

## **Appendix 2: District/School Parent Involvement Plan**

### **Caledonia Public Schools – Caledonia Area Elementary Title I Parent Involvement Plan 2016-2017**

#### **District/School Mission Statement emphasizing Parental Involvement**

Caledonia Public Schools is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

#### **Part I. District Expectations**

District must establish the district's expectations for parent involvement. [Section 1118(a)(2), ESEA.]

The Caledonia Public Schools agrees to implement the following requirements:

- Caledonia 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.
- Caledonia Public Schools will work with its schools to ensure that the required school-level parent involvement plan meets the Title I requirements, and includes, as a component, a school-parent compact.
- Caledonia 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, Caledonia 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 Caledonia 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 it submits the plan to Minnesota Department of Education.
- Caledonia Public Schools will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the

one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than \$500,000.)

## **Part II. District/School Parent Involvement Plan Required Components**

1. Caledonia Public Schools will take the following actions to involve parents in the joint development of its district/school parent involvement plan:
  - a. How will parents be included in writing the parent involvement plan?
    - Literacy/Book Club Night coinciding with Annual Title 1 Parent Meeting
    - November 17,2016
    - Gina Meinertz
    - 507-725-5205
  
2. Caledonia Public Schools will involve parents in the process of district and school plan, review and improvement [i.e. district plan, section 1112, schoolwide section 1114, and/or school improvement section 1116];
  - a. How will the school/district inform parents of the school report card? We will share at this first meeting
  - b. How will the district/school notify the parents that their child's school has been identified as needs improvement? We are not identified as needs improvement.
  - c. How will the school identify students who qualify for Title I services? A combination of assessments including NWEA, FASTbridge, IRLA, and teacher request
  - d. How will the district/school involve parents of students in the identified sub-groups as part of the school support team? How will the district/school conduct staff development for implementing effective strategies for parental involvement?
    - Literacy/Book Club Night coinciding with Annual Title 1 Parent Meeting
    - November 17,2016
    - Gina Meinertz
    - 507-725-5205
  
3. Caledonia Public Schools will involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of programs under this part, including planning, review and improvement of the school parent involvement plan.
  - Bi-monthly innovation team meetings and semester parent meetings
  - September 29, November 21, January 16, March 20, May 15
  - Gina Meinertz

- 507-725-5205
4. [District/School Name] will offer a number of flexible meeting options, such as meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care or home visits, as such services relate to parental involvement.
- Parent survey for preferred times and activities were offered for all age group of students

5. Caledonia 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.

- Intervention Teacher Meetings
- September and November 2016
- Gina Meinertz
- 507-725-5205

6. Caledonia Public Schools will build the schools' and parents' capacity for strong parental 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 activities specifically described below.

- Literacy/Book Club Night coinciding with Annual Title 1 Parent Meeting
- Literacy/Book Club Night coinciding with Annual Review Meeting
- November 17, 2016 and spring semester
- Gina Meinertz
- 507-725-5205

7. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

8. Caledonia Public Schools will, with the assistance of its Title I schools, provide support to parents of children served by the school district or school, as appropriate, in understanding topics such as the following.

- 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 support educating parents on the above topics.

- MESPA Conference – February 2016 and 2017
- Literacy and Book Nights – Improving our Parent and Student education and excitement about reading

9. Caledonia Public Schools will provide parents of participating children, 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 practically possible.

10. Caledonia Public Schools 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 parental involvement.

- Assessment Day, E-registration completion, Schoology Training, IRLA information, and standards-based report card training for parents
- September 6 and 7, 2016
- Gina Meinertz
- 507-725-5205

11. Caledonia Public Schools 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.

- Staff Meetings – One of our action plan items we are focusing on include increasing parent involvement, education, and volunteerism. We discuss, plan, and research best strategies to increase involvement.
- September, October, November
- Gina Meinertz
- 507-725-5205

12. Caledonia Public Schools will, to the extent feasible and appropriate, 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.

- Our Head Start, Early Childhood and Family Education, Early Childhood Screening, public preschools, Surround Care, and a new family education program for at-risk families are all housed within this building. Events are happening weekly and monthly to integrate our educational efforts.
- Every day we are open, we have some type of contact with these programs. The staff of these programs participate in PLCs, leadership committees, and professional development with all of our teaching staff. We have special events monthly, and programming daily and weekly.
- Gina Meinertz, Nancy Runnigen, Judy Lange, Laurie Conway

- 507-725-5205

13. Caledonia Public Schools 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.

14. Caledonia Public Schools will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and state-operated preschool programs.]

- Head Start, Preschool Programming
- Nancy Runningen, Judy Lange
- 507-725-5205

15. Caledonia Public Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental 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 parental involvement plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement plan.

Describe actions, such as how the evaluation will be conducted; identifying who will be responsible for conducting it, and explaining what role parents will play.

- A parent survey is created by our student achievement leadership team and distributed to parents. We use the results of this along with data from attendance and feedback from our events to guide our decisions.
- Spring 2017
- Gina Meinertz, Trina Scanlan, Nancy Mullins, Lindsey Meyer, Kelly Hansen, Sue Howe
- 507-725-5205

3. Caledonia Public Schools will convene an annual meeting, at a convenient time, to which all parents 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,

Describe when and where the annual meeting will be held.

- Literacy/Book Club Night coinciding with Annual Title 1 Parent Meeting
  - November 17,2016
  - Gina Meinertz
  - 507-725-5205
4. Caledonia Public Schools will involve parents in the decisions regarding how funds reserved for parental involvement activities.
- Literacy/Book Club Night coinciding with Annual Title 1 Parent Meeting
  - Literacy/Book Club Night coinciding with Annual Review Meeting
  - November 17,2016 and spring semester
  - Gina Meinertz
  - 507-725-5205
5. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

### **Part III. Shared Responsibilities for High Student Academic Achievement**

As a component of the school-level parental involvement plan, each school 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.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Provide frequent reports to parents on their children's progress; and
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

### **Part IV. Discretionary District/School Parent Involvement Plan Components**

The Caledonia Public Schools Parent Involvement Plan may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as 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 from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.

- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the involvement of other parents.
- In order to maximize parental 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.
- Adopt and implement model approaches to improving parental involvement.
- Establish a district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

**Part V. Accessibility**

In carrying out the parental involvement requirements of this part Caledonia Public Schools to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

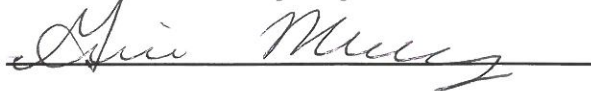
- N/A

**Part VI. Adoption**

The [District/School Name] Parent Involvement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes and sign-in sheets.

On [insert date] the [District/School Name] Parent Involvement Plan will be in effect for the period of [insert current school year].

The [District/School Name] will distribute this plan to all parents of participating Title I children on or before [date].



Signature of Title I Authorized Representative

11-17-16

Date



Parents were involved with the development of Caledonia Public Schools Parent Involvement Plan:

Kari Klug, Casey Klug, Anna Le June

\*This template of a District/School Parent Involvement Plan has been developed by combining two documents, the modified version of the sample provided in the U.S. Department of Education Parental Involvement Guidance and the sample of the School Parent Involvement Plan provided by Minnesota Department of Education and the Minnesota Parent Information Resource Center.

