

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 should 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 will 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: Rigby Middle School

Date Plan was Submitted: Oct. 16, 2020

(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. 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 volunteering in the classrooms, homework help, and after school activities.
- The school will provide a list for parents to sign up as volunteers to help at Rigby Middle School. Parents will have the opportunity to solicit ideas for other types of volunteer efforts during back to school night and parent teacher conferences. Teachers will explain the requirements to parents and encourage them to become involved in the school at parent teacher conferences. The PTO will encourage parents to volunteer. They will call and invite them into the schools to help with what they have signed up for and feel comfortable doing for our school.

Goal 2: The school will provide a parent resource center in room #23 for parents at parent teacher conferences.

- Parents may use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan. 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 email a monthly newsletter called School Connections in both English and Spanish. It may include parenting tips relating to school achievement such as homework tips, organizational skills, and study skills.

- The school will email announcements, school news, and a calendar of school activities weekly.
- The school will email parents weekly if students' grades fall below a C-.
- The school will provide to parents reports/report cards every six weeks with information regarding their child's academic progress through school messenger.
- The school will post on email, website, marquee, and social media about upcoming events and meetings.
- The school will have parents sign at the school entrance, at back to school night, and parent teacher conferences, 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, "love and Logic," 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 school will hand out an informational flyer at back to school night 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 twice a year. 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 engage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Library assistant
 - Mentor
 - Teacher assistant
 - Tutors
 - Award's day presentations
 - Field day volunteers
 - Family nights – reading, math, science, social studies, Spanish, Chinese
 - Back to School Night
 - PTO - Parent, teacher organization
 - Field Trips
 - Barnes and Noble day
 - 6th Grade project
 - And other 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. This compact will be in the student handbook and given to parents and students at registration.

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 a parent involvement planning committee.
- 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. Collecting evidence about satisfaction with the program and the school’s efforts to increase parental involvement will be a part of the evaluation. This evaluation will include (1) growth in numbers of parents participating in 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?

Yes No

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

The Parent Involvement Policy is on Rigby Middle School's website. It is also handed out at Parent Teacher Conference in October.

Is your Student Handbook available in another language? 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?

Yes No

Date of the Meeting: October 16, 2020

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

paper copies website link

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)			
Sign up sheet at Back to School Night and Parent Teacher Conferences	Catrina Marley/ Crystal Virgin	No Cost	Sept. 2, 2020 Oct. 21-22, 2020
Parenting – Support on parenting skills. (Goal #2)			
Middle Years Newsletter English and Spanish	Catrina Marley	300.00	Monthly Sept.-May
Powerschool Training	Catrina Marley/ Crystal Virgin	No Cost	Parent Teacher Oct. 21-22, 2020
Schoology training			
Communicating – Improve communication between school and home. (Goal #3)			

Middle Years Newsletter English and Spanish	Catrina Marley	300.00	Monthly Sept.-May
School website/email Weekly calendar and announcements	School Secretary	No Cost	Weekly throughout the school year
Weekly progress report of students below a C- Test results	Classroom teacher School Secretary Mailed during the summer	No Cost	Parent Teacher Oct. 2020 Jan. 2021
Marquee, web, social media upcoming events	Student Council		Throughout school year
Learning at Home – Training or supports to make extend learning to the home. (Goal #4)			
Parent training	Catrina Marley/ Crystal Virgin	No Cost	Parent Teacher Oct. 22-22, 2020
Reading and Math Night	English and Math Dept.	300.00	January
Chinese New Year	Chinese Immersion	300.00	February
Spanish Night	Spanish Immersion	300.00	March
Soc.St./Science Night	SS/Sc Dept.	300.00	April
Decision Making – Training to help parents participate in governance/planning of schools. (Goal #'s 5, 6, and 7)			
School-parent-student- compact	In handbook for parents and students to read.	No Cost	Registration
Parent involvement committee	Catrina Marley/ Crystal Virgin	No Cost	Sept May

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 posted on the school website and paper copies will be available for pick up at Parent Teacher Conferences.

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

Principal: _____ Date: Oct. 16, 2020

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

Date of Meeting: Oct. 16, 2020

See signed copies scanned into teams.

Catrina Marley

Crystal Virgin

Richard Howard
