance/planning of schools. (Goal #'s 5, 6, and 7)			
Monthly Parent Advisory Meetings	Teresa Codling	\$0	On-going

Please describe how this plan for parent involvement will be disseminated to all parents. Be sure to include how you will provide this information in both English and other languages spoken by parents.

- This plan will be available on the school's website

By signing this document I assure that this plan was developed jointly by the Parent Advisory Committee and School Leadership Team.

Principal: \_\_\_\_\_ Teresa Codling \_\_\_\_\_

Date: 10/10/22

Parent Involvement Policy and Plan Sign-In Sheet  
(Please attach notes of the meeting onto the sign-in sheet.)

Date of Meeting: \_\_\_\_\_

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