

## **Insight School of Michigan Title I Parent and Family Involvement Policy**

Insight School of Michigan (ISMI) ensures that parent and family involvement is an integral and significant component of the total school program. The Title I Parent and Family Involvement Policy has been developed to promote collaboration between parents, instructional staff, and administrators. Insight School of Michigan uses a Learning Coach Model. In this policy, the term “parent” is understood to be a student’s parent, non-parent legal guardian, or Learning Coach.

- A Learning Coach is usually the student's parent, but if not a parent, then the Learning Coach is another responsible adult designated by the family who is dedicated to making sure the student receives a quality education. Self-enrolling students may act as their own Learning Coach if approved during the enrollment process.
- A Learning Coach is responsible for ensuring his or her student is on track with assignments and coursework, as well as communicating with the teachers throughout the school year.
- Learning Coaches play an active role and support their students in the learning process while students are enrolled in the school.

This policy has been updated to reflect changes in the law to maintain compliance with compliance with Section 1116 of the Every Student Succeeds Act (ESSA) laws governing Title I programs. Parents/Learning Coaches and families of Title I students will continually be invited to be involved in the process of school and overall program improvement. In addition to meeting throughout each school year, the Title I Coordinator will meet with parents of students in the Title I Program at least once annually to review and revise the existing Parent and Family Involvement Policy in compliance with Section 1116 of the ESSA laws governing Title I programs and Parent and Family Engagement.

**Section 1116 (b)** ISMI Parent and Family Involvement Policy is distributed to Parents who have children identified as a Title I student, attending Insight School of Michigan (ISMI) in compliance with Title I, Part A Every Student Succeeds Act (ESSA). The existing school Parent and Family Involvement Policy may be amended to include the requirements in Section 1116 (b-h).

- Policy will be brought to the board for approval after Annual Parent Meeting. Policy will be brought to the board for approval following any changes.
- Policy will be available in school’s online resource library and by request.

**Section 1116 (c)(1)** ISMI shall convene an annual Title I meeting at a convenient time to which all parents/Learning Coaches of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved

- The annual meeting will be held virtually in the first quarter of each school year.

- Parents, ISMI Staff, and Administration will be invited to a virtual meeting.
- The virtual session will be recorded and emailed out. The recording will be available in the school’s online resource library for parents and families to view at any time. Parent and families can send responses and comments to the Title I Coordinator, who will share with ISMI Administration.
- Parents and family involved in the ISMI Title I Program will review Title I requirements and their right to be involved in Title I programs as a participant or as a facilitator.

**Section 1116 (c)(2)** ISMI shall offer flexible meeting times for parents. Parent and family meetings include academic based topics that provide resources, tools, and strategies that help improve student academic preparation and academic achievement.

- ISMI meeting sessions are provided virtually and will be made available as recordings sent via email to Learning Coaches.
- Face-to-face Meet and Greet and family engagement sessions will be attended by ISMI staff throughout the school year for all families. Parents and families are invited and encouraged to attend. Face-to-face sessions provide additional opportunities for parent and family engagement. These sessions may be facilitated by ISMI Instructional Staff, ISMI Support Staff, and Parents.

**Section 1116 (c)(3)** ISMI shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the program and going forward, a schoolwide program plan under section 1114(b).

- ISMI Leadership Team will verify the Family Engagement/Parent Involvement Plans.
- ISMI parents and families will be invited to review and update the Title I Parent and Family Involvement Policy annually and provide feedback.
- Parents will be invited to communicate with the Title I Coordinator to provide feedback on specific sections of the Parent Involvement Policy over the course of one month following the Annual Parent Meeting.
- Title I Coordinator will send a follow up survey after the annual Title I Parent Meeting that the Title I Parent Involvement Policy was reviewed and suggestions for improvement taken. The survey will provide parents an additional space for sharing suggestions in writing.

**Section 1116 (c)(4)(A)** ISMI shall provide parents of participating children timely information.

- Data and assessment scores will be shared and reviewed with Students, Parents/Learning Coaches in live Class Connect sessions, via email and phone, at student support meetings, conferences, MTSS meetings, and/or Individual Learning Plan meetings [ILP].

- Parent-Teacher Conferences are held virtually upon request of parents/Learning Coaches or school staff. Conferences may be held with all ISMI families as appropriate.
- Parents and families can view student grades and progress at any time via the virtual school platform, or Online Learning System (OLS). Training is provided to families on how to navigate the OLS.
- Transcripts are available at the end of each academic year.
- Individual information is available via Online Learning System (OLS), through email, and phone contact.

**Section 1116 (c)(4)(B)** ISMI shall provide parents and families a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards;

- Common Core information will be shared via MDE website links and through sharing Academic Performance Review information via email and/or virtual meetings, as it applies to academic learning.
- All student progress is recorded in the OLS and is available to families online 24/7.
- Course expectations and student progress is reviewed and discussed via phone, mail, email, and/or virtual meetings.
- Results from standardized tests and diagnostic assessments are shared via mail and/or email the month following their administration. If the school does not receive score reports within that month time frame, results will be shared via mail and/or email after they are received and reviewed by the school in compliance with state testing guidance.
- ISMI staff provide an explanation of the curriculum as needed via email, mail, phone, and/or virtual meetings.
- ISMI staff will provide additional forms of academic assessment through courses, Strong Start orientations, Virtual Learning Introductions for Late Start Families, and recordings that will be made available at the school's Strong Start website <http://ismi.k12start.com/>.

**Section 1116 (c)(4)(C)** if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible;

- Parent meetings to be held virtually with a student’s teacher(s) and/or Advisor.
- Parents will be invited to participate in the Annual Title I Parent Meeting. The meeting recording will be stored in the school’s online resource library. Title I Program information and expectations will be communicated via email from the Title I Coordinator and/or intervention staff.

- Communication with parents and families is available via email or phone calls and requests are responded to by ISMI staff within 24 to 72 hours or the next business day.
- Students have time to interact with instructional staff during live class sessions, help sessions, office hours, student clubs, and additional parent and family meetings.

**Section 1116 (c)(5,6) OPPORTUNITY TO REVIEW AND PRESENT EVIDENCE**

If the school is identified by the state educational agency as needing improvement or corrective action parents will have the opportunity to review school improvement plans. If the schoolwide program plan under section 1114(b) is not satisfactory to parents, parents may submit any parent comments on the plan.

- Parent concerns that are received by a teacher can be discussed by the Teacher, the Team Lead, the Principal, the Head of School, and Support Staff on a need to know basis.
- If a stakeholder receives parent concerns, only necessary ISMI Administration and Staff will be informed of the parent concerns on a need to know basis.
- The School Improvement Plan [SIP] and Parent Policy will be made available upon request for continuous review by parents and staff.
- Any state required improvement or corrective action plans will be made available upon request for continuous review by parents and staff.
- Parents are welcome to attend open school board meetings and share comments in compliance with meeting rules.

**Section 1116 (d) SHARED RESPONSIBILITY FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

ISMI shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall—

- (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
- (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - (B) frequent reports to parents on their children's progress; and
  - (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

**Section 1116 (d)(2)(A)** ISMI shall offer parent and student welcome information and orientation sessions, at least annually at the direction of ISMI's Family Engagement Coordinator, during which the compact shall be discussed as the compact relates to the individual child's achievement;

- ISMI's parent-school compact is first sent with the student's orientation materials two weeks before the first day of school for Summer Onboarding, and for late-start students, at least one week prior their first day of school.
- Families are encouraged to review and sign the compact at Orientation. Virtual or ink signatures are requested. An online form is accessible to parents and families to virtually sign their agreement to abide by the parent-school compact.

- Parent-School Compact is reviewed at the Annual Title I Parent Meeting. ISMI staff discuss the parent-school compact, ask for change/addition/subtraction suggestions and gains approval from those present. Additional parent feedback is requested and accepted throughout the year via parent surveys and open, meaningful two-way communication with staff members. The Title I Coordinator will work with school engagement staff on any changes and report updates to the Administrative Leadership Team and to all-staff as appropriate.

**Section 1116 (d)(2)(B)** ISMI shall give frequent reports to parents on their children’s progress via email, mail, phone, virtual meetings;

- Student progress will be shared and reviewed with Students, Parents/Learning Coaches in live Class Connect sessions, via email and phone, at student support meetings, conferences, MTSS meetings, and/or Individual Learning Plan meetings [ILP].
- Parent-Teacher Conferences are held virtually upon request of parents/Learning Coaches or school staff. Conferences may be held with all ISMI families as appropriate.
- Conferences are held with any ISMI families as appropriate
- Parents and families can view student grades and progress at any time via the virtual school platform, or Online Learning System (OLS). Training is provided to families on how to navigate the OLS.
- Transcripts are available at the end of each academic year.
- Individual information is available via Online Learning System (OLS), through email, and phone contact.
- Additional conferences and/or additional Learning Coach Meetings will be scheduled as deemed necessary by appropriate school staff. Appropriate school staff may include: Teachers, Advisors, Administration, Administrative Leadership Team, Support Staff.

**Section 1116 (d)(2)(C)** the compact shall include that parents and families are granted reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities;

- Parents are the Learning Coaches for their students and are involved in their education daily.
- Parents communicate with staff via email, telephone, live meetings, attending student class sessions, attending teacher office hours or help sessions, by telephone calls, and/or in-person events.
- Any additional instructional staff blogs, websites, and/or newsletters for additional information will be communicated to families via email.

**Section 1116 (d)(2)(D)** ensure regular two-way, meaningful communication between

family members and school staff, and, to the extent practicable, in a language that family members can understand. Such communication will include both verbal and written communication.

- As needed, families with language barriers identified at any point throughout the school year will be provided with translated messages to their family's home language. Translated communication will be verbal and in writing as needed.
- Due to the virtual format of the school, ISMI is able to accommodate all parents and families by making available recorded sessions that can be accessed online and reviewed at a parent's convenience. In addition, ISMI offers online response formats for parents who prefer this type of communication.
- ISMI is able to communicate with parents in any way that is best for them. ISMI will provide foreign language interpreters upon request.
- Highly Qualified Instructional Staff assist Migrant families throughout the school year if needed as required by law.

**Section 1116 (e) BUILDING CAPACITY FOR INVOLVEMENT**

To ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement, ISMI shall

**Section 1116 (e) (1)** provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the state's academic content standards, the state student academic achievement standards, the state and local academic assessments, as well as how to monitor student academic progress and work with educators to improve student achievement.

- Assistance shall be provided via email, mail, phone, virtual meetings, and/or in person events.

**Section 1116 (e)(2)** shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;

- Materials and training may include literacy training, parent and family resources, community resources, and guided use of technology, as appropriate.
- ISMI provides appropriate technology to all students for accessing the OLS, virtual sessions, completing assignments, and participating in any other school-related business requiring school-provided technology.
- Assistive technology is fluidly integrated into the curriculum and for communication support as needed.



- Parents should communicate technology support needs to school staff. All support requests will be considered, and any available support will be arranged for the parent to receive.

**Section 1116 (e)(2)(3)** shall educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate

parent programs, and build ties between parents and the school;

- Professional Development shall be provided to staff with necessary training for properly assisting and working with families.
- ISMI staff attend professional development sessions. Information about how to support parents who assist students in the role of Learning Coach is included in the professional development sessions.
- Professional Development is provided to ISMI staff on the best practices of parent and family interactions and best practices for promoting parent, family, and student engagement.



**Section 1116 (e)(2)(4)** shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers (online or in physical locations), that encourage and support parents in more fully participating in the education of their children;

- As feasible and appropriate, ISMI will coordinate and integrate parent involvement programs and activities with Community Service programs. These programs will provide activities and resources that encourage and support parents' children. Programs and activities may be in-person or virtual.
- Summer programming opportunities through k12 will be communicated to families via newsletters, email, mail, phone, virtual meetings, and/or in-person events.
- Orientation sessions for incoming families will take place to help transition parents and students from traditional school to the online school platform. The school will support families in this transition as coordinated through grade-level advisers.
- ISMI Student Support Services (SSS) includes advisors and counselors. SSS provides assistance for parents and students on navigating within the virtual platforms, including monitoring their child's progress.
- School staff offer virtual sessions specifically on expectations and/or academic achievement standards and assessments as needed.
- Parents who inquire about schooling opportunities for children not yet in 9th grade will be directed to inquire of other k12 virtual schools.

**Section 1116 (e)(2)(5)** shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;

- Information will be communicated via schoolwide robo calls and texts, email, mail, telephone contact, virtual meetings, in-person events, and/or social media communications.
- All ISMI staff are trained to recognize the importance of messaging and communicating to parents and students in language that defines educational jargon.
- As needed, families with language barriers identified at any time during the school year will be provided with translated messages in the language used in the home of the parent and family.

**Section 1116 (e)(2)(6)** may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

**Section 1116 (e)(2)(7)** may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;

- Literacy training will be provided through qualified instructional staff for ISMI parents and families as needed.

**Section 1116 (e)(2)(8)** may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;

**Section 1116 (e)(2)(9)** may train parents to enhance the involvement of other parents;

**Section 1116 (e)(2)(10)** may arrange school meetings at a variety of times, or conduct virtual or in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;

- Staff and administration will meet with parents and families as needed to further explain local and state testing expectations and results.
- State testing and other assessment results are sent to parents via email or mail.
- ISMI Student Support Services staff provide assistance for parents and students on navigating within the virtual platforms, including monitoring their child's progress.
- School staff offer virtual sessions specifically on academic achievement standards and assessments as needed.
- School administration will make academic performance review information available to the school board in open meetings in compliance with the Open Meetings Act.
- Parents monitor their child's progress/grades via the Online Learning System (OLS) available 24/7.
- School staff will offer additional materials and training to parents if a need arises. Staff will inquire and parents should communicate such needs to school staff.
- In person Meet and Greet events will include helping parents and students with technology as needed.
- Parents are provided the website link for ISMI and are encouraged to join any ISMI social media outlets, such as a Facebook page, for continuous ideas to work with students throughout the year.
- ISMI is a k12 network school. K12 offers many learning opportunities for families through LC live and recorded online sessions. K12 offers several blogs and sites for professional development as well as support for parents. Links will be communicated to staff and families via newsletters, mail, email, phone, and/or virtual meetings or in-person events. Resources are provided at [www.k12.com](http://www.k12.com).

**Section 1116(f) ACCESSIBILITY**

ISMI shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

- Insight School of Michigan shall not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Americans with Disabilities Amendment Act of 2009, and the Michigan Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school.
- As needed, families with language barriers identified at any point throughout the school year will be provided with translated messages to their family's home language. Translated communication will be verbal and in writing as needed.
- Due to the virtual format of the school, ISMI is able to accommodate all parents and families by making available recorded sessions that can be accessed online and reviewed at a parent's convenience. In addition, ISMI offers online response formats for parents who prefer this type of communication.
- ISMI is able to communicate with parents in any way that is best for them. ISMI will provide foreign language interpreters upon request.
- Highly Qualified Instructional Staff assist Migrant families throughout the school year if needed as required by law.

**Section 1116(g) FAMILY ENGAGEMENT IN EDUCATION PROGRAMS**

In compliance with federal law, in a State operating a program under part E of title IV, as a local educational agency that receives assistance under this part, ISMI shall inform parents and organizations of the existence of the program.

**Section 1116(h) REVIEW**

In compliance with federal law, ISMI shall provide the Title I Parent and Family Engagement Policy to Michigan Department of Education as requested and required. Per ESSA Section 1116(h), the State educational agency shall review the local educational agency's parent and family engagement policies and practices to determine if the policies and practices meet the requirements of this section.