



# **Turtle Mountain Community Schools**

"Ensure Excellence in Education and  
Respect for the Local Culture"

## ***Turtle Mountain Community Elementary School Title I Parent Involvement Policy – 2017-18 school year***

Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written parental involvement policy agreed on by the parents that describes the requirements of (c) through (f) as listed below and outlined in Title I law:

### **A. POLICY INVOLVEMENT**

Each school served under this part shall –

1. 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;

**The annual meeting for the Turtle Mountain Community Elementary School will be held on the third Tuesday in October at 5:00 PM.**

2. 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;

**Generally, Parent Meetings at the Turtle Mountain Community School are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month at 5:00 PM in the school cafeteria. Occasionally meetings are held at alternate times. These meetings are announced in the TMCES Newsletter and/or on the TMCS billboard.**

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 policy;

**The PAC reviews TMCES Parent Involvement Policy annually. One meeting each spring is devoted to a review, discussion, and proposed changes to the existing policy and compact.**

**TMCES conducts a parent survey annually. The purpose of the survey is to gain additional input into a plan that serves the needs of the families we serve.**

4. Provide parents of participating children –
  - i. timely information about programs under this part;
  - ii. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
  - iii. 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.
- a. **Annual "Parents Right to Know" meeting will be held at the end of October annually. The Annual Parents Right to Know meeting will include:**
  - i. **An explanation of the Title I programs and the Title I requirements**
  - ii. **An explanation of the Title I programming within TMCES; curriculum, academic assessments used to measure student's progress, and proficiency levels that students are required to meet.**
  - iii. **An explanation of the school's parental involvement policy, the district's parental involvement policy, and the school-parent compact.**

- iv. An explanation of the schoolwide program and how it will be assessed.
  - v. An explanation of the parent's rights to be involved in the school's programs and ways to get involved.
  - vi. An explanation of parent's rights to request opportunities for regular meeting for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children.
  - vii. An explanation of the highly qualified status of teachers and paraprofessionals.
  - viii. An explanation and overview of Adequate Yearly Progress, Supplemental Services, and Program Improvement Status
- b. Parent Advisory Committee meetings – 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 5:00 PM. This is an opportunity for parents to become involved in organizing and planning for parent and family involvement
  - c. Back-to-School Open House-The day preceding the first day of school. This is an opportunity for families to meet the staff and receive copies of the school handbook and grade level curriculum as well as an opportunity to engage in conversation about their child's individual academic goals.
  - d. Parent/Teacher conference – November and March. Conferences provide parents and teachers the opportunity to discuss the individual progress of students, and allow discussion of potential interventions for students not making adequate academic or social progress.
  - e. Individual Parent Meetings as requested/needed. Parents and school staff have the option of requesting meetings for the purpose of discussing individual students and their progress. These meetings can be informally arranged through any school personnel, parent liaison, guidance staff, or can be held as required through the building level support team-section 504 or Individuals with Disabilities Act (IDEA).
5. If the school-wide 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.
- a. TMCES considers all feedback from parents and guardians. Specific comments that indicate a lack of satisfaction on a parent/guardian's part are addressed informally with a building administrator. A formal procedure for patron complaints has been adopted by the BSD #7 and is available on the TMCES website, please see Belcourt School District policies:
    - BIB-Patron Complaints,
    - BIBA – Complaints About Personnel
    - GABC – Title I Complaints
    - GABCA – Title I Dispute Resolution Policy or by request in the TMES office @ 477-6471, ext. 314
  - b. The PAC serves as an avenue for parents/guardians to submit comments regarding proposed plans for serving students. These concerns are brought to the attention of administration as bi-weekly meetings and the PAC provides the feedback to the individual voicing the concern.

## **B. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level parental 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.

The TMCES Parent Involvement policy will be reviewed annually by the Parent Advisory Committee. One meeting each spring will be devoted to a review, allowing for discussion and proposed changes to the existing policy and compact to be considered. Representatives from the Administration will be present to assure that the proposed changes are acted upon.

### **C. BUILDING CAPACITY 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

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- 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;
- I. **NWEA (Northwest Evaluation Association)/NASIS (Native American Student Information System) Session.** Evening parent session will be held two times during the first quarter of the school year. The purpose of these meetings is to instruct parents in the use of NASIS to monitor the progress of their child. Also, parents of students that have completed the NWEA Measure of Academic Progress will have the opportunity to learn about the test and it's alignment to the ND State Standards and interpreting these scores as well as using the assessment to monitor ongoing growth in the areas assessed.
  - II. **North Dakota State Assessment – Parents of students taking the North Dakota State Assessment will receive information in the mail prior to the test that will assist their child(ren) during test administration. In addition, upon receipt of the test scores, TMCES will offer a parent session on score interpretation. Those parents not attending this session will receive a copy of their child's scores with a written explanation and contacts for further assistance.**
  - III. **School Newsletter – TMCES mails a monthly newsletter to all parents. The newsletter regularly contains articles that offer suggestions to parents regarding monitoring student progress and assisting with the academic growth of students.**
  - IV. **The curriculum is explained and copies are made available to parents upon request. Teachers and School Improvement Team members explain the format of the curriculum in an effort to better prepare parents to support their child's progress.**
- b. Shall provide materials and training to help parents to work with their children to improve their childrens' achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
  - I. **NWEA (Northwest Evaluation Association)/NASIS (Native American Student Information System) Session.** Evening parent session will be held two times during the first quarter of the school year. The purpose of these meetings is to instruct parents in the use of NASIS to monitor the progress of their child. Also, parents of students that have completed the NWEA Measure of Academic Progress will have the opportunity to learn about the test and it's alignment to the ND State Standards and interpreting these scores as well as using the assessment to monitor ongoing growth in the areas assessed.
  - II. **Grade Level Activity – Each grade is assigned a month during the year and conducts a parent activity during their assigned month.**
  - III. **May Day Activity – the Elementary School Parent Advisory Committee conducts an activity during the month May for families**
- 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;

- I. Administration attend the Parent Action Committee meetings in an effort to support and validate the work of that organization.**
  - II. SPRINT (student prevention and intervention team) the school-wide reform model that TMCES adheres to, has a strong parental component. Increasing student's social and academic progress through working partnerships with parents and other community-based resources is one of the seven components of the project.**
- 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 resource centers, that encourage and support parents in more fully participating in the education of their children;
- The Belcourt School District funds the Tiny Turtles Preschool Program.**
- TMCS website includes a parent page that is used to publish parent information. TMCES sends newsletter to parents on a monthly basis.**
- 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;
- I. TMCES mails a monthly newsletter that includes an updated calendar, information of upcoming events, grade level news as well as information relating to parenting, literacy and positive behavior supports.**
  - II. Classroom teachers use the school agendas to communicate with parents a minimum of one time each week. Upcoming events and meetings are noted in these agendas.**
  - III. TMCES maintains a school website where upcoming events are posted. In addition, contact information for school staff, school policy, daily menus and other information is posted on the school website.**
  - IV. Articles and announcements are placed in the local newspapers, on the local radio station, on the schools billboard, and announced on ALERT NOW data notification system.**
- f. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- I. Parents are asked to serve on the School Improvement Team (SIT). As members of the SIT, the parents play an integral part in determining the professional development that will occur within the building with regard to the total school staff.**
- g. 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;
- K-5 monthly activities are designed to promote literacy training to parents. The activities provide useful information for parents on how to teach their child at home using activities that are fun and engaging.**
- h. 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;
- i. May train parents to enhance the involvement of other parents;

- I. **The Parent Advisory Committee will have access to the 1% set aside for Title I, Part A funds. These funds are used to support PAC activities and training throughout the school year. PAC members use a portion of the money in recruiting efforts.**
- II. **The PAC takes advantage of training offered through the District as well as other state agencies.**
- j. 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;
  - I. **PAC meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 5:00 PM.**
  - II. **School meetings specific to individual families are arranged at the parents' convenience, including accommodating those parents who may not be available during the school day.**
  - III. **School Social Workers and are available to transport parents to the school for meetings in the event that they are unable to arrange for transportation. School Social Workers are also available to transport school staff to homes in the event that a parent indicates a preference for an in-home visit.**
- k. May adopt and implement model approaches to improving parental involvement;
  - I. **SPRINT the school-wide reform model that TMCES adheres to, has a strong parental component. Increasing student's social and academic progress through working partnerships with parents and other community based resources is one of the seven components that drive these efforts.**
  - II. **The School Improvement Team reviews the annual parent survey to discuss ways to further promote parent involvement.**
  - III. **The Belcourt School District has implemented Joyce Epstein's six keys to parent involvement (Communication, Learning at Home, Decision-Making, Parenting, Volunteering, and Collaborating with Community) and tracks the activities sponsored in each area.**
- l. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
  - I. **TMCES supports the efforts of a Parent Advisory Committee that meets twice a month. Meeting minutes will be submitted to the elementary school administration.**
- m. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
  - I. **Every effort will be made to collaborate and invite community-based organizations and businesses to participate in parent events.**
- n. Shall provide such other reasonable support for parental involvement activities under this as parents may request.
  - I. **The TMCES Administration is in support of the parental involvement activities that occur within the school at the present time and other parent involvement activities as requested by parents.**

#### **D. ACCESSIBILITY**

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 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 such parents can understand.

**All families are invited and encouraged to participate in the events designed for this purpose at TMCES. In the event that family members have disabilities or other conditions that would prevent them from participating fully, school social workers are utilized to assist these families in securing the help necessary to fully participate.**

**Also See Belcourt School District Policies:**

**AAC – Equal Employment and Educational Opportunities**

**AACB – Nondiscrimination On the Basis Of Disability**

**FBB – Equal Educational Opportunities**

**These policies are posted on our website or you may request a copy by contacting the Belcourt School District Superintendent @ 477-6471, ext. 3324 or the Belcourt School District Business Manager @ 477-6471, ext. 3213.**