



**2018-2019**

## **Title I/Parent and Family Engagement Plan**

### **What is a Title I School?**

The U.S. Department of Education provides federal Title I funds through the Oklahoma Department of Education, to local educational agencies (LEAs) and public schools with high percentages of economic need to help ensure that all students meet and/or exceed state academic content and student academic achievement standards.

ISOK is a Title I district utilizing a “schoolwide program.” A schoolwide program uses Title I funds to support the educational programs of the school for all students. Students and teachers receive benefits from federal funding that help support academic achievement. ISOK annually plans activities and procedures for the involvement of learning coaches as partners of the school. Planning of the programs, activities, and procedures will be planned with parental input to be involved in the decisions and planning made annually.

### **What is a Parent Involvement Plan?**

The purpose of the Parent Involvement Plan is to share how ISOK works with learning coaches to help all the students in the school meet high academic standards. It outlines the parent’s rights and responsibilities, Title I information, important parent meetings, method of communication, how to receive student academic expectations and learning goals, resources available, and how to provide feedback and become more involved in the school.

The Parent Involvement Plan is jointly revised annually by the ISOK Title I Committee, learning coaches, and the Family Academic Support Team.

### **Onboarding/Welcoming All Families**

ISOK wants to ensure all families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class. ISOK strives to welcome all new families by sending welcome emails and conducting personal calls to guide each family through the orientation and getting started process. ISOK hosts live orientation sessions to ensure all families get a strong start. We have placed all our new family information on easy-to-navigate websites. School activities that welcome families are:

- Welcome Email/Getting Started Checklist
- Connection Call
- Orientations in Blackboard Collaborate

- Live Getting Started Support
- K12/ISOK Website <http://ok.insightschools.net/>
- ISOK School Website [www.isokvirtual.net](http://www.isokvirtual.net)
- ISOK Learning Coach Connection Facebook <https://www.facebook.com/groups/934979586522955/>

### **Welcome Email/Getting Started Checklist**

All families receive a welcome email which provides a wealth of helpful information to support new families in their stage of transition into the online schooling environment. The Getting Started checklist is required to be completed by all students/learning coaches within the first week of school.

### **Connection Call**

All students receive a connection call within the first 10 days of the school year. These calls focus on getting to know the student interests, strengths, weaknesses, goals for the year, etc.

### **Orientation Sessions**

New and returning families attend orientation sessions. These sessions afford our families the opportunity to receive more information regarding their students' classes, teachers, and school policies and procedures.

### **Live Getting Started Support**

The ISOK staff provides live help sessions at the beginning of the year both in person and virtually.

### **K12/ISOK Website**

<http://ok.insightschools.net/> this website is for current and potential ISOK families and has information such as school board information, enrollment dates and details, and more powered by K12.

### **ISOK School Based Website**

<http://isokvirtual.net> this website is for enrolled ISOK families and has school specific information ranging from school events, calendars, parent resources, FAQ's, and so much more.

## **Two-Way Communication**

Families and school staff engage in regular, two-way, meaningful communication about student learning by providing multiple forms of communication to inform families of academic resources, opportunities and events in school newsletters, the school website, weekly teacher emails and course announcements. Parent academic support and training is provided throughout the year during parent workshops and national parent network sessions. Families are also encouraged to assess the effectiveness of the school with the annual schoolwide surveys. School activities that promote effective communication:

- Community Family Advisor
- Emails from Instructional and Support Staff
- Monthly Newsletters
- Parent Workshops
- Title I Committee
- Annual Parent Surveys
- Live Help Desk
- Auto Dialers
- Class News
- Events Calendar
- Forms in Multiple Languages (when requested)
- Facebook

### **Weekly Teacher/Advisor/Administration Emails**

Advisors send frequent emails and updates to students and learning coaches with important school specific information and announcements. It is very important to read and reply (when necessary) to all email communication. Email communication is the primary form of communication daily between home and

school. Additionally, there are times where the administrators or principals from the school will also send important emails to families.

### **Monthly Newsletter**

The Family Engagement Coordinator creates a newsletter for the purpose of connecting families to community events, parent workshops, parent resources, technology support, school updates, and school events. Newsletters are sent to families via email each month along with posted on FB and the school websites.

### **Parent Workshops**

ISOK offers parent workshops to support all learning coaches in a variety of ways. Title I Coordinator hosts a Parent Workshop on a topic intended to help learning coaches support their student at home from navigation/scheduling/motivation/learned helplessness/Title I information and more. During Parent Workshops learning coaches have the opportunity to collaborate on a variety of initiatives and share insights with the Title I Coordinator from the LC perspective. Often times the Parent Workshops will have guest speakers to include learning coaches. The annual plan including session topics and dates can be located on the website at <http://www.isokvirtual.net/parent-resources.php>

### **Title I Schoolwide Committee**

ISOK has a Title I Committee comprised of stakeholders including teachers, administration, support staff, community members, and learning coaches. We highly encourage any parent who would like to serve on the committee to contact Katherine Young, Title I Coordinator at [kyoung@insightok.org](mailto:kyoung@insightok.org) to discuss this opportunity of being involved as a parent of ISOK.

### **Annual Survey**

A parent/learning coach survey is conducted annually to assess the effectiveness of the school and its teachers. Learning coaches are encouraged to share their thoughts on the following: parent-teacher communication, level of academic support provided, outings and resources provided, scheduling, and opportunities for greater parental involvement. The survey is usually sent in email early spring of each school year. The results of the surveys are anonymous and analyzed by the Title I schoolwide committee. The results help inform the committee of goals for the upcoming school year.

### **Live Getting Started Support**

ISOK staff members provide live getting started support sessions for learning coaches and students during the beginning of the school year both in person and virtually.

### **Auto Dialer Phone Calls**

ISOK utilizes auto dialer phone calls to send broadcast messages to learning coaches with important messages and reminders.

### **Class News**

Teachers provide announcements for each course that inform the student of the week's requirements. The announcements are listed as class news to provide additional instruction, guidance, and support. The announcements remain in the students' courses for later reference, if needed. The class news also highlight upcoming events within the school.

### **Forms in Multiple Languages**

During the initial enrollment process the parent must complete a Home Language Survey. This form will provide the school with information on if the parent or student speak another language other than English.

All ISOK communications are available in multiple languages upon request.

### **Social Media**

ISOK understands the presence of social media and uses opportunities to connect with families and help families connect. Check out the ISOK on Facebook <http://www.facebook.com/InsightOklahoma> and the learning coaches group at <https://www.facebook.com/groups/934979586522955/>

## **Supporting Student Success**

ISOK is deeply committed to the success and welfare of our students, families, and their communities. Our commitment to supporting student success begins with hiring Highly Qualified teachers that are dedicated to upholding the School-Parent Compact that supports academic achievement. These commitments are reviewed throughout the year during meetings between the parent and the teachers. To help our families support their student, ISOK provides Parent Universities, Parent Workshops, and many online resources that help each parent understand the state's academic content standards and how to improve student achievement. School activities that promote student success include:

- School-Parent Compacts
- Individual Learning Plans
- Certified Teachers
- Parent Right to Request Teacher Qualifications
- Parent Workshops
- Live Instruction
- Small Group Remediation
- All School Study Hall
- Data Driven Focus
- McKinney-Vento (Homeless) Act and Migrant Education

### **School-Parent Compacts**

ISOK staff and learning coaches work collaboratively to develop the Student-Parent-Teacher Compact as part of the parent and family engagement plan. This compact outlines how learning coaches, school, staff, and students share the responsibility for improved student academic achievement and the means by which the school and learning coaches will build and develop a partnership to help students achieve the state's high standards.

### **Individual Learning Plans (ILP)**

An ILP (Individualized Learning Plan) is a written plan which defines the academic needs and strengths of a student based on data, including input from the learning coaches/learning coaches, student, teachers, counselors, etc. The creation of the ILP is a collaborative effort, including input from parent/learning coaches and students (when appropriate). It is important that an ILP include goals and specific strategies that will help move the student forward. The ILP is used to track the student's goals for the school year. It is a fluid document that evolves throughout the school year as the student grows, discovers, and learns. All parties involved with supporting the student can use this document to focus instruction.

### **Certified Teachers**

ISOK hires Oklahoma certified teachers. We assign teachers to their subject area and/or grade level expertise. Learning coaches will receive notification if a noncertified teacher is assigned as the student's teacher of record in an academic content area for four consecutive weeks or more.

### **Parent Right to Request Teacher Qualifications**

At ISOK, we are very proud of our instructional faculty who are certified teachers to provide your student a quality rigorous education. As a Title I school, we must meet federal regulations related to teacher qualifications. These regulations allow you to learn more about your student's teachers' training and credentials. At any time, you may inquire:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

Our staff is committed to helping your student develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers are highly skilled. If you have questions regarding your student's teacher, please contact the Title I Coordinator, Katherine Young, at [kyoung@insightok.org](mailto:kyoung@insightok.org).

### **Parent Workshops**

ISOK Title I Coordinator leads parent workshop sessions throughout the year focused on hands-on topics which will help the parent leave with a "take-away". These sessions assist learning coaches in topics such as scheduling, motivation, learned helplessness, creating a schooling space at home, supporting multiples, etc. The Parent Workshop schedule is posted on the website here: <http://www.isokvirtual.net/parent-resources.php>

### **Live Instruction/Small Group Remediation**

Live instruction is provided throughout the school year taught by certified teachers focused on providing data driven instruction focused on individual student need as determined by academic data. ISOK provides programs to ensure that students who experience difficulty mastering proficient or advanced levels of academic achievement standards shall be provided with effective, timely, and additional assistance.

### **All School Study Hall**

ISOK offers an All School Study Hall on Tuesdays and Thursdays from 2:15-3:15 pm. Teachers from each subject area and grade level are available for students if they need specific questions answered or tutoring. Break-out rooms are created so that teachers can work individually or in small groups with students while other students continue to enter and leave as they need.

### **McKinney-Vento (Homeless) Act**

ISOK participates in the education of homeless students by providing specific support and supplies to help with their education. A "homeless" student is any student who lacks a fixed, regular, and adequate nighttime residence. This could mean that a student is sharing the housing of other persons due to loss of housing or economic hardship, is living in motels, etc. due to the lack of alternative accommodations, is living in emergency or transitional shelters, or is awaiting foster care placement. If you are currently experiencing homelessness and are in need of assistance, please contact your homeroom teacher/advisor or the Homeless Liaison.

## **Sharing Power**

Families and ISOK staff are equal partners in school decision-making, beginning with the parent representation on the Title I committees and parent participation and feedback on the annual schoolwide surveys. Learning coaches are vital to ISOK's commitment to student success. School activities that promote sharing power include:

- Parent Representation on the Title I Committees
- Annual Title I Parent Meeting
- Annual Schoolwide Surveys

### **Parent Representation on the Title I Committees**

The Title I Committees meeting throughout the year to review the Title I schoolwide goals focused on improving the academic achievement of all students. The committee updates the school-parent compact, parent and family engagement plan, and more annually. The committee conducts the annual needs assessment annually.

### **Annual Title I Parent Meeting**

All learning coaches are invited and have full opportunity to participate in the annual Title I parent meeting. The annual meeting provides an opportunity to learn about the overall Title I schoolwide program, and the parent's right to be involved in how Title I funding is allocated. Learning coaches may share ideas by using the microphone or typing feedback into the chat box. The annual meeting is offered at two different times on the meeting day and takes place online in the fall each school year. Meeting notices are sent in email, newsletters, and are posted on the Strong Start Calendar. A recording of the meeting is also any time under the class connect link.

### **Annual Parent Survey and Other Feedback**

An additional way we assess the effectiveness of the Title I Parent Involvement Program is through an online parent survey conducted annually in early spring. All ISOK learning coaches are provided the opportunity to participate and provide feedback to evaluate the content and effectiveness of our school. Results from this survey annually are used in the planning of future parent involvement programming.

## **Collaborating with Community**

ISOK strives to collaborate effectively with learning coaches and local community organization and businesses to promote academic achievement. School activities that promote collaborating with community include:

- Local Community Outreach
- Community Partners

### **Local Community Outreach**

ISOK is a public school option available for all 7<sup>th</sup>-12<sup>th</sup> students in the state of Oklahoma. As a school choice option, it is important to provide the local communities across the state the information of the public charter option. Some events are for prospective families while other events are for enrolling families to help determine if ISOK is the best option for their student. Types of in-person events are:

- Startup Success sessions - A representative from the school presents information about school policies and procedures. A brief question-and-answer segment finishes up the hour-long session.
- Meet 'n Greets - Casual events for current and prospective families at local locations such as parks, libraries, etc.
- Question & Answer sessions - A new way to learn about the school! Drop in to a location and ask questions about the school. Information packets available.
- Field Trips - Outings around the state that current and prospective families attend to socialize with their school mates. Some are just for fun; some are educational and hands-on. All are welcome no matter where they are in the state. They are in different locations all over the state of Oklahoma month to month.
- Community Outreach at Outings - Students attend a field trip and, as part of the outing, participate in a type of outreach, such as collecting items for a specific charity or community event.

### **Community Partners**

ISOK is continuously looking to form partnerships with many local businesses in communities across Oklahoma. These businesses and organizations can play a direct role in supporting ISOK students and families. With a focus on academic achievement and family resources, our community partners can share the vision and mission of ISOK. ISOK seeks partners such as tutoring services, learning centers, health and sports-related organizations, and others that offer student/family services. We continue to work to develop roles and increase opportunities for these partnerships to play a more visible role in the engagement of our families. Thank you to the following community partners who have partnered with ISOK in the past:

- QuikTrip
- OKC Thunder
- Taco Bell
- Tinker Federal Credit Union

If you are part of a business or know a business willing to partner with ISOK, please contact Katherine Young, at [kyoung@insightok.org](mailto:kyoung@insightok.org)

## **General Expectations**

The Insight School of Oklahoma agrees to implement the above parent and family engagement plan throughout the entire school year. ISOK will put into plan/coordinate programs, activities, and procedures for the involvement of learning coaches in grades 7-12 as outlined throughout the parent and family engagement plan. All programs, activities, and procedures will be planned and operated with meaningful opportunities for learning coaches of participating students.

Parental involvement means the participation of learning coaches in regular, two-way, and meaningful communication involving student and academic learning and other school activities, including ensuring:

- Learning coaches play an integral role in assisting their student's learning;
- Learning coaches are encouraged to be actively involved in their student's education at school;
- Learning coaches are full partners in their student's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their student;

## **Adoption of Parent and Family Engagement plan**

This Schoolwide Parent and family engagement plan has been developed jointly with, and agreed on, by the administrators, teachers, family support liaisons, and learning coaches of the Title I District Committee.

Insight School of Oklahoma adopted this plan and will be in effect for the period of one academic year. The school will distribute this plan to all learning coaches at ISOK.

Questions: please contact Katherine Young at [kyoung@insightok.org](mailto:kyoung@insightok.org)