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Dear Parent/Guardian:

Ramsay School is preparing for the *Montana Aligned to Standards Through-Year (MAST) assessment* through the Montana Office of Public Instruction. Students in Grades 3-8 will take Math and English Language Arts (ELA) assessments in 4 administration windows as indicated in below chart:

Administration	Start Date	End Date	ELA	Math*
Admin 1	October 14, 2024	November 22, 2024	2 Testlets	3-5 Testlets
Admin 2	January 13, 2025	February 21, 2025	2 Testlets 1 Performance Task	3-5 Testlets
Admin 3	March 24, 2025	May 2, 2025	2 Testlets	3-5 Testlets
Admin 4	May 5, 2025	May 23, 2025	1 Testlet	

*\*The actual number of testlets your child(ren) takes each testing window will be contingent on your district's local curriculum sequence.*

### **What is the purpose of the MAST assessment?**

The Montana OPI in partnership with New Meridian has developed an improved assessment system that will accurately reflect the needs of our students, teachers, and administrators while providing useful flexibility in terms of test administration. The MAST Assessment implements “through year” assessments across the state that satisfy federal testing requirements and better aligns assessment with instruction.

**The ultimate goal with the “through year” model is to support the formative instructional process that is closer to the local decisions required to support teaching and learning needs.** Rather than a single end-of-year assessment, the MAST assessment is broken up into smaller testlets over the course of the academic year. The “Through-Year Assessment” design benefits students, teachers, parents, and administrators by more closely aligning assessment with instruction while providing actionable data throughout the school year.

It is important to remember that statewide assessments provide only one measure of student learning, but when combined with grades, classroom activities, unit quizzes and tests, and district-level assessments, statewide assessments can complete the picture of a child's abilities and help him/her down a path toward academic success in reaching Montana's Content Standards.

### **Details about the 2024-2025 administration:**

- **Participants:** 3-8 Grades Math and ELA
- **Administrations:** 4 administration windows throughout the year
- **Total Estimated Testing Time:** 15-30 minutes per testlet

- **Technology:** Computer-based test delivery via secure site
- **Reports:** Student reports will be available for teachers and districts after administration. Individual student reports will provide results from each testlet and will be made available to parents/guardians upon request.

**Here are some things to note about the MAST test:**

- Your child's privacy will be protected. State and federal laws, such as the Family Educational Rights and Privacy Act (FERPA), ensure these data remain confidential.
- Students with Individual Educational Plans (IEPs), Section 504 plans, or English Learner plans will be assessed based on individual student needs, consistent with all state and federal laws and regulations.

**Here are some things you can do to help:**

- Encourage your child to do their very best on everything they do in school, including the MAST assessment.
- Make sure he or she gets plenty of sleep the night before each test and has a healthy breakfast.
- Support your child by explaining the purpose of the tests and helping with homework and test reviews.

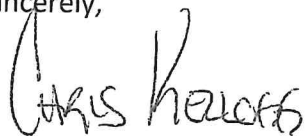
**Learn More:**

To learn more about this initiative follow this [link](#) to the Montana OPI MAST webpage. New Meridian is a non-profit organization that creates high-quality, innovative assessment solutions that focus on the skills that matter most for success in school and in life. You can learn more about New Meridian [here](#). Parent MAST resources can be found on the [MAST Portal](#) under *Resources for Parents*.

We appreciate your partnership in helping Ramsay School fulfill the state and federal requirements for statewide assessments and supporting your child to do his/her best.

Please do not hesitate to contact us with any questions you may have about MAST. Questions can be directed to Mr. Kellogg at 406-782-5470.

Sincerely,



Chris Kellogg  
Ramsay School Principal



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3 Russell Street, Ramsay, MT 59748

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**Local Educational Agency (LEA)  
Parent and Family Engagement Policy  
Ramsay School  
School Year 2024-2025**

**PART I. GENERAL EXPECTATIONS**

The Ramsay School agrees to implement the following requirements as outlined by ESEA Section 1116:

- The LEA will put into operation programs, activities and procedures for the engagement of parents in all of its schools with Title I, Part A programs, consistent with section 1116. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. (Section 1116(a)(1))
- The LEA will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1116(b) of the ESEA
- The LEA will work with its Title I schools to ensure that the school-level parent and family engagement policy must include, as a component, a school-parent compact consistent with section 1116(d). [DCPS Requirement, Recommended for all charter school LEAs]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the LEA and its Title I schools will provide full opportunities for the informed participation of parents (including parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background), including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand. (Section 1116(a)(2)(D)(i) and 1116(f))
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the LEA will submit any parent comments with the plan when the LEA submits the plan to the Office of the State Superintendent of Education. (Section 1116(b)(4))

- The LEA will involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to the schools, with priority given to high-need schools. (Section 1116(a)(3)) Funds reserved for PFE activities must be used for at least one of the following activities:
  - i. Supporting schools and nonprofit organizations in providing professional development for LEA and school personnel regarding PFE strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, para-professionals, early childhood educators, and parents and family members.
  - ii. Supporting programs that reach parents and family members at home, in the community and at school.
  - iii. Disseminating information on best practices focused on PFE, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
  - iv. Collaborating, or providing subgrants to schools to enable schools to collaborate with community-based organizations or employers with a record of success in improving and increasing PFE.
  - v. Engaging in any other activities and strategies that the LEA determines are appropriate and consistent with such agency's PFE policy.
  
- The LEA will be governed by the following statutory definition of parent involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition (Section 8101(39)):

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

- (A) That parents play an integral role in assisting their child's learning;*
- (B) That parents are encouraged to be actively involved in their child's education at school;*
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and*
- (D) The carrying out of other activities, such as those described in section 1116 of ESEA.*

### **Additional Required Responsibilities of Title I Schools under Sec. 1116(c)**

The Ramsay School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any Title I schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment (PARCC) in at least math, language arts and reading.

#### **PART II. DESCRIPTION OF HOW THE LEA WILL IMPLEMENT REQUIRED LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

1. The Ramsay School will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA, as applicable.

- **Family Surveys**
  - **Questionnaires regarding student services. Assist teachers in establishing personalized starting points and goal setting for each student.**
  - **Educate families about IDEA**
2. The Ramsay School will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education
3. The Ramsay School will coordinate and integrate parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.
- **Familiarize families with free/low cost recreational opportunities**
  - **YMCA services**
  - **Sending information home regarding support services (housing, health, ect.)**
  - **Local library activites/cards**
4. The Ramsay School will conduct, with the meaningful involvement of parent and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:
- i. Barriers to greater participation by parents in activities authorized by this section (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);
  - ii. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
  - iii. Strategies to support successful school and family interactions
5. The Ramsay School will use the findings of such evaluation to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement policies.
- **Hold semi-annual meetings**
  - **Allow parents/families to review PFE policies and make recommendations**
6. The Ramsay School will involve parents in the activities of the schools served under Title I, which may include establishing a parent advisory board. The board should comprise of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

7. [DCPS Requirement in accordance with Section 1116(e), Recommended for all charter school LEAs] The Ramsay School will build the schools' and parent's capacity for strong parental and family engagement to:
- Ensure effective involvement of parents and strong partnership among the schools involved, parents, and communities and
  - Improve students' academic achievement.
- A. The Ramsay School will, with the assistance of its Title I schools, build parents' capacity for strong parental involvement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:
- The Montana academic standards;
  - The Montana and LEA academic assessments, including alternate assessments;
  - The requirements of Title I, Part A;
  - How to monitor their child's progress; and
  - How to work with educators.
- B. The LEA will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and inform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- ***Monthly Newsletter***
  - ***School Website***
  - ***Monthly phone/text/email Title 1 shout-outs***
- C. The LEA will, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with the following Federal, District, and LEA programs, including public pre-school 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:
- **Field trips which include family members**
  - **Family Fun Night**
  - **Provide family directories**
  - **Meet and Greet at the beginning of the year**
  - **Parent/family invited to all school assemblies**
- D. The LEA shall provide such other reasonable support for its parental involvement activities as the parents may request.

**PART III. DISCRETIONARY LEA-WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training.
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- Training parents to enhance the involvement of other parents.
- In order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times or conducting 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.
- Adopting and implementing model approaches to improving parental involvement.
- Establishing a LEA parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

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**PART IV. ADOPTION**

This policy was adopted by Ramsay School on May 11, 2021 and will be in effect for the period of school year 2024-25, and will remain in effect until revised. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before October 15, 2021.

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*(Signature of School Board Chairperson)*  
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*(Date)*

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*(Signature of Authorized Official)*  
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*(Date)*

Policy History:  
Adopted on: 05/11/2021