

Southeast Island School District



Parent Involvement Handbook

Updated 8/8/18

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DRAFTING PARTNERS

Partners from each school that helped draft the original Parent Involvement Handbook in 2009 and the current update.

Name	Association	Location
Lauren Burch	Superintendent	District Office
Nick Higson	Assistant Superintendent	District Wide
Alan Schwab	Assistant Superintendent	Thorne Bay School
Shane Scammahorn	Lead Teacher	Kasaan School
Julie Vasquez	Lead Teacher/Parent	Hollis School
Lisa Cates	Teacher	Hollis School
Thorne Bay School		
Airica Tripple	ASC President	
Chris Page	Parent	
Joanne Cabe	Parent	
Jodi Roland	Guardian	
Mel Slayton	Parent	
Port Protection School		
Christa Hambleton	Parent	
Howard Valentine School		
Judy Adamson	Staff/Grandparent	
Rebecca Rusher	Parent	
Sara Yockey	Parent	
Naukati School		
Heidi Young	Parent/School Board Member	
Carin Richter	Parent	
Vanessa Richter	Parent	
Kasaan School		
Kitty Savage	Parent	
Paula Petersen	Parent	
Tanna Coppin	Parent	
Hollis School		
Sandra Nessett	Parent/School Board Member	
Sherri Self	Staff	
Port Alexander School		
Shanna Smith	Parent/Staff	
Molly Kimsey	Parent	
Ember Dove	Parent/Staff	

This handbook was reviewed and adopted during the August 2018 Southeast Island School District Board Meeting.

INTRODUCTION AND BACKGROUND

PURPOSE OF THE PARENT INVOLVEMENT HANDBOOK

In response to every Student Succeeds Act, S.1177, 114th Cong. (2015). Southeast Island School District hereby establishes the following: SISD's Parental Involvement Handbook.

Title IA 29. The district has a parent involvement policy that was jointly written with parents and disseminated to parents.

WRITTEN POLICY REVIEW AND UPDATE PROCESS

It is the policy of Southeast Island School District to develop and/or (revise) and implement the Title I required Parental Involvement Handbook using the following inclusion steps:

1. Parent Orientation Meeting

The local school will/has invited parents to an ASC/Title One Meeting at which the Title I Parent Involvement requirements will be discussed and at which an ad-hoc committee (which may be an ASC Committee) will be formed.

2. Parent/ASC/School Committee

The Parent/School/ASC committee will develop a draft of the (Title I) Parental Involvement Handbook

3. Draft of the Title I Parental Handbook

Copies of the written policy will be disseminated to parents of participating children for their consideration. At an ASC or Title One meeting, parental input will be sought and changes incorporated into the draft.

4. Final Title I Parental Involvement Handbook

The final Parental Involvement Handbook after being approved by the ASC's, will be printed and disseminated to parents and presented to the school board for final approval.

5. Revision of the Title I Parental Involvement Handbook

The same process will be used to update/revise the handbook if revision becomes necessary. ASC approved revisions will be submitted to the School Board for informational purposes and the local Title I Parental Handbook for the school will be updated and made available at a yearly Title One Meeting and made available to all parents. Local ASC's may choose to amend the Parental Involvement Handbook to fit their site-specific needs or adopt the SISD Parental Involvement Handbook as their local school copy. If local ASC's choose to amend the SISD Parental Handbook, the School Board will be notified, a copy of the amendments sent for School Board approval, and the amended copy sent to the District Office.

PARENTAL INVOLVEMENT

In response to Sec. 1118 (c) Policy Involvement – It is the policy of Southeast Island School District to:

1. Convene an annual ASC/ Title I Meeting for all parents/guardians of participation children at which time the Title I application and program will be explained.
2. Title I Grant Coordinator will hand out copies of the Title One Parental Involvement Handbook (that was developed jointly by parents and the Southeast Island Title Grant Coordinator), for annual review
3. SISD will provide Title I Meeting Agendas for meetings that cover:
 - a. Timely information (budget, program reports etc.)
 - b. School performance profiles (AYP, Report Card to the Public)
 - c. Updates on instructional curriculum
 - d. Allow for parental input for Title I for planning and review
 - e. Provide a timely response to parental suggestions
 - f. Provide a process for documenting parent concerns; suggestions on school wide or targeted assistance plans.

PARENTAL INVOLVEMENT OPPORTUNITIES

Research has shown that parent and family involvement increases student achievement and success.

There are six national standard for parent/family involvement:

1. Communication
 2. Parenting
 3. Student Learning
 4. Volunteering
 5. School Decision Making and Advocacy
 6. Collaborating With Community
1. **Communication:** Communication tools may include any of the following: Newsletters, report cards, progress reports, conferences, schedules and courses offered, student handbooks, email, websites, phone calls, letter, video teleconferences. **Our school district may use the following structures to ensure regular two way communication between home and school:**
 - Newsletters sent home by teachers and principals
 - Parent teacher conferences held at the end of each semester or as needed beyond those times
 - An open house scheduled to meet the new teacher/staff
 - Report card to the public mailed to each student’s home and posted on SISD’s website, and meetings to review the results of the report card to the public (inservices, ASC meetings, Title One Meetings, Staff Meetings)
 - Title I planning meetings where parental input is sought
 - ASC Advisory School Councils – local active organizations that work closely with staff and students to develop goals, institute programs, participate in teacher interviews, and meet monthly.
 - Student handbooks reviewed by students, staff and parents annually at ASCs

- Report cards provided each quarter
 - IEP (Individual Education Plans) meetings scheduled annually seeking parental input for students with special needs.
 - Teacher/Administrator Evaluation forms are provided each year for parent comments.
 - School Climate Surveys
 - Updated SISD Website – Board meeting agendas, notes, notices posted weekly
 - Local newspaper articles published, school newspapers
2. **Parenting** – Activities may include: parent workshops, information centers for parents SISD helps to promote and support responsible parent by:
- Providing parent nights that focus on academics (math, science reading, computer training nights, family nights)
 - Informational Centers in schools where parenting pamphlets are made available to parents, bulletin boards with parenting information, newsletters sent home.
 - Safe Schools/Nutrition Nuggets newsletters sent with students
 - Battle of the Books/Reading Buddies/Science Fair promoting literacy activities for parents and students
 - Migrant Education Book Grants
3. **Student Learning** – Examples include information on ways parents can help students with specific projects, grade level performance standards, helping students set and reach educational goals, learning goals, and understand learning styles. SISD promotes and supports student learning by:
- Schools hosting an open house – to provide information about each grade level and classroom
 - Providing parents with access to grade level content standards, and testing requirements.
 - Individual education plans established for students struggling in academic or social areas
 - Progress reports sent home mid quarter by teachers
 - Teachers communicating classroom expectations for projects, education and behavior
 - Recognizing student achievement
 - Inviting students to board forums
 - Student school board representative opportunities
4. **Volunteering** - Examples include a welcoming climate for volunteers, during school, and outside of regular school hours, access to volunteer programs and training, volunteer recognition and appreciation, offering meaningful opportunities based on interest and skills. SISD's schools may welcome parents participation into the school by:
- Hosting Community Dinners
 - Encouraging Volunteers in the Classroom (Reading Buddies, Battle of the books)
 - Hosting Health Screening
 - Holding Science Fairs
 - Holding Art Fairs
 - Encouraging Snacks for testing week
 - Hosting Field Days
 - Encouraging Meals with students

5. **School Decision Making and Advocacy** - Provide well publicized process of influencing decisions, raising issues or concerns, resolving problems, participate in ASC meetings, grant meetings, or other parent groups, encouraging participation on ASC committees, involve parents in decisions that affect their children. SISD ensures parents are full partners in the decisions that affect children and families by encouraging:
 - ASC members to share in the decision-making that affects the school. ASC minutes are shared with the School Board and School Board members attend ASC meetings. Parents are encouraged to voice opinions or vote at ASC meetings.
 - Title I planning by parents, school staff, and community members to help develop outlined goals and objectives for Title Grants.
 - Title One meeting, parents are informed of the yearly testing progress and provide input to improve academic achievement in school and discuss concerns and celebrate local success.
 - Teacher and administrative evaluation forms are provided each year, along with parent feedback forms for Title Grants
 - School Climate Surveys are provided when applicable and the information is shared among staff and guardians
 - Parents provide input to the School Board and Administration during School Board meetings and at School Board Forums.

6. **Collaborating With Community:** Utilizing community resources, developing partnerships, fostering student participation in community service, involving community members in school volunteer programs. SISD Schools make resources available to strengthen school and family practices and foster student learning by:
 - Extending the MOU with the United States Forest Service and promoting activities and learning, partnering in science fairs and other educational opportunities
 - Establishing after school archery sports program
 - National Archery in the Schools program has an established partnership with SISD and encourages students to use facilities after school for goal setting
 - School partnerships in the community may include Vista Volunteers spending time with youth; local community organizations sponsoring holiday events, and school/community clean up activity.

SHARED RESPONSIBILITY FOR HIGH STUDENT PERFORMANCE

In response to Sec. 1118 (d) Shared Responsibility for High Student Performance – It is the policy of Southeast Island School District to implement a site based Title I School-Student-Parent Compact. See appendix A for a copy of the School- Student-Parent Compact. ASC may choose to amend the compact and send the ASC approved compact to the Title I Grant Coordinator to file.

SCHOOL-STUDENT-PARENT COMPACT

The purpose of the School-Student-Parent Compact (jointly developed by parents of students served by Title I funds) is to outline how parents, the entire school staff, and students will share the responsibility for improved student achievement. It also establishes the means by which the

school and parents will build and develop a partnership to help children achieve the State's high standards. See Appendix A

BUILDING CAPACITY FOR INVOLVEMENT

In response to Sec. 1118(e) Ensure effective involvement of parents and support a partnership among the Southeast Island School District, parents, and the community to improve student achievement – It is the policy of Southeast Island School District to:

Provide Assistance to parents in areas such as:

- State content Standards
- State Performance Standards
- State and local assessments
- Title I Law and requirements
- Monitoring a child's school and district progress
- Working with educators
- Participating in decisions related to their child's education

Ways Southeast Island School District May Encourage Capacity Building/Parental Involvement By:

- Holding various School Board and informational meetings throughout the year (as per Parent Involvement, School/District Calendar)
- Providing summaries and explanations of each area and each document mentioned above
- Providing training in areas as needed
- Bringing in/broadcast to sites - knowledgeable School District speakers to speak on one or more of the items above
- Providing audio/video and other materials which cover one or more areas listed above
- Providing materials and/or training such as:
 - Literacy training to help parents work with their children
 - Training to help parents improve their child's achievement
- Educate teachers, pupil service personnel, principals, and other staff with the assistance of parents in:
 - The value and utility of contribution of parents
 - How to reach out to communicate with and work with parents as equal partners
 - Implement and coordinate parent programs and build ties between home and school
- Coordinate and integrate parent involvement programs and activities with Head Start, Even Start, and public preschool programs (if available) and other programs.
- Develop through the local ASC appropriate roles for community-based organizations and businesses in parent involvement activities including but not limited to:
 - Providing information about opportunities for organizations and businesses to work with parents and schools
- Encouraging the formations of partnerships among elementary, middle, and secondary schools and local businesses that include a role for parents.
- Conduct other activities as appropriate and feasible such as:
 - Parent resource centers in the school or library.

- Ensure to the extent possible that information related to school and parent programs, meetings, and other activities is sent to the homes of the participating children in the language used in such homes, posted at school, and in the local community area
- Involve parents in the development of training for teachers, principals, and other educators
- Provide necessary literacy training from Title I funds.
- Make rooms/buildings available for associated local parent involvement meetings
- Train and support parents to enhance the involvement of other parents
- Arrange meetings at a variety of times to maximize the opportunities for parents to participate in school related activities.
- Allow for teachers or other educators to conduct in-home conferences with parents who are unable to attend such conferences at school.
- Adopt and implement model approaches to improving parental involvement
- Provide such other reasonable support for parental involvement activities as parents may request

Accessibility

In response to Sec 1118 (f). It is the policy of Southeast Island School District to provide opportunities for the participation of parents with limited English proficiencies and/or disabilities by:

- Translating the law, rules and other pertinent information to the appropriate language,
- By providing verbal information through audio, video or personal presentations

APPENDIX A: STUDENT COMPACT COPY



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road Thorne Bay, Alaska 99919

Student/Teacher/Parent Compact

Effective Schools are a result of families and school staff working together to ensure that children are successful in school. A compact is a voluntary agreement between groups that firmly unites them. We at _____ School community establish this compact in order to foster the core values of honesty, integrity, respect, trust and responsibility to support the success of our students.

As a Parent/Caregiver I Pledge To:

- Maintain and foster high standards of academic achievement and positive behavior
- Find out how my child is doing by attending conferences, looking at my child’s schoolwork, or calling the school.
- Spend time with my child each day reading, writing, listening or just talking
- Respect, love, and encourage my child’s growth and ideas
- Help my child to resolve conflicts in positive, non-violent ways

Parent/Caregiver Signature _____ Date _____

As a _____ School Staff Member I Pledge To:

- Maintain and foster high standards of academic achievement and positive behavior
- Respectfully and accurately inform parents of their child’s progress
- Have high expectations for myself, students and other staff
- Respect the cultural differences of students, their families and other staff
- Help children to resolve conflicts in positive, non-violent ways

Staff Signature _____ Date _____

As a Student of _____ School I Pledge To:

- Work hard to do my best in class and complete my homework
- Discuss with my parents what I am learning in school
- Have a positive attitude towards self, others, school and learning
- Respect the cultural differences of other students, their families and staff
- Work to resolve conflicts in positive, non-violent ways

Student Signature _____ Date _____

APPENDIX B: INTERNET RESOURCE SITES FOR PARENTS:

<http://www.parentinvolvementmatters.org/resources/resources.htm>

A site containing resources and materials to use in your local school community, a site for parents, teachers and community members.

The following resource list is available at:

<http://www.esc16.net/dept/isserv/title1swi/parental/resource%20PI%20page.htm>

Back to School Checklist

<http://www.ed.gov/news/pressreleases/2004/08/08052004-checklist.pdf>

Tips for Parents and Schools The U.S. Department of Education has developed a comprehensive, new [Back to School Checklist - Questions and Tips for Parents, Schools and the Community](#).

Brain Connections - <http://www.brainconnection.com>

With information of interest to parents and educators, this site offers opportunity to learn about the brain, and how to use it!

The Center for Divorce Education

Children in the Middle is an educational and ethnically diverse program designed to teach parents the skills needed to reduce family conflict, school problems, depression and anxiety, and anger. It has received the "Positive Parenting Award" from the National Council for Children's Rights, and the "Active Parenting Award" from the Children's Rights Council. Visit their website at www.divorce-education.com or call toll free at 1-877-874-1365

Dana Center - <http://www.utdanacenter.org/>

Want to know what is current in brain research, immunology, or arts education? Browse through this site for the news, read the publications, listen to broadcasts, and keep informed.

Education By Design - <http://www.edbydesign.com/parentres.html>

Practical learning ideas for parents. The website is dedicated to helping students of all abilities learn.

Family Fun - <http://www.familyfun.go.com>

Contains a wide variety of topics, activities, and information of interest to families.

Financial Aid - <http://www.finaid.org>

The smartest student guide to financial aid.

The Grandparent Foundation - <http://www.grandparenting.org>

Grandparents who explore this site gain access to timely information and opportunity to share interests, concerns and insights.

Great Website for Kids - <http://ala.org/gwstemplate.cfm?section=greatwebsites>

Hands Net - <http://www.handsnet.org/>

Building the human services community online.

Harvard Family Research Project - Parental Involvement in Homework

Kidsource - <http://www.kidsource.com>

Helping your child with homework by Nancy Paulu is a helpful, thorough guide. If parents haven't started these practices early on, review them and provide some guides for teens. Some topics are talking to teachers about homework problems; learning styles, monitor TV viewing.

National Center for Fathering - <http://www.unt.edu/cpe/>

The National Center for Fathering features an online magazine, practical tips, research on fathering, a list of resources on fathering, and good links to other sites focusing on fathering.

National Coalition for Parent Involvement in Education - <http://www.ncpie.org/>

Primarily for educators with guidelines for parent-school partnerships.

National Fatherhood Initiative - <http://www.fatherhood.org>

The National Fatherhood Initiative seeks to improve the well being of American children by increasing the number of children whose fathers are involved, committed and responsible. Information, chat rooms and activities that support fathers' efforts are provided.

National Parent Information Network - <http://www.npin.org/>

Parent News is an online magazine. From this site you can download PDF files, such as Family Involvement in Education: A National Portrait, compiled from interviews with parents and Questions Parents ask About Schools, which covers homework, safety and preparing for a career. The site also explores other resources for parents, including books, newsletters, pamphlets, guides, and more.

National Parent Teacher Association - <http://www.pta.org/programs/pistudy/>

This is a study commissioned by Newsweek in 1990 is filled with statistics. The National Standards for Parent Involvement Programs can be found here. Goals include some organizing steps parents might expect from their child's school.

National Partnership for Women and Families - <http://www.nationalpartnership.org>

The National Partnership for Women and Families offers information to help parents meet the dual demands of work and family.

Parent Resources - <http://www.eduplace.com/parents/>

Activities and resources for parents, caregivers, and homeschoolers who want to help their children excel in school.

Parent Soup - <http://www.parentsoup.com/>

This is a great site with lively layout and graphics! Under Stuff You Need see: How to prepare for a Parent-teacher conference. You'll see information from a variety of sources. College Planning Time Line with finances, course work, and activities is helpful.

Parenting Stages - <http://www.parentstages.com/index.asp> Parenting Stages brings you the

best parenting content, articles, and tools that the web has to offer so you can grow with your child.

Parenting Wisely - www.parentingwisely.com Parenting Wisely is the briefest parenting skills training program (2-3 hours) that improves parental involvement and improves children's behavior. It is a SAMHSA Model Program and achieves substantial outcomes superior to most programs. Parents use the program on a CD-ROM (English or Spanish) or online, needing no trained staff to assist them.

Project Appleseed - <http://www.projectappleseed.org> National campaign for public school improvement. Resources to help parents get involved in schools. Good links.

Search Institute Search Institute is an independent nonprofit organization whose mission is to provide leadership, knowledge, and resources to promote healthy children, youth, and communities. To accomplish this mission, the institute generates and communicates new knowledge, and brings together community, state, and national leaders. Visit their web site at <http://www.search-institute.org>.

Teen Helpline: Ready to Help Teens benefit from talking about the challenges that face them today including, but not limited to, peer pressure, drugs, STD's, depression, teen pregnancy, friends, relationships, parents, life skills, and running away. Our trained helpline counselors are available to offer empathic listening for those who call in. To schedule private counseling sessions, teens under 18 must call back with their parent or have their parent call on their behalf
Toll Free: 800-343-3822 TDD: 800-448-1823
Teen Helpline: 800-334-TEEN (8336) www.alliancewp.com

U.S. Department of Education - <http://www.ed.gov/parents/landing.jhtml> The U.S. Department of Education is committed to the success of America's children in school. After going to this website and clicking on "Parents and Families" you will notice several websites, articles, books and other resources that are devoted to including parents in the educational process. Many of the "How To..." articles are centered on building the parent's interactions with their child and the educational community.

National ParentNet Association A non-profit organization dedicated to increasing parent involvement in education and schools. A good resource for articles, success stories, research materials and a consultant's directory. www.parentinvolvement matters.org

APPENDIX C: CONTACTS FOR MORE INFORMATION

Lauren Burch, Superintendent
Southeast Island School District
PO Box 19569
1010 Sandy Beach Road
Thorne Bay AK 99919
(907) 828-8254
(907) 828 -8257 (fax)
laurenburch@sisd.org

Chris Page Haufe, Administration's Executive Assistant
Southeast Island School District
PO Box 19569
1010 Sandy Beach Road
Thorne Bay AK 99919
(907) 828-8254
(907) 828 -8257 (fax)
cpage@sisd.org

Priscilla Goulding, Title Grants Coordinator
Southeast Island School District
PO Box 19569
1010 Sandy Beach Road
Thorne Bay AK 99919
(907) 828-8254
(907) 828 -8257 (fax)
pgoulding@sisd.org