

Aitkin Public Schools/Rippleside Elementary School

Parent and Family Engagement Policy

2018-2019

Mission Statement

Mission: *Empowering students to be life-long learners and productive citizens through the use of a comprehensive curriculum with high expectations in a safe 21st Century learning environment.*

Guiding Principles/Beliefs

- ❖ *We will create a positive, safe, caring, and supportive environment that is responsive to the academic, social, physical and emotional needs of students and builds positive relationships.*
- ❖ *Through standards based curriculum, content and life skill learning, embedded technology, and purposeful activities, we will develop engaged independent learners.*
- ❖ *We value the importance of collaboration with students, colleagues, administration, school board, parents, and the community.*
- ❖ *We will NOT stay status quo. Continuous Improvement involves everyone. We will provide purposeful professional development and use data to measure our effectiveness.*
- ❖ *We believe all stakeholders will attain high standards and expectations.*
- ❖ *We will provide access to 21st century technology.*

Aitkin Public School District/Rippleside Elementary are committed to the goal of providing quality education for every child in this district. We want to establish partnerships with parents and with the community. Everyone gains if school and home work together to support high achievement of our children. We can't do this job alone. Parents and families play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

Part I. District Expectations

Aitkin Public Schools agrees to implement the following requirements:

1. The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs, consistent with section 1116 of Every Student Succeeds Act (ESSA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1116(b) of the ESSA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESSA.
3. In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background,

including providing information and school reports required under section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in language parents understand.

4. The school district will incorporate this district wide parent and family engagement policy into its district plan developed under section 1112 of the ESSA.
5. If the district plan for Title I, Part A found in the State Educational Record View and Submission (SERVS), developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to Minnesota Department of Education.
6. The school district with a Title I, Part A allocation of over \$500,000, will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 90 percent of the 1 percent reserved goes directly to the schools.
7. The school district will be governed by the following definition of the term “parent” includes legal guardian or other person standing in place of a parent (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare).
8. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - a. that parents play an integral role in assisting their child’s learning;
 - b. that parents are encouraged to be actively involved in their child’s education at school;
 - c. that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - d. that other activities are carried out, such as those described in section 1116 of the ESEA.

Part II. Description of How the District and School Will Implement Required Components

1. Aitkin Public Schools/Rippleside Elementary School will engage parents and families who have Title I students in developing/revising the district and school policy.

Aitkin Public Schools/Rippleside Elementary School will jointly develop/revise with parents the District/School Parent and Family Engagement Policy and publish it on the school’s website. A Parent Advisory Council made up of at least 5 parents, 3 teachers, the Title Coordinator, the Parent Engagement/Volunteer Coordinator, a School Board Member, and the Elementary Principal will meet to develop/revise our District/School Parent and Family Engagement Policy. During Entrance Conferences at Rippleside Elementary School, our Parent Engagement/Volunteer Coordinator will invite new parents to our first Parent Advisory Council meeting in September. The committee will meet the 3rd Monday of the month. Our Parent Engagement/Volunteer Coordinator will email council members the monthly agenda and minutes from the previous month.

Activity	Date	Contact Person
Title I Parent Advisory Council Meetings	Sept. 2018-May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-2115X2153

Parent and Family Engagement Policy Final Draft	May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-2115X2153
Post Final Draft to the Rippleside Website	May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-2115X2153

2. Aitkin Public Schools will take the following actions to engage the parents and families in jointly developing the district Title I plan (section 1112) which is in the SERVS application and the development and review of the Schoolwide Plan. If applicable the Comprehensive Support and Improvement plan, in the school's identified for improvement plans. [Section 1111(D) (1)(2)]

Activity	Date	Contact Person
Title I Parent Advisory Council Meetings	Sept. 2018-May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-2115X2153
Rippleside's Implementation Evaluation/Planning meeting	July 23, 2018	Jesse Peterson/Rippleside Elementary Principal 218-927-4838X2106
Implementation Team Meetings (2 times per month)	Meetings TBD	Jesse Peterson/Rippleside Elementary Principal 218-927-4838X2106

3. Aitkin Public Schools and Rippleside Elementary will coordinate technical assistance and other support that is necessary to build the capacity of staff in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance.

Activity	Date	Contact Person
Parent Advisory Council Meetings	Sept. 2018-May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-2115X2153
Infinite Campus Parent Portal (access for parents to district data system and student grades/assignments/attendance etc.)	Sept. 2018-May 2019	Lynne Jacobs 218-927-4838 X2100
Title I Networking/NJPA monthly meetings	Sept. 2018-May 2019	Shari Grunenwald 218-927-4838 X2101
School website	Sept. 2018-May 2019	Jesse Peterson 218-927-4838 X2106

Monthly Newsletters	Sept. 2018-May 2019	Jesse Peterson 218-927-4838 X2106
Family Fun Nights	October 2018 March 2019	Shari Grunenwald 218-927-4838 X2101

4. Aitkin Public Schools/Rippleside Elementary will coordinate and integrate with federal, state and local programs, including public preschool programs, to implement effective parent and family engagement strategies that improve student achievement and school performance.

Activity	Date	Contact Person
ECFE Parent Education Classes	Sept. 2018-May 2019	Aitkin Children's Center- Amanda Ashton 218-927-7735
Passport to Kindergarten-PK to K transition	March 2019	Aitkin Children's Center- Amanda Ashton 218-927-7735
Kindergarten Registration	April 2019	Rippleside Office 218-927-4838
Kindercamp	August 2018	Rippleside Office 218-927-4838
Aitkin Children's Center Parent Advisory Council Meetings	Sept. 2018-May 2019	Julie Miller 218-927-4838 X2203
Monthly Newsletters	Sept. 2018-May 2019	Jesse Peterson 218-927-4838 X2106
Family Fun Nights	October 2018 March 2019	Shari Grunenwald 218-927-4838 X2101

5. Aitkin Public Schools/Rippleside Elementary will take the following actions to conduct, with the engagement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy (programs/activities) in improving the academic achievement of Title I students and the schools.

Reviewing and evaluating the parent and family engagement activities/programs:

- a. Identify barriers and the needs of parents and family members that keep them from participating in their child's education especially the economically disadvantaged, disabled, limited English proficiency or any racial or ethnic minority.
- b. Identify the needs of the Title I parents and family members to assist learning of their children and the teachers and school staff.
- c. Identify strategies to support successful school and family interactions.

Activity	Date	Contact Person
Parent Advisory Council Meetings	Sept. 2018-May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator

		218-927-4838X2460
Family Fun Nights-Math focus	October 2018	Shari Grunenwald 218-927-4838 X2101
Reading focus	March 2019	
Annual Title I Meeting	October 2018	Jesse Peterson 218-927-4838 X2106
American Indian Council	September 2018 & January 2019	Curriculum Director, TBD 218-927-4838 X2129

6. Aitkin Public Schools/Rippleside Elementary will use the findings of the evaluation to design evidence-based strategies for more effective parent and family engagement as necessary and to revise the parent and family engagement policy as necessary.

Activity	Date	Contact Person
Parent Advisory Council Meetings-parts of the Parent and Family Engagement Policy are evaluated and revised each month	Sept. 2018-May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-4838X2460
Title I Networking/NJPA monthly meetings	Sept. 2018-May 2019	Shari Grunenwald 218-927-4838 X2101
MDE: Parent and Family Engagement Workshops	TBD	Shari Grunenwald 218-927-4838 X2101 Jesse Peterson 218-927-4838 X2106

7. Aitkin Public Schools/Rippleside Elementary will involve parents in activities at the Aitkin Public Schools and Rippleside Elementary School. This could be establishing a parent advisory board that represents the population of Title I parents and family members, that develops, evaluates and reviews or revises the parent and family engagement policy.

Activity	Date	Contact Person
Parent Advisory Council Meetings- parts of the Parent and Family Engagement Policy are evaluated and revised each month	Sept. 2018-May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-4838X2460

8. Rippleside Elementary School will convene an annual meeting, at a convenient time. The Title I annual meeting will inform parents about the Title I program, explain the requirements of parent and family engagement and the rights and responsibilities of the parents.

Annual Title I Meeting held at Rippleside Elementary School	October 2018	Jesse Peterson 218-927-4838 X2106
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9. Rippleside Elementary School will offer flexible meeting times during morning, evening, or weekends and may provide transportation, child care or home visits.

Activity	Date	Contact Person
Parent Advisory Council Meetings (child care available)	Sept. 2018-May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-4838X2460

10. Rippleside Elementary School will involve parents in the planning and review of the school improvement plan and the joint development of the schoolwide plan when applicable. If the schoolwide plan is not satisfactory to the parents, submit comments on the plan when submitted to the district. [Section 1114(b)]

Activity	Date	Contact Person
Parent Advisory Council Meetings (child care available)	Sept. 2018-May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-4838X2460
Rippleside's Implementation Evaluation/Planning meeting	July 23, 2018	Jesse Peterson/Rippleside Elementary Principal 218-927-4838X2106

11. Rippleside Elementary School will provide assistance to parents of Title students:
- Timely information about programs offered to engage in their child's education.
 - An explanation of the curriculum, state and local academic assessments including alternate assessments, and the achievement levels of the state academic standards.
 - If they request, opportunities for regular meetings to hear their suggestions and participate in decisions related to their child's education.

(list activities, such as workshops, conferences, classes, website, including any equipment or other materials that may be necessary to ensure success.)

Activity	Date	Contact Person
School website	September 2018-May 2019	Jesse Peterson 218-927-4838 X2106
World's Best Workforce on school's website	October 2018	Curriculum Director/TBD 218-927-4838 X2129
Monthly Newsletters	Sept. 2018-May 2019	Jesse Peterson 218-927-4838 X2106
Annual Title I Meeting held at Rippleside Elementary School	October 2018	Jesse Peterson 218-927-4838 X2106

Parent Advisory Council Meetings	Sept. 2018-May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-4838X2460
District calendar allows for staff development time on teacher contracts	Year-long 2018-2019	Brad Kelvington, Superintendent 218-927-2115 X3420
District provides training and support for implementation of and progress monitoring of specific reading and math strategies and support systems (Star, Fastbridge, Reading Coach, Reading Specialist, Reading Interventionist)	Year-long 2018-2019	Jesse Peterson 218-927-4838 X2106 Shari Grunenwald 218-927-4838 X2101
District supports grade level PLC's	Year-long 2018-2019	Jesse Peterson 218-927-4838 X2106 Shari Grunenwald 218-927-4838 X2101
District supports MTSS and intervention coaching	Year-long 2018-2019	Jesse Peterson 218-927-4838 X2106
Parent/Teacher Conferences	September 2018 November 2018 February 2019	Jesse Peterson 218-927-4838 X2106

Part III. Description of the Shared Responsibilities for High Student Academic Achievement

Rippleside Elementary School will jointly develop with Title I parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement to meet the state academic standards. The compact should:

1. Describe the curriculum and instruction that help their student meet the state standards, identify where their child is performing and discuss ways the parent can support their child's education at home and at school.
2. Talk about the importance of the teachers and parents communicating on an ongoing basis at a minimum:
 - a. Conduct a parent-teacher conference in elementary schools, annually, during which the compact shall be discussed as the compact relates to the individual child.
 - b. Provide frequent reports to parents on their children's progress.
 - c. Provide information on how parents can contact staff and staff can best contact parents, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

- d. Make sure that two-way meaningful communication between family members and school staff is addressed and when at all possible, is in a language the parents and family members can understand.

Activity	Date	Contact Person
Entrance Conferences: The school-parent compact is discussed and signed by all teachers, students, and parents	September 4 & 5, 2018	Shari Grunenwald 218-927-4838 X2101
Parent Advisory Council Meetings	Sept. 2018-May 2019	Bobbi Jo Bourassa/Parent Engagement/Volunteer Coordinator 218-927-4838X2460
School website	Sept. 2018-May 2019	Jesse Peterson 218-927-4838 X2106
Monthly Newsletters/Volunteering Opportunities	Sept. 2018-May 2019	Jesse Peterson 218-927-4838 X2106
Quarterly Report Cards	Sept. 2018-May 2019	Classroom Teachers 218-927-4838

Part IV. Accessibility

Aitkin Public Schools/Rippleside Elementary School will meet the requirements of parent and family engagement of Title I, to the extent practicable, we will 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.

Entrance Conferences:	September 4 & 5, 2018	Shari Grunenwald 218-927-4838 X2101
School website	Sept. 2018-May 2019	Jesse Peterson 218-927-4838 X2106
Monthly Newsletters/Volunteering Opportunities	Sept. 2018-May 2019	Jesse Peterson 218-927-4838 X2106
Quarterly Report Cards	Sept. 2018-May 2019	Classroom Teachers 218-927-4838
Parent/Teacher Conferences	September 2018 November 2018 February 2019	Jesse Peterson 218-927-4838 X2106

TransAct-parent communication in different languages supplied through MDE	Yearlong 2018-2019	Shari Grunenwald 218-927-4838 X2101
American Indian Council	September 2018 & January 2019	Curriculum Director, TBD 218-927-4838 X2129
Rippleside Child Study Team Meetings-Special Education Team and Supports	Yearlong 2018-2019	Jesse Peterson 218-927-4838 X2106

Part V. Adoption

The Aitkin Public Schools/Rippleside Elementary School Parent Engagement Policy 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 August 25, 2018 the Aitkin Public Schools/Rippleside Elementary School Parent and Family Engagement Policy will be in effect for the period of the school year.

Aitkin Public Schools/Rippleside Elementary School will distribute this policy to all parents of participating Title I children and make it available to the community.

Signature of Title I Authorized Representative

August 25, 2018

Date

The following people were involved with the development of this document:

Jesse Peterson/Principal of Rippleside Elementary School

Kevin Hoge/School Board Representative

Shari Grunenwald/Federal Program’s Coordinator/School Assessment Coordinator

Beth Lundgren-parent/teacher

Jennifer McGuire/parent/Parent Engagement/Volunteer Coordinator through March 2017

Bobbi Jo Bourassa/parent/Parent Engagement/Volunteer Coordinator beginning March 2017

Julia Hendrickson/parent/Paraprofessional