

TO: Parents of Students in Sublette Elementary School

FROM: USD 374

As the parent of a student attending a school that receives federal funds under the "No Child Left Behind" Act, you have the right to know the professional qualifications of each of your child's teachers. You have the right to ask for the following information about each of your child's teachers:

- Whether the teacher is certified by the state of Kansas to teach the grades and subjects he or she teaches;
- Whether the teacher is teaching under an emergency or other provisional certificate;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of those degrees; and
- Whether aides or paraprofessionals provide services to your child and, if so, the qualifications of the aide or paraprofessional.

If you would like to receive any or all of this information, please contact Connie Myers at Sublette Elementary, 675-2286.

PARA: Los padres de estudiantes en la escuela primaria de Sublette

DE: Distrito Escolar #374

Como padre de algún estudiante que atiende a una escuela que recibe fondos federales bajo el acta “No Child Left Behind”, usted tiene el derecho de saber sobre las calificaciones profesionales de cada maestro/a (s) de su hijo/a (s). Usted tiene el derecho de preguntar por la siguiente información sobre el maestro/a(s):

- Si el/la maestro/a(s) esta certificada/o(s) por el estado de Kansas para enseñar el/los grado(s) que el/ella enseña y la(s) materia(s) que el/ella enseña;
- Si el/la(s) maestro/a(s) esta enseñando bajo el estatus de emergencia o provisional
- En que esta titulado/a el/la maestra/o(s)
- El titulo de el/la maestro/a y cualquier otro certificado postgrado o titulo obtenido por el/la maestro/a, y el área de certificación o titulo; y
- Si el estudiante se le provee servicios por una asistente de maestro/a y, si es así, la capacidad del asistente de maestro/a.

Si desea recibir alguna o toda la información, por favor de contactar a Connie Myers al 620-675-2286

Title I, Part A Program—Parental Involvement Policy
(Targeting Select Title I, Part A Provisions)

USD 374 and Sublette Elementary are committed to fostering and promoting parental involvement as required in Title I, Part A, Section 1118. To accomplish this goal, our schools will involve parents in the development of the LEA policy and the process of school review and improvement through the following types of involvement activities:

- Parental involvement group meetings
- Conducting parent surveys
- Frequently scheduled parent meetings
- Parent Teacher Conferences
- Phone or e-mail contact
- School improvement meetings

Goal 1: The LEA will foster effective parental involvement strategies and support partnerships among schools, parents, and the community to improve student achievement.

Strategies for reaching goal

1. Develop and disseminate district parental involvement policy.
2. Reserve of a minimum of 1% of the Title I, Part A allocation for parental involvement, with 95% going to Title I, Part A schools.
3. Coordinate parental involvement activities with those of other programs.
4. Establish parental involvement contact person at each of the Title I, Part A schools.
5. Conduct an annual review of the effectiveness of the parental involvement policy.
6. Develop district parental involvement committee to create a parental involvement policy and implement parental involvement activities as well as disseminate information to the community to promote parental involvement in the Title I, Part A schools.
7. 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.

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

Strategies for reaching goal

1. Provide materials and training not otherwise available to assist parents in supporting their child's academic achievement.

2. Enhance the awareness and skills of teachers, pupil services personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners.
3. Ensure, to the extent possible, that information is sent home in a language and form parents can understand.
4. Provide information on adult literacy training available in the community.
5. Provide a copy of the school policy for parents.
6. 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.
7. Convene 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.

Goal 3: The district will build the school's capacity for strong parental involvement.

Strategies for reaching goal

1. Provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A.
2. Encourage the formation of partnerships between schools and local businesses that include a role for parents.
3. Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child.
4. Involve parents through an annual survey to improve school effectiveness.
5. Approve reasonable and necessary expenses associated with parental involvement activities.
6. Provide any reasonable support for parental involvement at the request of participating Title I, Part A parents.

Goal 4: The district will 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 parent participation.

Strategies for reaching goal

1. Survey parents annually, including questions to identify barriers to parental involvement.
2. Provide an opportunity for parents to assist in the development of the evaluation procedures.

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.

4. Use findings from evaluation process to

- Make recommendations to each participating school for parental involvement policy revisions
- Provide suggestions for designing school improvement policies, as they relate to parental involvement

USD 374 District and School Wide Parental Involvement Policy

Part 1 General Expectations

The USD 374 and Sublette Elementary School agree to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district will provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request, and to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, 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 the State Department of Education.
- The school district will involve the parents of children served in Title A, Part A in decisions about how the 1% of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95% of the 1% reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communications 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) the carrying out of other activities, such as those described in section 1118 of the ESEA.

Part 2. Description of how district will implement parental involvement policy components

The USD 374 and Sublette Elementary School will

- take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112, of the ESEA: Title I Parents Night and Migrant Parents Night
- take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA: Site Council
- provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance: Student Intervention Team
- coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: At-Risk Pre-school
- take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental 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 and Sublette Elementary will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary its parental involvement policies: Survey
- build the schools' and parent's capacity for strong parental 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 achievement, through the following activities: Accelerated Reader, Red Ribbon Week, Save for America, Found Object Art Project
 - A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district, 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,
 - How to monitor their child's progress
 - How to work with educators.

B. The school district will, with the assistance of its 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 by: Home and School Connection, KPIRC Materials

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contribution of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by: Field Trips, Holiday parties, Open House, Music Programs, Grandparents Day

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities that encourage and support parents in more fully participating in the education of their children by: Parent-Teacher Conferences, SIT meetings

E. The school district will take the following actions to ensure that information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand. Provide bilingual translators and bilingual correspondence.

Part 3 Discretionary District Wide Parental Involvement Policy Components

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources for funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents;
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers and other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- Adopting and implementing model approaches to improving advice in all matters related to parental involvement;
- Establishing a district wide parent advisory council to provide advice on all matter related to parental involvement I Title I, Part A programs;

- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

Part 4 Adoption

This District Wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A program, as evidenced by Title I Parent Night and Migrant Parent Night.

This policy was adopted by USD 374 and Sublette Elementary School on August 19, 2009 and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before October 23,


Signature of Authorized Official

8-26-11
Date