

**MOUNDS VIEW SCHOOL DISTRICT**  
**District Parent Involvement Procedures**  
**2008-2009**

Mounds View School District 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**

*Each school district must establish the district's expectations for parental involvement. [Section 1118(a)(2), ESEA.]*

The Mounds View School District agrees to implement the following requirements:

- Mounds View School District 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.
- Mounds View School District will work with its schools to ensure that the required school-level Parental Involvement Policy/Procedure meet the Title I requirements, and include, as a component, a school-parent compact.
- Mounds View School District will incorporate this district-wide Parental Involvement Policy/Procedures into its district plan.
  - In carrying out the Title I parental involvement requirements, to the extent practicable, the Mounds View School District and its schools 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 an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
  - If Mounds View School District 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.
  - Mounds View School District will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than \$500,000.)
- Mounds View School District will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

**PART II. DISTRICT PARENTAL INVOLVEMENT POLICY REQUIRED COMPONENTS**

1. Mounds View School District will take the following actions to involve parents in the joint development/revision of its district parent involvement policy/procedures:
  - Parents will be invited to review the parent involvement policy/procedures at Title I events.
  - Parents will be invited to a meeting in the spring to review the specific components of the parent involvement policy/procedures.
2. Mounds View School District will involve parents in the joint development of district plan, review and improvement [i.e. district plan, *section 1112*, schoolwide *section 1114*, and/or school *improvement section 1116*]:
  - Parents are invited to participate in each Title I school's BILT (Building Instructional Leadership Team.) One of the responsibilities of BILT is to annually review their school's instructional delivery model and adjust the plan for the following year using current data and input from staff and parents.
  - The annual school report card will be reported to parents through School Talk (District Publication mailed to all residents), a District letter to families with enrolled students and posting on the District website
  - The District will notify parents through School Talk and on the District website.

- An AYP committee, comprised on teachers, parents and administration, will develop the District's plan for improvement and seek input from parents through a variety of means (e.g. surveys, focus group meetings.)
- The District will continue to include parent representatives on the Staff Development Council. This group meets monthly to address staff development priorities and approve individual teacher requests for professional development.
- Parents serve on the District' Curriculum Advisory Council (CAC.) Staff and parents work collaboratively to review each curricular area to determine instructional and staff development priorities.

3. Mounds View School District will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- The Title I Coordinator, Special Education GUIDES and Language Arts/Math resource teachers will meet with the Title I staff to review the annual parent involvement plan. Components of the plan may include Title I parent/student events, print materials available to parents and information about building level parent involvement opportunities.

4. Mounds View School District will build the schools' and parents' 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 academic achievement, through the following activities specifically described below:

A. The school district 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

Parents will be offered numerous opportunities to engage in partnerships that address critical topics related to student learning and achievement. These opportunities include:

- District publications on state and local assessment information
- School newsletters and websites highlighting academic support programs, parent education tips and information on how to access teachers to keep informed on their child's progress.
- Title I families will receive regular parent publications on tips for working with students and getting involved in school.
- Title I staff will provide regular, on-going communication with families through fall and spring conferences, open houses, parent education events and frequent informal contacts.

B. The school district 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, by:

- Parents will be invited to building parent meetings and informed of parent education opportunities.
- An annual Title I parent education night will be offered
- All Title I families will receive a monthly newsletter that includes a variety of parent strategies for improving student learning.
- The individual school newsletters will periodically provide tips for supporting learning at home (e.g. ideas for promoting independent reading, suggested book titles.)

C. The school district 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, by:

- The District vision includes a parent involvement component that promotes parent participation at the District and individual school levels.
- Each Title I school has an active parent involvement program. Parents are offered multiple opportunities to be directly involved at school and through home support by keeping informed of school happenings and actively supporting student learning outside the school day.

D. The school district will 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, by:

- Family nights for school readiness programs that include a literacy-based component are held throughout the year.
- Information is available to parents through the District's Parent Resource Center.
- Parents attend ECFE evening classes with their children.

E. The school district 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:

- Multiple methods are used to communicate essential information to Title I families. These include: school newsletters, District publications, Title I flyers, e-mails and phone calls from Title I staff.
- Publications will be translated into different languages as needed by the population being served.

5. Mounds View School District will 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 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 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 (and with the involvement of parents) its parental involvement policies.

- Program evaluation occurs annually in the spring of each year. All Title I families will receive a survey requesting feedback on the effectiveness of the Title I services. The data is compiled by the Title I Coordinator and shared with the Title I staff in the fall. Based on the feedback, adjustments to the parent involvement plan will be made.

6. Mounds View School District will involve parents in the decisions regarding how funds reserved for parental involvement activities:

- Parents will be given an opportunity for input on use of parent involvement funds at the annual Title I parent education event and spring parent involvement planning meeting.
- Involvement will occur throughout the year, as needed through electronic communication with representative Title I parents or additional meetings.

### PART III. ADOPTION

Mounds View School District Parental Involvement Policy/Procedures 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 Policy/Procedures was updated by the Title I Advisory Council on June 18, 2008 and will be in effect for the period of the 2008-2009 school year. The Mounds View School District will distribute this policy/procedures to all parents of participating Title I children on or before November 30, 2008.