

White Hall School District

Parent, Family, and Community Engagement

Policy & Plan

Meeting Agenda

2018-2019

Dorothy Welch
District SDSP, Federal Programs and Parent, Family & Community Engagement Coordinator

White Hall School District
Parent, Family & Community Engagement Plan

2018-2019

Parental Involvement/Wellness/Alumni Committee Meeting
 White Hall School District Administration Building
 9:30-10:30 Board Room

Position	Name	Title	Committee Assignment
District-Level Professional	Dorothy Welch	Assistant Superintendent	Parental Involvement Committee
Non-Classroom Professional Staff	Patsy Garner	Child Nutrition	Wellness Advisory Committee
Non-Classroom Professional Staff	Tammy Johnson	District Nurse	Wellness Advisory Committee
Parent/Community-School Alumni	D.J. Stacey	Parent/Redfield	Parental Involvement Committee
Parental Involvement Facilitator	Stephanie Koonce	Teacher Hardin Elem	Parental Involvement Committee
Parent/Community-School Alumni	Brandi Tomboli	Parent	Parental Involvement Committee
Parental Involvement Facilitator	Kara Huffty	Teacher Gandy Elem	Parental Involvement Committee
Parent/Community-School Alumni	Tracey Powell	Parent	Parental Involvement Committee
Parental Involvement Facilitator	Jennifer Maynard	Teacher WHHS	Parental Involvement Committee
Parent/Community	Ashlee Reynolds	Parent	Parental Involvement Committee
Parental Involvement Facilitator	Amy Allen	Counselor Taylor Elem	Parental Involvement Committee
Principal	Beth Joslin	Principal	Parental Involvement Committee
Parental Involvement Facilitator	Wendy Ruggeri	Teacher WHMS	Parental Involvement Committee
Parent/Community-School Alumni	Rebecca Pitillo	Parent	Wellness Advisory Committee
Parental Involvement Facilitator	Susie Maynard	Teacher Moody Elem	Parental Involvement Committee

Goal 1: How will the LEA foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?

The White Hall School District fosters effective parental involvement strategies and support partnerships among schools, parents, and the community designed to improve student achievement. The White Hall School District schools understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, White Hall Schools shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to:

- ✓ Involve parents and the community in the development and dissemination of the long range planning of the district's parental involvement policy and in the process of school review and improvement under Section 1116 of NCLB. Parents and school *alumni* are invited to participate in the long range planning of the district's parental involvement policy in the spring of each school year. *Once updated in the spring, the Parental Involvement Policy and Plan goes before the Board of Education in the fall for approval and distribution. The board approved Parental Involvement Policy and Plan is disseminated at the District's Annual Report to the Public Meeting given in September or October at the monthly board meeting, the plan is posted on both the district's and schools' websites; given to the parents of Title I Targeted Assisted students at each school campus Open house event, a copy is given to parents at the district's two scheduled parent/teacher conferences, especially to each student's parents attending their Title I parent/teacher conference scheduled at various times during the school day or at a time more conducive to parental attendance.*
- ✓ Provide the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities. *To establish a parental involvement contact person at each of the Title I, Part A schools, each school campus principal identified one of its staff members as the school's Parental Involvement Facilitator, who is paid by district funds, to ensure a quality parental involvement program exists at each school campus as well as disseminating information to the community to promote parental involvement in the Title I, Part A schools and its Non-Title I schools. The district provides a district parental involvement budget per-campus to fund materials and supplies to support each school's Parental Involvement Activities. The district provides flexible planning and conferencing time to encourage attendance at Parental Involvement Professional Development programs provided by either or any of the following: ARESC, the State, and other providers. The district also allows for additional time as needed for parent/student/teacher conferences twice annually throughout the school day.*
- ✓ The district parental involvement coordinator and campus parental involvement facilitators along with building principals ensure that a coordinated parental involvement program and its activities enhance the involvement strategies of other programs such as *Hippy and Hippy Activities, area Day Care Pre-Kindergarten Programs which encourage visits to each elementary campus to ensure a coordination of expectations for students who enroll in our school campuses; Child Find, and finally Rosetta Stone Computer Lab made available at each campus for district ESL students and parents.*
- ✓ Explain to parents and the community the state's content and achievement standards, state and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement. *Each school will host a Parents Make a Difference Night where a report is given on the state of the school and an overview of what students will be learning; how students will be assessed; what parents should expect for their child's education; and how parents can assist and make a difference*
- ✓ Each school campus will *provide and use individual test results with parents and students once released, explain and discuss federal and state requirements for Title I Targeted Assisted Programs, and ensure that parents receive the Parent Rights To Know documents according to NCLB, Title I, §1118.*
- ✓ Provide parents with the materials and training needed to be better prepared to help their children achieve. The district may use parent resource centers or other community-based organizations to foster parental involvement and provide literacy and technology training to parents. *The district provides a district parental involvement budget per-campus to fund materials and supplies to support each school's Parental Involvement Activities. The district provides Parental Involvement Professional Development for its*

facilitators who in turn provide training to the parents at each school campus, provide parenting books, magazines and other materials regarding responsible parenting through the parent center library, advertise the current selection on the school's website,, and give parents an opportunity to borrow these materials. Publish a notice in the newspaper at the end of the school year honoring parents who attend all parent-teacher conferences scheduled by the school, engage parents in other activities that promote responsible parenting, school prepared parent kits containing tips for how parents can foster their child's success, a statement attesting to the school district's commitment to parental involvement and the distribution of the statements to parents of students and finally, the school's process for resolving parental concerns

- ✓ Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs with will promote positive partnerships between the school and parents such as *Individual Parent/Teacher Conferences with each student and their parents who are enrolled in the Title I Targeted Assisted Programs at each campus with a Title I program; Parent/Student/Teacher Compacts, Parental Involvement Survey via the White Hall School District's Volunteers in Public Schools Handbook, and a Parental Involvement Effectiveness Survey.*
- ✓ Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand. *The district hired and utilizes an interpreter to work with parents as needed for conferences, enrollment informational procedures of students in the district, and written communication if possible.*
- ✓ Find ways to eliminate barriers that work to keep parents from being involved in their child's education. Find and modify other successful parents and community programs to suit the needs of our district. *Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand by using an interpreter if needed.*
- ✓ Train parents to enhance and promote the involvement of other parents.
 - *Schools will provide training to parents on ways to use learning activities with their children.*
 - *Soliciting parents to serve on the district committee to develop and disseminate a district parental involvement policy and plan for the upcoming school year 2018-2019.*
 - *This can be accomplished by conducting an annual meeting in the spring for parents to update the policy and plan for the next year's Title I, Part A program.*

Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?

1. Conduct ongoing site visits to observe parental involvement practices.
 - ✓ *The district requires each building principal to conduct a Title I School Site Monitoring Visit twice a year using a state developed (2004) Title I Report Monitoring Visit Report Form to determine the effectiveness of the existing program on each campus.*
 - ✓ *The district Title I Coordinator created a Reading & Math Title I Targeted Assisted Program Checklist outlining program expectations, requirements, and the creation and maintenance of portfolio contents per-student enrolled in the programs. The Coordinator, building principals, and Title I teachers meet once a semester to ensure the campus programs are in compliance.*
2. Provide materials and training not otherwise available to assist parents in supporting their child's academic achievement.
 - ✓ *The district established a parental involvement contact person at each of the four Title I, Part A schools and one at each of the two non-Title I schools. Each school campus principal will identify one of its staff members as the school's Parental Involvement Facilitator, who is paid by district funds, to ensure a quality parental involvement program exists at each school campus as well as disseminate information*

to the community to promote parental involvement in the Title I, Part A schools. The district provides a Parental Involvement budget to fund materials and supplies to support each school's Parental Involvement Activities deemed necessary for a quality program.

- ✓ *The district encourages the participation in Parental Involvement Professional Development Programs provided by ARES, the State and other providers. Transcripts are available for review online in escworks. In addition, the district allows time for parent/student/teacher conferences as needed as well as the state required conferences twice a year.*

3. Enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners.

- ✓ *Principals attend awareness programs along with the Parent Involvement Facilitators. In addition, principals attend conferences with Title I parents/students/teachers when possible. Parents are encouraged to contact the building principals should problems or questions occur.*

4. Ensure, to the extent possible, that information is sent home in a language and form parents can understand.

- ✓ *The district seeks ways to eliminate barriers that work to keep parents from being involved in their child's education by ensuring that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand by using an interpreter if needed. The district hired and utilizes an interpreter to work with parents as needed for conferences, enrollment informational procedures of students in the district, and written communication if possible.*

6. Provide a copy of the school policy at each school for parents to view as well as provide a copy to each parent.

- ✓ *Copies of the district and school policies are available in each school's Parental Involvement Center.*
- ✓ *A copy of each policy is accessible on the district and each school's website.*

7. Monitor each Title I, Part A schools to ensure that each school performs the following tasks:

- ✓ *Develop parental involvement policy.*
- ✓ *Offer flexible meeting times.*
- ✓ *Provide information to parents about the school's program, include parent information guide.*
- ✓ *Develop and use the School-Parent Compact*
- ✓ *Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement. (Each parent has been provided with their child's pin number to access the district's real-time online Grade Book/Pinnacle Plus. Parents were trained by a campus contact via written step-by-step directions for accessing the grade book.)*
- ✓ *The district requires each building principal to conduct a Title I School Site Monitoring Visit twice a year using a state developed Title I Report Monitoring Visit Report Form to determine the effectiveness of the existing program on each campus.*
- ✓ *The district Title I Coordinator created a Reading & Math Title I Targeted Assisted Program Checklist outlining program expectations, requirements, and the creation and maintenance of portfolio contents per-student enrolled in the programs. The Coordinator, building principals, and Title I teachers meet once a semester to ensure the campus programs are in compliance.*
- ✓ *The district offers two scheduled parent/teacher conferences annually as required by law. Flexible conferencing is planned and subscribed to especially for each student's parent. Personal parent/teacher*

conferences are scheduled throughout the school day and/or at a time more conducive to parental attendance. The district encourages flexible meeting times for parent/student/teacher conferences as needed as well as the state required conferences twice a year.

8. Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts.

✓ The district and its schools encourage parents to visit/volunteer at the schools by assisting staff in volunteer activities which promotes a positive partnership between the school and parents by *responding to the Parent Volunteer Interest Survey via the White Hall School District's Volunteers in Public Schools Handbook, and the Parental Involvement Effectiveness Survey. Volunteer activities are as follows:*

- *Help individual and small group of students*
- *Distribute materials as needed*
- *Provide clerical assistance*
- *Organize and Chaperone field trips*
- *Assist in the library*
- *Make bulletin board materials*
- *Assist in the health program*
- *Arrange special holiday displays*
- *Mount students' art work*
- *Read stories to students*
- *Listen to students read*
- *Assist with art projects*
- *Speak to classes on: Topic _____*
- *Assist in student supervision*
- *Serve as host/hostess at Open House*
- *Assist in getting clothes or materials*
- *Recruit parents to participate in reading programs*
- *Organize parent phone tree*
- *Enter data on the computer*
- *Gather resource materials*
- *Sew*
- *Provide snacks*
- *Cut out projects*
- *Stuff envelopes*
- *Help with playground work/carpentry*
- *Gardening or yard work*
- *Work in the school library/book fairs*
- *School Events/Picture Day*
- *Video school events*
- *Work the sound system for school events*
- *Prepare Newsletters*
- *Prepare posters, displays, bulletin boards*
- *Duplicating papers*
- *Laminating/cut out*
- *Ellison Die*
- *Computer Lab*
- *Teaching a computer class*
- *Teaching Non-English Speaking Parents*
- *School Photographer/Newspaper liaison*

9. Encourage parent participation through innovative scheduling of activities through strategies such as scheduling meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities.

- ✓ *Each school campus provides innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities. Documentation can be found on each school campus to include an agenda, meeting minutes and a sign-in sheet.*

9. Convene annual school meeting to inform parents of their school's participation in the development of the parental involvement policy and their right to be involved.

- ✓ *Each school campus conducts annual school meetings to inform parents of their school's participation in the development of the parental involvement policy and their right to be involved. Parents receive a packet of required documents. Documentation can be found on each school campus to include an agenda, meeting minutes and a sign-in sheet.*

Goal 3: How will the district build the school's capacity for strong parental involvement?

1. District schools will provide required information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A.

- ✓ *Each school campus will provide and use individual test results with parents and students once released, discuss Federal and State requirements for Title I Targeted Assisted Programs, and ensure that parents receive the Parent Rights To Know documents according to NCLB, Title I, §1118.*

1. The district will assist in the development of parent engagement groups at each school.

- ✓ *The district established a parental involvement contact person at each of the four Title I, Part A schools and one at each of the two non-Title I schools. Each school campus principal will identify one of its staff members as the school's Parental Involvement Facilitator, who is paid by district funds, to ensure a quality parental involvement program exists at each school campus as well as disseminate information to the community to promote parental involvement in the Title I, Part A schools. The district provides a Parental Involvement budget to fund materials and supplies to support each school's Parental Involvement Activities deemed necessary for a quality program. The district encourages the participation in Parental Involvement Professional Development Programs provided by ARES, the State and other providers. Transcripts are available for review online in escworks. In addition, the district allows time for parent/student/teacher conferences as needed as well as the state required conferences twice a year.*

2. The district will involve parents through an annual survey to improve school effectiveness.

- ✓ *The district encourages its schools to involve parents through the use of the annual surveys entitled Parental Involvement Survey via the White Hall School District's Volunteers in Public Schools Handbook, and a Parental Involvement Effectiveness Survey.*

3. Approve reasonable and necessary expenses associated with parental involvement activities.

- ✓ *The district's purchasing process documents the district's approval of reasonable and necessary expenses associated with parental involvement activities. The district established a parental involvement contact person at each of the Title I, Part A schools, each school campus principal identified one of its staff members as the school's Parental Involvement Facilitator, who is paid by district funds, to ensure a quality parental involvement program exists at each school campus as well as disseminating information to the community to promote parental involvement in the Title I, Part A schools, provide a district funded budget to fund materials and supplies to support each school's Parental Involvement Activities;*

4. The district provides any reasonable support for parental involvement upon the request of participation in Title I, Part A schools.

- ✓ *The district requires each building principal to conduct a Title I School Site Monitoring Visit twice a year using a state developed (2004) Title I Report Monitoring Visit Report Form to determine the effectiveness of the existing program on each campus.*
- ✓ *The district Title I Coordinator created a Reading & Math Title I Targeted Assisted Program Checklist outlining program expectations, requirements, and the creation and maintenance of portfolio contents per-student enrolled in the programs. The Coordinator, building principals, and Title I teachers meet once a semester to ensure the campus programs are in compliance.*
- ✓ *The district provides a Parental Involvement budget to fund materials and supplies to support each school's Parental Involvement Activities deemed necessary for a quality program. The district encourages the participation in Parental Involvement Professional Development Programs provided by ARESC, the State and other providers.*
- ✓ *The district offers two scheduled parent/teacher conferences annually as required by law. Flexible conferencing is planned and subscribed to especially for each student's parent. Personal parent/teacher conferences are scheduled throughout the school day and/or at a time more conducive to parental attendance. The district encourages flexible meeting times for parent/student/teacher conferences as needed as well as the state required conferences twice a year.*

Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?

1. The district will survey parents annually, including questions to identify barriers to parental involvement.
 - ✓ *The district and its schools encourage parents to visit/volunteer at the schools by assisting staff in volunteer activities which promotes a positive partnership between the school and parents by responding to the Parent Volunteer Interest Survey via the White Hall School District's Volunteers in Public Schools Handbook, and the Parental Involvement Effectiveness Survey.*
 - ✓ *Surveys will be distributed at school events such as PTO Open house, Parent/Teacher Conferences, monthly School Board Meetings, access to Parent Survey Forms linked to the school and district websites, and during individual parent conferences. To eliminate barriers that work to keep parents from being involved in their child's education, the district will ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand by using an interpreter if needed. Such communication shall be, to the extent practicable, in a language the parents can understand. The district hired and utilizes an interpreter to work with parents as needed for conferences, enrollment informational procedures of students in the district, and written communication if possible.*
2. Provide an opportunity for parents to assist in the development of the evaluation procedures, including analysis of data collected.
 - ✓ *Parents are invited to serve on the district's Local Task Force Committee to Improve Student Achievement. The committee meets annually to suggest ways to close the achievement gap in the district's schools. The committee make up is as follows: campus ACSIP committee chairs, building principals, counselors, math and reading support teachers, district administrators, community representatives, parents, and students.*
 - ✓ *Documentation required for the meeting includes: agendas, minutes, and sign-in sheets. The district will continue with the list of interventions recommended by the committee to close the achievement gap.*
3. Develop procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year.

- ✓ *Each school campus houses a Parent Involvement Center that contains parent participation documentation such as a Volunteer Handbook, a sign-in and out folder documenting sign-in lists for workshops, meetings, conferences, schedules, brochures, meeting notes, and the school's parent packet*

4. Use findings gathered during the evaluation process to:

- Make recommendations to each participating school for parental involvement policy revision.
- ✓ *The district schedules one meeting annually to address policy revisions as needed.*
- Provide suggestions for designing school improvement policies, as they relate to parental involvement.
- ✓ *Use suggestion provided to assist with designing school improvement policies related to parental involvement.*

5. Develop & disseminate an annual parent activity evaluation report to share with parents, staff & community.

- ✓ *The Parental Involvement Policy and Plan is presented during the Annual Report to the Public in September/October School Board Meeting on the second Tuesday of the month. The White Hall School District/Title I Parental Involvement Plan is board approved, annually. The Policy and Plan is disseminated during the meeting. Once approved the district's parental involvement policy and Plan is posted on both the district's and schools' website; given to parents at each School Campus Open house event, and a copy is given to parents at the district's two scheduled parent/teacher conferences and especially to each student's parent at their personal parent/teacher conference scheduled during the school day or at a time more conducive to parental attendance.*

Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?

- ✓ *The district recruits parents to serve on district ACSIP committees to develop the Title I Application.*
- ✓ *Per-ACSIP requirements, parents, teachers, and community patrons serve on the ACSIP committee that assist with the development of the plan through data disaggregation of test data, serve on committees, and assist with the peer-review held annually.*
- ✓ *Recruit parents to serve on the district Parent Advisory Committee .Solicit volunteers through a letter of request, recommendations by the building principal and by the Title I Reading and Math Support Teachers and/or other Title I parents.*
- ✓ *Encourage the formation of partnerships between the district and local businesses that includes roles for parents.*
- ✓ *Involve parents through an annual survey to improve district effectiveness. Conduct an annual survey of parents through use of the Parent Volunteer Interest Survey and the Parental Involvement Effectiveness Survey. Surveys will be distributed at school events such as PTO Open house, Parent/Teacher Conferences, monthly School Board Meetings, etc.*