

Aitkin Public Schools/Rippleside Elementary School

Title I Parent Involvement Plan

2016-2017

Mission Statement

Our mission is to empower students to be life-long learners and citizens by maximizing community, parent, and staff involvement while developing high expectations and achievement in a safe 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 will attain high standards and expectations.*
- ❖ *We will provide access to 21st century technology.*

Aitkin Public School District/Rippleside Elementary is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents 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/Rippleside Elementary School agrees to implement the following requirements:

Aitkin Public Schools/Rippleside Elementary School will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Aitkin Public Schools/Rippleside Elementary School will 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.

Aitkin Public Schools/Rippleside Elementary School will incorporate this district-wide parent involvement plan into its district plan.

In carrying out the Title I parent involvement requirements, to the extent practicable, the Aitkin Public Schools/Rippleside Elementary School will provide full opportunities for the participation of parents of

children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents can understand.

If the Aitkin Public Schools/Rippleside Elementary School plan for Title I 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.

If applicable, Aitkin Public Schools/Rippleside Elementary School will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parent involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

Part II. District/School Parent Involvement Plan Required Components

1. Aitkin Public Schools/Rippleside Elementary School will take the following actions to involve parents in the joint development/revision of its district parent involvement plan:

- a. How will parents be included in development/revising the parent involvement plan?

Aitkin Public Schools/Rippleside Elementary School will jointly develop/revise with parents the district/school parent involvement plan and publish it on the school website. A Parent Advisory Council of 8 parents, 3 teachers, the Title Coordinator, the Parent Involvement/Volunteer Coordinator, a school board member, and Elementary Principal will meet to develop our District/School Parent Involvement Plan. Our Parent Advisory Council will be invite new parents to our first meeting in September. The committee will meet the 3rd Monday of every month. Our Parent Involvement/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. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |
| Parent Involvement Plan Final Draft | May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |
| Post Final Draft to the Rippleside Website | May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |

2. Aitkin Public Schools/Rippleside Elementary School will involve parents in the process of district and school plan, review and improvement [i.e. district plan, section 1112, schoolwide section 1114, and/or school improvement section 1116]

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

| Activity | Date | Contact Person |
|---|--------------|--------------------------------------|
| School website | October 2016 | Jesse Peterson 218-927-4838 X2106 |
| Annual Report on Curriculum, Instruction, and Student Achievement | October 2016 | Lisa DeMars 218-927-4838 X2129 |

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

| Activity | Date | Contact Person |
|----------------------------------|----------------|--------------------------------------|
| MMR letter mailed to each family | November 2016 | Shari Nordean 218-927-4838 X2101 |
| School website | September 2016 | Jesse Peterson 218-927-4838 X2106 |

c. How will the school identify students who qualify for Title I services?

| Activity | Date | Contact Person |
|---|----------------|-------------------------------------|
| Schoolwide/Record of Continuous Improvement | September 2016 | Shari Nordean 218-927-4838 X2101 |

d. How will the district/school involve parents of students in the identified sub-groups as part of the school support team?

| Activity | Date | Contact Person |
|--|---------------------|--|
| Title I Parent Advisory Council Meetings | Sept. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |
| Family Fun Night | March 2017 | Shari Nordean 218-927-4838 X2101 |

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

| Activity | Date | Contact Person |
|--|---------------------|-------------------------------------|
| Title I Networking/NJPA monthly meetings | Sept. 2016-May 2017 | Shari Nordean 218-927-4838 X2101 |
| Family Fun Night | March 2017 | Shari Nordean 218-927-4838 X2101 |

3. Aitkin Public Schools/Rippleside Elementary School will 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 parent involvement plan.

| Activity | Date | Contact Person |
|--|---------------------|--|
| Title I Parent Advisory Council Meetings | Sept. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |

4. Aitkin Public Schools/Rippleside Elementary School will offer a number of flexible meeting options, 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.

| Activity | Date | Contact Person |
|--|---------------------|--|
| Title I Parent Advisory Council Meetings | Sept. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |

5. Aitkin Public Schools/Rippleside Elementary School 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.

| Activity | Date | Contact Person |
|---|---------------------|--------------------------------------|
| Infinite Campus Parent Portal (access for parents to district data system and student grades/assignments/attendance etc.) | Sept. 2016-May 2017 | Lynne Jacobs 218-927-4838 X2100 |
| Title I Networking/NJPA monthly meetings | Sept. 2016-May 2017 | Shari Nordean 218-927-4838 X2101 |
| School website | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |
| Monthly Newsletters | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |

6. Aitkin Public Schools/Rippleside Elementary School will build the schools' and parents' capacity for strong parent involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below.

| Activity | Date | Contact Person |
|--|--|--|
| Parent/Teacher Conferences | September 2016 November 2016 February 2017 | Jesse Peterson 218-927-4838 X2106 |
| Title I Parent Advisory Council Meetings | Sept. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |
| Family Fun Night | March 2017 | Shari Nordean 218-927-4838 X2101 |
| Monthly Newsletters | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |
| School website | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |

7. If the schoolwide 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.

8. Aitkin Public Schools/Rippleside Elementary School 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:
 - 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, and
 - how to work with educators

| Activity | Date | Contact Person |
|--|---------------------|---|
| District calendar allows for staff development time on teacher contracts | Year-long 2016-2017 | Bernie Novak, 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, AIMS Web, Reading Coach, Reading Specialist) | Year-long 2016-2017 | Jesse Peterson 218-927-4838 X2106 Shari Nordean 218-927-4838 X2101 |
| District supports grade level PLC’s | Year-long 2016-2017 | Jesse Peterson 218-927-4838 X2106 Shari Nordean 218-927-4838 X2101 |

| | | |
|---|--|--|
| District supports RTI and intervention coaching | Year-long 2016-2017 | Jesse Peterson 218-927-4838 X2106 |
| School website | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |
| Monthly Newsletters | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |
| Family Fun Night | March 2017 | Shari Nordean 218-927-4838 X2101 |
| Parent/Teacher Conferences | September 2016 November 2016 February 2017 | Jesse Peterson 218-927-4838 X2106 |
| Title I Parent Advisory Council Meetings | Sept. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |
| Annual Title I Meeting | March 2017 | Jesse Peterson 218-927-4838 X2106 |

9. Aitkin Public Schools/Rippleside Elementary School 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.
10. Aitkin Public Schools/Rippleside Elementary School 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.

| Activity | Date | Contact Person |
|----------------------------|--|--------------------------------------|
| Family Fun Night | March 2017 | Shari Nordean 218-927-4838 X2101 |
| Parent/Teacher Conferences | September 2016 November 2016 February 2017 | Jesse Peterson 218-927-4838 X2106 |
| Monthly Newsletters | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |

11. Aitkin Public Schools/Rippleside Elementary School 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 to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

| Activity | Date | Contact Person |
|----------------------------|---------------------|---|
| District Staff Development | Year-long 2016-2017 | Bernie Novak, Superintendent 218-927-2115 X3420 |

12. Aitkin Public Schools/Rippleside Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, 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.

| Activity | Date | Contact Person |
|-------------------------------|---------------------|------------------------------------|
| ECFE Parent Education Classes | Sept. 2016-May 2017 | Cindy Weimer |
| Kindergarten transition | April 2017 | Kindergarten teachers |
| Kindercamp | August 2016 | Kindergarten teachers |
| Preschool | Sept. 2016-May 2017 | Julie Miller 218-927-4838 X2203 |

13. Aitkin Public Schools/Rippleside Elementary School will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

| Activity | Date | Contact Person |
|--|---------------------|--|
| Monthly Newsletters | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |
| Local Newspaper | Year-long 2016-2017 | Jesse Peterson 218-927-4838 X2106 |
| School website | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |
| Title I Parent Advisory Council Meetings | Sept. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |
| Annual Title I Meeting | March 2017 | Jesse Peterson 218-927-4838 X2106 |

14. Aitkin Public Schools/Rippleside Elementary School will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under the following other programs: Home Instruction for Preschool Youngsters, and Preschool.

| Activity | Date | Contact Person |
|-------------------------------|---------------------|------------------------------------|
| Preschool | Sept. 2016-May 2017 | Julie Miller 218-927-4838 X2203 |
| Preschool Home Visits | Sept. 2016-May 2017 | Julie Miller 218-927-4838 X2203 |
| ECFE Parent Education Classes | Sept. 2016-May 2017 | Cindy Weimer |

15. Aitkin Public Schools/Rippleside Elementary School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent involvement plan in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent 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 parent involvement plan and activities to design strategies for more effective parent involvement, and to revise, if necessary (and with the involvement of parents) its parent involvement plan.

Describe actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it and explaining what role parents will play.

| Activity | Date | Contact Person |
|--|---------------------|--|
| Title I Parent Advisory Council Meetings | Sept. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |
| Family Fun Night | March 2017 | Shari Nordean 218-927-4838 X2101 |
| Annual Title I Meeting | March 2017 | Jesse Peterson 218-927-4838 X2106 |

16. Aitkin Public Schools/Rippleside Elementary School 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.

Describe when and where the annual meeting will be held.

| Activity | Date | Contact Person |
|--|-------------|--------------------------------------|
| Annual Title I Meeting: Held at Rippleside Elementary School at a Family Fun Night | March 2017 | Jesse Peterson 218-927-4838 X2106 |

17. Aitkin Public Schools/Rippleside Elementary School will involve parents in the decisions regarding how funds reserved for parent involvement activities.

| Activity | Date | Contact Person |
|--|---------------------|--|
| Title I Parent Advisory Council Meetings | Sept. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |

18. If the schoolwide 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.

| Activity | Date | Contact Person |
|--|---------------------|--|
| Title I Parent Advisory Council Meetings | Sept. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |

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 child'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.

| Activity | Date | Contact Person |
|--|-----------------------|--|
| Entrance Conferences: The school-parent compact is discussed and signed by all teachers, students, and parents | September 6 & 7, 2016 | Shari Nordean 218-927-4838 X2101 |
| Title I Parent Advisory Council Meetings | Sept. 2016-May 2017 | Jenny McGuire/Parent Involvement-Volunteer Coordinator 320-980-6363 |
| School website | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |
| Monthly Newsletters/Volunteering Opportunities | Sept. 2016-May 2017 | Jesse Peterson 218-927-4838 X2106 |
| Quarterly Report Cards | Sept. 2016-May 2017 | Classroom Teachers |

Part IV. Discretionary District/School Parent Involvement Plan Components

Aitkin Public Schools/Rippleside Elementary School 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:

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

Part V. Adoption

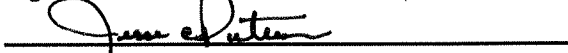
Aitkin Public Schools/Rippleside Elementary School Parental Involvement Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes.

This Parent Involvement Plan was developed/revised Aitkin Public Schools/Rippleside Elementary School on August 26, 2016 and will be in effect for the period of school year 2016-

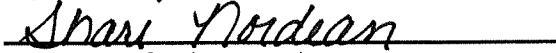
2017. Aitkin Public Schools/Rippleside Elementary School will distribute this plan to all parents of participating Title I children on or before October 1, 2016.



Signature of Title I Authorized Representative

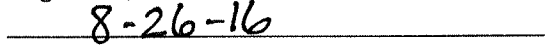


Signature of Rippleside's Principal



Signature of Title I Coordinator

August 26, 2016



Date

These parents were involved with the development of this document:
(List parents)

Jesse Peterson/Principal

Beth Lundgren-parent/teacher

Natasha Paulbeck/parent

Jennifer McGuire/Parent Involvement-Volunteer Coordinator

Anne Espeseth/parent

Renee Voller/teacher

Julia Hendrickson/parent