

School Parent Involvement Plan

HIGHLAND ELEMENTARY Title I Parent Involvement Plan 2016-2017

Highland Elementary School 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. School Parent Involvement Plan Required Components

1. Highland Elementary School will jointly develop/revise with parents the school parent involvement plan and distribute it to parents of participating children and make available the parent involvement plan to the local community.

Activity	Date	Contact Person	Phone Number
Title I parent meeting	9.15.16	Michele DeWitt	763.528.4405
Publish to website		Zena Stenvik	763.528.4438

2. Highland Elementary School 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.

Activity	Date	Contact Person	Phone Number
Title I Parent Meeting	9.15.16	Michele DeWitt	763.528.4405
Highland PTO Meeting	9.15.16	Michelle Young	612.414.0976

3. Highland Elementary School will offer a flexible number of 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.

Activity	Date	Contact Person	Phone Number
Information night	9-23-16	Michele DeWitt	763.528.4405
Reach	9-27-16	Jane Riorden	763.528.4505
Excel Family Night	TBD	Christen McCarthy	763.528.4379
Home visits	On-going	Jane Riordan	763-528-4505

4. Highland Elementary School will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, schoolwide under section 1114 and the process of the school review and improvement under section 1116.

Activity	Date	Contact Person	Phone Number
Highland PTO Meeting	E/O month	Michelle Young Michele DeWitt	612.414.0976 763.528.4405

5. Highland Elementary School will provide parents of participating children –
- a. timely information about programs under this part;
 - b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - 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 practically possible.

Activity	Date	Contact Person	Phone Number
Annual Report	September	Superintendent Kelly	763.528.4516
Monthly Parent Newsletters	September-June	Michele DeWitt	763.528.4405
Teacher Newsletters/emails	Weekly	Classroom Teachers	
Information Night	September 23, 2016	Michele DeWitt	763-528-4405
All-calls and parent emails	As needed	Michele DeWitt	763-528-4405

6. 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 II. Required Shared Responsibilities for High Student Academic Achievement

As a component of the school-level parent 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.

Activity	Date	Contact Person	Phone Number
Parent Teacher Conferences	October, February	Michele DeWitt	763.528.4408
Assessment Results sent home and made available on SchoolView	As available	Michele DeWitt	753.528.4408

Part III. Building Capacity Requirements for Involvement

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part –

a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children.

Activity	Date	Contact Person	Phone Number
Parent Teacher Conferences	October, February	Michele DeWitt	753.528.4408
Report Cards	Quarterly	Classroom Teachers	
Grade level assessment information	Quarterly	Classroom teachers	

b. 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, as appropriate, to foster parental involvement.

Activity	Date	Contact Person	Phone Number
Latino Club	TBD	Leueen Savaadra	763.528.4402
Information Night	September 23, 2016	Michele DeWitt	763-528-4405

c. Shall educate teachers, pupil services personnel, principals, 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.

Activity	Date	Contact Person	Phone Number
Teaching and Learning In-Services	August, October, November, January	Zena Stenvik	763.528.4438
Building In-Service	August, September, January, April	Michele DeWitt	763.528.4405

d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the 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.

Activity	Date	Contact Person	Phone Number
REACH	Septemer-November	Jane Riordan	763.528.4505

e. 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 parents can understand.

Activity	Date	Contact Person	Phone Number
Annual Report	October	Superintendent Kelly	763.528.4516
Website		Zena Stenvik	763.528.4438

f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

Activity	Date	Contact Person	Phone Number
PTO Initiatives with Flexible Topics	E/O Month	Michele DeWitt Michele Young	763.528.4405 612.414.0976
REACH	Sept-Nov	Jane Riordan	763-528-4505

g. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

REACH will help develop in-service materials for teachers
Families ALL Matter curriculum

h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.

i. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

j. May train parents to enhance the involvement of other parents.

k. May 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 such conferences at school, in order to maximize parental involvement and participation.

l. May adopt and implement model approaches to improving parental involvement.

m. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.

n. May develop appropriate roles for community-based organizations and businesses in parent involvement activities.

Part IV. Accessibility Requirements

In carrying out the parental involvement requirements of this part, districts and 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.

Activity	Date	Contact Person	Phone Number
Report Card	Quarterly	Classroom Teachers	
Special education due process materials	As needed	Special Ed. Teachers	
All-calls out in multiple languages	As needed	Michele DeWitt	763.528.4405

Part V. Adoption

This Highland Elementary School Parental Involvement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent Involvement Plan was developed by Highland Elementary School on 8-15-16 and will be in effect for the period of [insert current school year]. The school will distribute this Parent Involvement Plan to all parents of participating Title I children and make it available to the community on or before 9-15-16.



Signature of Title I Authorized Representative

8/15/16
Date

**These parents were involved with the development of this document:
Jai Ramnarine and Suchitra Ramnarine**

***This template of a District/School Parental 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 Parental Involvement Plan provided by Minnesota Department of Education and the Minnesota Parent Information Resource Center.**