

**Hutchinson Public Schools  
Title I Parent Involvement Plan  
2014-15**

HUTCHINSON PUBLIC SCHOOLS MISSION STATEMENT

PART I. DISTRICT EXPECTATIONS

The Hutchinson Public Schools agrees to implement the following requirements:

Hutchinson Public Schools 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.

Hutchinson Public Schools will work with its schools to ensure that the Parent Involvement Plan meet the Title I requirements, and include, as a component, a school-parent compact.

Hutchinson Public Schools 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 Hutchinson Public Schools 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 the Hutchinson Public Schools 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.

Hutchinson Public Schools will inform parents and parent organizations of the purpose and existence of the Parent Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

PART II. DISTRICT PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS

Hutchinson Public Schools will take the following actions to involve parents in the joint development/revision of its district parent involvement plan:

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

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Attendance at meetings	6/1/15	Lisa Kraft
Review plan annually	8/20/14	Lisa Kraft
Survey feedback	6/1/15	Loni Sharp

Hutchinson Public Schools will involve parents in the joint development of district the plan.

How will the district involve parents in the joint development of the Title I plan?

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Review plan annually	6/1/15	Lisa Kraft
Provide feedback on program as a whole – 2x/year	6/1/15	Lisa Kraft
Share survey feedback	6/1/15	Team

How will the district inform parents of school performance?

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Newspaper article	9/30/14	Administration
Website	14-15 school year	Administration
Letter to parents	10/1/14	Building Principals
Newsletters	14-15 school year	Building Principals

How will the district notify the parents that the district has been identified as needs improvement?

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Website	14-15 school year	Administration
Curriculum Report	14-15 school year	Deb Marcotte
Reading Well by grade 3	14-15 school year	Building Principals

How will the district consult with parents about the district plan for improvement?

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Parent meetings	6/1/15	Building Principals
Website	6/1/15	Building Principals
District Improvement Team Involvement	Quarterly	Deb Marcotte

How will the district conduct staff development for implementing effective strategies for parental involvement?

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Staff Trainings	14-15 school year	Administration
Parent/Teacher Conferences	14-15 school year	Teachers

3. Hutchinson Public Schools 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:

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
RTI tiered service collaboration K-5 focus on implementation	14-15 school year	Loni Sharp
Title I Lead Teachers	14-15 school year	Loni Sharp Leah Carrigan
Minnesota Reading Corp	14-15 school year	Principals
Title I Nights	Winter	Loni Sharp Leah Carrigan

4. Hutchinson Public Schools 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:

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, by undertaking the actions described in this paragraph --

- 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

(List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that may be necessary to ensure success.)

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Title I Parent Nights	6/1/15	Loni Sharp/Leah Carrigan
Progress monitoring/charting	14-15 school year	Teachers
Written communication	14-15 school year	Teachers/Administration
Assessments and STAR	14-15 school year	Teachers/Administration
Benchmarking	14-15 school year	Teachers/Administration
Data Team Meetings	14-15 school year	Teachers
Website sharing – parent tips	14-15 school year	Title staff

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 parent involvement, by:

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Training parents on how to use effective reading strategies with their child	Throughout the school year- as needed	Teachers
Before school orientation on	9/1/14	Principals

reading and math curriculum for parents		
Books sent home with all students – for parents to ready with them over the summer	6/1/15	Title staff
Conferences, Open House	14-15 school year	Teachers/Administration
Title I Nights	6/1/15	Title staff
Monthly newsletters	14-15 school year	Teachers
Parent-child magazine	14-15 school year	Title staff

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:

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
Monthly staff meetings	14-15 school year	Administration
2 hour late starts	14-15 school year	Administration
Trainings/workshops	14-15 school year	Administration
Planning for conferences	14-15 school year	Administration
Preparation for MCAs	14-15 school year	Administration
Monthly Data Meetings	14-15 school year	Teachers/administration

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:

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
PTO Family Night	14-15 school year	PTO president
PTO Meetings	14-15 school year	PTO president
Open houses	14-15 school year	Administration
Preschool screenings	14-15 school year	Cindy Wendorff
ECFE – daycare visits	14-15 school year	Cindy Wendorff
Early Childhood parent meetings	14-15 school year	Anne Broderius
Minnesota Reading Corp.	14-15 school year	Principals

Community preschool meetings      13/14 school year (4x/year)      Cindy Wendorff

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:

<b>Activity</b>	<b>Due Date</b>	<b>Contact Person</b>
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Compact Use	10/16/14	Title staff
Title I Services Notification Letter	10/16/14	Title staff
Interpreter Use	14-15 school year	Judy Platz

5. Hutchinson Public Schools 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.

(List 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	Due Date	Contact Person
Title I planning meeting	8/20/14	Lisa Kraft
Parent surveys	6/1/15	Loni Sharp Leah Carrigan
Notification of progress-district-wide	14-15 school year	Administration

6. Hutchinson Public Schools will involve parents in the decisions regarding how funds reserved for parent involvement activities:

Activity	Due Date	Contact Person
Title I annual planning meeting	6/1/15	Lisa Kraft

## PART II. DISCRETIONARY DISTRICT PARENT INVOLVEMENT PLAN COMPONENTS

Hutchinson Public Schools, in consultation with its parents, chooses to build parents' capacity for involvement in the school and school system to support their children's academic achievement by conducting the following activities:

- 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
- 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.
- Provide other reasonable support for parent involvement activities as parents may request.

## PART III. ADOPTION

Hutchinson Public Schools Parental Involvement Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I programs.

This Parent Involvement Plan was developed/revised by the Hutchinson Public Schools on 8/20/13 and will be in effect for the period of the school year. Hutchinson Public Schools will distribute this plan to all parents of participating Title I children on or before (10/16/13).

Title I Authorized Representative – Lisa Kraft

8/20/14\_\_\_\_\_

These parents were involved with the development of this document:

Amber Munoz – 5<sup>th</sup> grader