

# **Jackson County Central**

## **District/School Parent Involvement Plan**

### **2017-2018**

#### **District Mission Statement emphasizing parental involvement**

*Jackson County Central is committed to the goal of providing quality education for every student. It is our goal to establish partnerships with parents as well as the JCC community. It is beneficial for school and home to work together in striving for high student achievement. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical for success.*

#### **PART I. DISTRICT EXPECTATIONS**

*District must establish expectations for parental involvement. (Section 1118(a)(2), ESEA.)*

The *Jackson County Central* district agrees to implement the following requirements:

- Implement programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Work with its schools to ensure that the required school-level parent involvement plan meets the Title I requirements and includes, as a component, a school-parent compact
- Incorporate this district-wide parent involvement plan into its district plan
- Carry out the Title I parent involvement requirements, to the extent practicable, by providing full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format, providing alternate formats upon request, and to the extent practicable, in a language parents understand
- If the plan is not satisfactory to the parents of participating children, the school district will submit any parent comments when the plan is submitted to the Minnesota Department of Education.
- Will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than \$500,000.)
- Will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

#### **PART II. DISTRICT/SCHOOL PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS**

1. *Jackson County Central Schools* will take the following actions to involve parents in the joint development of its *district/school* parent involvement plan:

*How will parents be included in writing the parent involvement plan?*

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
The Title I Director and Reading teachers will collaborate with parents at a Title I Advisory Board meeting. Efforts will be made to include parents from all student sub-groups. Phone calls will be made to representatives of identified sub-groups to invite them. District assessment results will be shared at this meeting. Criteria for qualifying students will be discussed, and parents will be asked for input into the following year's Parent Involvement Plan.	March meeting to be held at a time most convenient for parents	Joel Timmerman, Title I Coordinator

2. *Jackson County Central Schools* will involve parents in the writing of the district and school plan as well as reviews of the plan.

*How will the school/district inform parents of school report card?*

*How will the school/district notify the parents that their child's school has been identified as 'needs improvement'?*

*How will the school/district identify students who qualify for Title I services?*

*How will the school/district involve parents of the identified sub-student groups as part of the school support team?*

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

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Each component of the district/school parent involvement plan will be discussed and reviewed with adjustments being made as needed. Parents will be informed of the school report card via the school website.	April Title I Advisory Board Meeting	Joel Timmerman, Title I Coordinator/Principal and Title I reading teachers

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Students will be identified for Title I services by: FAST Areading scores and MCA score below target. Target scores are identified as “at grade level”. Teacher recommendation and parent referral will also be taken into consideration.	After fall assessments	Title I teachers

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Staff development opportunities will be made available to staff to encourage parent and teacher partnerships. A direct focus will be on sharing information about student progress and how parents can help at home.	Fall/winter staff development days	Joel Timmerman, Title I Coordinator/Principal

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of programs under this part, including planning, review, and improvement of the school parental involvement plan;

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Parents will be given involvement opportunities through our school partnership with the Parent Teacher Organization. Teaming with this group gives parents many different options for involvement and sharing of important information. The parents are directly involved in the planning, review, and improvement of the parent involvement plan.	April Title I Advisory Board Meeting; on-going PTO activities throughout the school year	Joel Timmerman, Title I Coordinator/Principal Title I teachers

4. *Jackson County Central Schools* will 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;

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
During meetings, parents are asked to give input as to how the school can make meetings more convenient. This may include offering options as necessary.	April Title I Advisory Board Meeting	Joel Timmerman, Title I Coordinator/Principal Title I teachers

5. *Jackson County Central Schools* 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:

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Technical coordination will take place through the Jackson County Central Schools website. Notes and information about the Title I Advisory Board meetings will be available on the website for viewing.	April Title I Advisory Board Meeting	Title I teachers Tammy Timko – Integration coordinator.

6. *Jackson County Central Schools* will build the schools’ and parents’ capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community. Student academic achievement will be improved through the activities described below:

Activity	Due Date	Contact Person
Entrance conferences are scheduled between parents and teachers to discuss grade level curriculum expectations as well as how the student, parents, and school can work together to help students learn.	Entrance conferences will be held in September.	Joel Timmerman, Title I Coordinator/Principal

Activity	Due Date	Contact Person
Priority standards will be shared with parents at the entrance conference.	Entrance conferences will be held in September.	Title I teachers Joel Timmerman, Title I coordinator/principal

Activity	Due Date	Contact Person
Information will be shared with parents about district-wide assessments – what is measured, when students are tested, and what individual student results mean. Individual data will be mailed to parents when applicable. School-wide data will be posted on the website.	Entrance conferences to be held in September, fall conferences in Oct/Nov, and spring conferences in February.	Title I teachers Joel Timmerman, Title I coordinator/principal

Activity	Due Date	Contact Person
PTO & Title I partnership to encourage parent participation	On-going	Title I teachers Joel Timmerman, Title I coordinator/principal

Activity	Due Date	Contact Person
Activities that encourage home learning are shared via school and classroom newsletters.	On-going	Title I teachers Joel Timmerman, Title I coordinator/principal

7. If the program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Input and parent comments will be submitted to the local education agency for review.	As needed	Joel Timmerman, Title I Coordinator

- A. *Jackson County Central Schools* 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, by undertaking the actions described in this paragraph:

- 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
- How to work with educators

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Academic standards information and local and state assessment results will be reviewed and shared with parents at conferences that are scheduled three times per year.	Entrance conferences held in August as well as fall & winter conferences	Joel Timmerman, Title I Coordinator/Principal

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Parents are provided with information and resources on how to encourage learning at home	Title I tab on school website School newsletters	Title I teachers Joel Timmerman, Title I Coordinator/Principal

- B. *Jackson County Central Schools* will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- C. *Jackson County Central Schools* 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 parental involvement by:

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Jackson County Central Schools will offer parents the following learning opportunities – A <b>family reading or math night</b> where parents are educated on strategies in working with their child(ren) and families are given an opportunity to read or play math games together; a <b>FRED (Fathers Reading Every Day) night</b> in conjunction with I Love to Read Month where the focus is how fathers & families play a key role in their child’s academic success.	Planning takes place throughout the year, and an outline for the year is created at the spring Title I Advisory Board Meeting	Title I Teachers

D. *Jackson County Central Schools* 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, communicate with, and work with parents as equal partners, in the value and importance of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Jackson County Central coordinates with Early Childhood Family Education and Discovery Place Preschool to develop learning opportunities for students and parents that encourage learning and building capacity for parents as partners.	Planning is done throughout the year	Title I teachers Amber Lessman, ECFE Director

E. *The Jackson County Central School District* will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with early learning programs, encouraging and supporting parents to participate fully in the education of their children.

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Jackson County Central works and coordinates with Early Childhood Family Education and Discovery Place Preschool to develop learning opportunities for students and parents that encourage learning and building capacity for parents as partners.	Planning is done throughout the year.	Title I Teachers Amber Lessman, ECFE Director

F. *Jackson County Central Schools* will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental

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 parental involvement plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement plan.

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
<p><i>Jackson County Central Schools</i> and parents will review and evaluate the parent involvement content and effectiveness through discussions and an informal feedback form. Parents will be given a chance to offer input and suggestions on how the partnership can be improved. All parents will be given access and opportunity to give feedback through the newsletter. Additional phone calls will be given to parents of identified sub groups in the <i>Jackson County Central Schools</i> to extend a special invitation to help address concerns and needs of those parents and students.</p>	<p>Spring</p>	<p>Joel Timmerman, Title I Coordinator Title I Teachers</p>

10. *Jackson County Central Schools* will 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 right of the parents to be involved.

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
<p>There will be an annual parent/child event. At that time parents will be given information about the program and have a chance to offer feedback.</p>	<p>By May</p>	<p>Title I Teachers</p>

11. *Jackson County Central Schools* will involve parents in the decisions regarding how funds reserved for parental involvement activities are spent.



<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Parents will be asked to make suggestions and offer feedback on how the funds shall be spent for parent involvement activities. We will ask parents what we can do to help encourage involvement by all parents and students.	Spring meeting	Title I Teachers Joel Timmerman, Title I Coordinator/Principal

12. If the program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Comments will be shared and discussed with the local educational agency.	As needed	Joel Timmerman, Title I Coordinator/Principal

### PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement plan, 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.

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
The compact will be shared with parents and staff to be discussed and signed at the orientation conference in the fall. Comments and suggestions will be encouraged and taken into consideration.	Reviewed and shared at the fall parent/teacher conferences	Title I Teachers

**PART IV. DISCRETIONARY DISTRICTS/SCHOOL PARENTAL INVOLVEMENT PLAN COMPONENTS**

*Jackson County Central Schools* 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 parental 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 parental 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 parental involvement.
- Establish a district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

**PART V. ACCESSIBILITY**

In carrying out the parental involvement requirements of this part, *Jackson County Central Schools*, to the extent practicable, shall provide full opportunities for the participation of parents with children with 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 parents can understand.

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
When possible the school district will translate documents that are used regularly into several different languages and include a statement in several languages indicating that the parent can contact the school for more information.	As needed	Title I Teachers Joel Timmerman, Title I Coordinator/Principal Cheryl Bass, ELL

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
ELL teachers, with whom ELL students and their families have a relationship with, will be called upon to help explain information when necessary.	As needed	Joel Timmerman, Title I Coordinator/Principal Title I Teachers Cheryl Bass, ELL

**PART VI. ADOPTION**

*Jackson County Central Schools* Parent Involvement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes and sign-in sheets.

On 06/01/2013 the Jackson County Central Schools Parent Involvement Plan will be in effect for the period of one year.

*Jackson County Central Schools* will distribute this plan to all parents of participating Title I students on or before 09/15/2013.

\_\_\_\_\_, Joel Timmerman, Title I Coordinator/Principal

\_\_\_\_\_ (Date)

These parents were involved with the development of the *Jackson County Central* Parent Involvement Plan:

Sara Withers

Amber Lessman

Kari Rubitschung

Angie Hillmer

Tracy Mitchell

