



# PRIVATE SCHOOL CHOICE PROGRAM AND SPECIAL NEEDS SCHOLARSHIP PROGRAM INFORMATIONAL BULLETIN

Bulletin 02-01

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## Outreach Activities

The following information is intended to assist schools participating in the Private School Choice Programs or Special Needs Scholarship Program (collectively “programs”) that offer or wish to offer outreach activities. Under the funding provisions for these programs, private schools that provide 87.5 hours of outreach activities in addition to the required minimum hours of direct pupil instruction for K4 pupils may increase the FTE aid for these pupils from 0.5 FTE to 0.6 FTE. Schools providing the additional 87.5 hours of K4 parental outreach activities must identify that they will provide K4 parental outreach in the Intent to Participate form annually.

Definition of Outreach Activities: Outreach activities are defined as direct services to parents, legal guardians and primary care givers (hereafter referred to as “parents”) of four-year-old kindergarten students (“K4”) that have an educational component. Primary care givers are defined as people who the parents entrust with the care and education of their children in their absence, usually while they are working outside the home. Support for parent involvement with the schools recognizes that parents are partners in the educational process and that parents have both the right and responsibility to share in the decisions about their child’s education and development. Furthermore, the outreach activities are intended to support, nurture and instruct parents in their role as the primary educator of their children.

General Requirements: See Appendix A for example outreach activities and what the requirements are for these events to qualify as K4 parental outreach activities. See Appendix B for examples of activities that would not qualify as outreach activities. The general requirements for K4 outreach activities are:

- 1) The activities must be available to all K4 parents.
- 2) The activities must have an educational component for the parent and the focus must be on assisting the parent in their role as a K4 parent.
- 3) The activities must be above and beyond the activities provided to the school as a whole.
- 4) The activities must be provided separate from direct instructional hours.
- 5) The school must maintain a log that should include the name of the activity, the date, the name of the teacher/staff person who facilitated the activity, and the names and signatures of the parents who participated in the activity. For home activities the school may maintain a log by doing something such as including a slip in the take home material for the parent to sign and date that they completed the activity. Auditors’ testing will include a review of these logs.
- 6) At least one parent must attend the event/complete the activity in order for the school to include the outreach activity in their total hours.
- 7) No fees may be charged for K4 outreach activities.

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Outreach activities can occur in or outside of the school facilities. It is suggested that outreach activities be flexible and varied in order to be accessible to all potential participants and recognize the varied needs and abilities of different families. Outreach activities should also be sensitive to cultural, racial and religious differences among families. Discussion of child specific information with primary care givers who may or may not be blood relatives requires the approval of the parents.

Parental Involvement Versus Outreach: Parental involvement is different than parent outreach. Parental involvement is focused on involving parents and families as full partners in the education of their children. Parent outreach is focused on assisting parents/guardians in their roles as parents or guardians. As such, parental involvement may include a parent going to a play that the school puts on or helping their child with homework. Parent outreach is associated with activities that assist the parents and have an educational component.

Counting Outreach Hours: The 87.5 hours of outreach activities for parents must be in addition to the required minimum hours of direct pupil instruction. In addition, schools can only include those activities beyond those that would occur as part of the school's overall parent involvement effort. For example, if your school has parent conferences for all grades two times a year, your school cannot count these as outreach activities. Similarly, volunteer hours cannot be included.

In counting hours of activities, if teachers do one-hour home visits, these visits would count as one hour of the 87.5 hours because each student's family had the opportunity for a one hour visit. If the school holds a parent workshop for two hours and 20 parents attended, the workshop would count as two hours (not 40 hours) of outreach activities. A school must document the 87.5 hours of outreach activities in a teacher log, which will be reviewed by the school's auditor. See #5 above for additional information/requirements for the log. See Appendix A for example outreach activities and how the hours would be counted for each activity.

### Appendix A-Example Allowed Outreach Activities

Note: The educational component must be present for all outreach activities in order for them to qualify as K4 outreach activities. If the school is considering activities not on this list and is unsure if they meet the requirements, the school can email the activities to [dpichoceauidtreports@dpi.wi.gov](mailto:dpichoceauidtreports@dpi.wi.gov) for review.

Outreach Activity	Requirements in Order to be Allowed	Educational Component	How Hours Counted
<p><b>Home visits</b></p> <p><b>Parent teacher conferences offered only to K4 parents/guardians</b></p> <p><b>Phone calls describing child's status/ accomplishments</b></p>	<p>1) The activity must be above and beyond the activities provided to the school as a whole.</p> <p>2) Must be available to all K4 parents.</p> <p>3) The school must maintain a participation log. See the general requirements section for the requirements of the log.</p>	<p>1) Assist the parent in understanding the K4 program and their role in the education of their child.</p> <p>2) Describe the status of the child's learning and/or allow an opportunity for parents and teachers to discuss concerns.</p>	<p>The amount of time it takes to speak to one parent, not the total time the teacher spent making or preparing for the meetings. Travel time is not included.</p>
<p><b>Newsletter(s) describing what is happening in the school, tips, upcoming events, etc.</b></p>	<p>1) The activity must be above and beyond the activities provided to the school as a whole.</p> <p>2) Must be available to all K4 parents.</p> <p>3) Must include information that assists the parent in their role as a parent by giving them parenting information, helping them interact and build a relationship with their child, or giving the parent information that will assist them in educating their child.</p> <p>4) The school must ensure that the parents who read the newsletter complete a log indicating their participation in order for the hours to be counted. See the general requirements section for the requirements of the log.</p>	<p>Make parents aware of the events occurring at the school and provide the parent with information to assist in their role as parents.</p>	<p>Home activities such as newsletters count for the amount of time a parent would use it. For example, if each week there was a newsletter that would take parents 15 minutes to read, the school would include 15 minutes per week.</p>

<b>Appendix A-Example Outreach Activities (continued)</b>			
<b>Outreach Activity</b>	<b>Requirements in Order to be Allowed</b>	<b>Educational Component</b>	<b>How Hours Counted</b>
<b>K4 only parent advisory committee</b>	1) Give input/feedback on how the K4 program is organized and respond to issues as they arise. 2) The activity must be above and beyond the activities provided to the school as a whole. 3) Must be available to all K4 parents. 4) The school must maintain a participation log. See the general requirements section for the requirements of the log.	Assists parents in evaluating the educational programming for their children and provide feedback on activities.	The number of hours that the advisory committee meets.
<b>Take home bags</b>	1) The activity must be above and beyond the activities provided to the school as a whole. 2) Must be available to all K4 parents so the school should do something such as send home a letter to the K4 parents indicating the packets/video that are available. 3) In order for this to qualify, it would have to be a very structured event with specific items to go through, instructions for the parent, a way to log what parents complete the activity, and only the anticipated time for the parent to complete the activity could be included. 4) The school must ensure that the parents who do the activity complete a log indicating their participation in order for the hours to be counted. See the general requirements section for the requirements of the log.	Can vary based on the activity. In general, the school should provide instructions to parents in the home bag that tells the parent how to do things such as read to their child.	Home activities such as "take home book bags" count for the amount of time a parent would use it. For example, if each week there were a book bag for every child, you could count only the 15 minutes that parents were to spend in working with their child. The time that it takes to go through the packet can only be recorded once a parent uses the packet.
<b>Packet of information for parent on their role as parents</b>			
<b>Videos</b>			
<b>Learning activity kits</b>			
<b>Parent-child activities</b>	1) The activity must be above and beyond the activities provided to the school as a whole. 2) Must be available to all K4 parents. 3) The activity must assist the parent in their role as a parent by giving them parenting information, helping them interact and build a relationship with their child, or giving the parent information that will assist them in educating their child. 4) The school must maintain a participation log. See the general requirements section for the requirements of the log.	Varies. See point 3 under "Requirements in Order to be Allowed."	The time for the special event. This time cannot be multiplied by the number of attendees. This does not include teacher/staff preparation.
<b>Family activity nights</b>			

<b>Appendix A-Example Outreach Activities (continued)</b>			
<b>Outreach Activity</b>	<b>Requirements in Order to be Allowed</b>	<b>Educational Component</b>	<b>How Hours Counted</b>
<b>Orientation into or out of K4</b>	1) The activity must be above and beyond the activities provided to the school as a whole. 2) Must be available to all K4 parents. 3) The school must maintain a participation log. See the general requirements section for the requirements of the log.	1) Programming that explains the K4 education. 2) Programming preparing parents for the next grade.	The number of hours of the orientation. This time cannot be multiplied by the number of attendees. This does not include teacher/staff preparation.
<b>Classroom involvement training</b>	1) The activity must be above and beyond the activities provided to the school as a whole. 2) Must be available to all K4 parents. 3) Must be outside of K4 instructional hours. 4) Should help parents in their role as classroom assistants/roles as volunteers at the school.	Provides information to the parent on how to assist in the classroom/on a field trip, interact with the students, and be a positive influence.	The number of hours of the event. This time cannot be multiplied by the number of attendees. This does not include teacher/staff preparation.
<b>Pre-field trip training program</b>	5) Should assist the parent in understanding how to encourage participation in the classroom/during the field trip and positive interactions with the pupils. 6) The school must maintain a participation log. See the general requirements section for the requirements of the log.		
<b>Family resource center</b>	1) The activity must be above and beyond the activities provided to the school as a whole. 2) Must be available to all K4 parents. 3) The activities at the parent outreach center must be part of a formal activity such as the ones listed in the “parenting classes” outreach activity. 4) The school would not be able to count the number of hours that the outreach center is open as parent outreach hours unless there is a formal activity taking place for K4 parents. 5) The school must maintain a participation log. See the general requirements section for the requirements of the log.	An example of an educational component is an instruction period at the parent outreach center that assists the parents in their role as K4 parents.	The number of hours of the event. This time cannot be multiplied by the number of attendees. This does not include teacher/staff preparation.

Appendix A-Example Outreach Activities (continued)			
Outreach Activity	Outreach Activity	Outreach Activity	Outreach Activity
Parenting classes	1) The activity must be above and beyond the activities provided to the school as a whole. 2) Must be available to all K4 parents. 3) The school must maintain a participation log. See the general requirements section for the requirements of the log.	Could be varied but may include community resources for your child, discipline, typical development, how to read to your child, and active/positive parenting.	The number of hours of the class. This time cannot be multiplied by the number of attendees. You cannot include teacher/staff preparation.

## Appendix B- Activities that CANNOT be included as K4 Outreach Activities

Please note that this list is not all inclusive.

Activity	Reason the Activity is Not Allowed
GED exam or GED preparation class	While important, this does not have an associated educational component related to the parental role and therefore could not be included.
Classroom volunteering/chaperoning	This cannot be included because all parents are encouraged to volunteer. Also, the K4 outreach hours must not be hours also counted for instructional time.
Fundraising	The outreach activities must include specific activities for the parents that assist them in their role as a parent.
Parent teacher conferences offered to all grades	The K4 parent outreach must be above and beyond the activities provided to the school as a whole.
Family resource center general hours	The outreach activities must include specific activities for the parents that assist them in their role as a parent. General hours would not qualify. See Appendix A for examples of activities that would qualify.
Family activity nights with no educational component	This is an example of parental involvement, not parent outreach. Parent outreach must include an educational component for the parents.
Parents attending a school play	This is an example of parental involvement, not parent outreach. Parent outreach must include an educational component for the parents.