

# School Parent Involvement Plan

Prairie Elementary  
Title I Parent Involvement Plan  
2018-2019

Prairie Elementary is committed to the goal of providing quality education for every child, PreK-4 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 the 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

- a. Prairie Elementary will jointly develop/revise with parents the school parent involvement plan, distribute it to parents of participating children and make available the parent involvement plan to the local community. The Parent Involvement Team will meet and revise the Parent Compact and Parent Involvement Plan. These two items will be placed in the student handbook, distributed at before school conferences, and on the district website.

Activity	Date	Contact Person	Phone Number
Before School Conferences	Fall	Heidi Meyer	1-507-727-1250
Parent Team Meeting	Spring	Heidi Meyer	1-507-727-1250

- b. Prairie Elementary will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. This will 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 Parent Meetings will be held to explain the requirements, along with activities for reading and/or math.
- c. Prairie Elementary 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. The Parent meetings/activities are held at various times throughout the day/year. All notices are translated and sent home with students prior to the meetings/activities.

Activity	Date	Contact Person	Phone Number
Annual Title I Meeting	October 2018	Heidi Meyer	1-507-727-1250
Parent/Child Event	December 2018	Heidi Meyer	1-507-727-1250
Parent/Child Event	March 2019	Heidi Meyer	1-507-727-1250

- d. Prairie Elementary will involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, school-wide under section 1114, and the process of the school review and improvement under section 1116. The Parent Team meeting will solicit and address changes to the parent compact and school improvement plan. In order to receive the most input, an email containing the compact and improvement plan will be distributed with a return date so the changes can be made prior to submitting the grant application through SERVS.

Activity	Date	Contact Person	Phone Number
Parent Team Meeting	May 2019	Heidi Meyer	1-507-727-1250

6. Prairie Elementary 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. Grade level information is given out at centralized registration and made available at the conferences held prior to the start of school. The parent liaisons are also given copies to share with parents new to the school district. The district conducts PASS (Parents Advocating for Student Success) classes to assist all parents new to the district so they become familiar with school policies and procedures. These classes also assist parents in how to assist their children with homework and other issues. There are administrators present at the quarterly parent meetings which are held in English, Spanish and Karen to address any questions and concerns relating to school.
  - d. If the school-wide 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. All concerns can be brought to staff members, and then addressed by administrators. Administrators will bring concerns to the school board and then if they cannot be solved locally concerns will be sent to the department of education.

Activity	Date	Contact Person
Centralized Registration	All year	Admin Secretaries
Annual Title 1 Parent Meeting	October	Admin, Title 1 & EL teachers
Conferences	Back to School, Fall & Spring	Classroom teachers
PASS classes	Fall	Parent Liaisons
Seesaw – digital portfolio	Year round	Classroom teachers

## Part II. Required Shared Responsibilities for High Student Academic Achievement

7. 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.
  - a. 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;
  - b. Provide frequent reports to parents on their children's progress; and
  - c. Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

Our Parent Compact is discussed at the before school conferences held in the fall. All forms of academic progress are presented at conferences for Early Childhood through fourth grades. Parent/Student events are scheduled by grade levels throughout the school year. Title 1 Parent Meetings will be held in early October and late May. Family Literacy &/or Math days are planned for December and March conferences. Teachers publicize a parent/seniors volunteer invitation in the fall with a list of suggested volunteer opportunities that are available on a daily, weekly, or as needed schedule.

Activity	Date	Contact Person
Before School Conferences	Fall 2018	Classroom teachers
Title 1 Parent Meeting	October 2018	Admin, Title 1 & EL teachers
Grade Level Reading activities	1 per year, per grade level	Classroom teachers
Family Literacy Event	December 2018	Intervention teachers
Fall Conferences/report cards	December 2018	Classroom teachers
Winter Conferences/report cards	March 2019	Classroom teachers
Family Math Event	March 2019	Intervention teachers
Report cards	May 2019	Classroom teachers

### 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. Several articles are published in the local daily newspaper along with school newsletter explaining the state’s academic standards. On the District Website, Prairie Elementary will have the Essential Skills and learning goals for each grade level listed to aide parents with understanding the academic requirements. The school district gives internet access to the Parent Portal. Grades, attendance, and behavior can be accessed. For those parents without access to a computer a teacher - parent meeting will be set up at the parent’s request. Notification of this service is given out through parent meetings and parent newsletters. Computer stations have been set up at the JBS & Company packing plant so parents will have computer access during breaks, which will allow them the ability to access Parent Portal and see how their children are academically progressing at school.

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.

PASS (Parents Advocating for Student Success) classes are conducted in the fall and spring to assist with issues involving student achievement. They are offered in English, Spanish, Karen/Burmese and other languages based on need. Classes are offered for Early Childhood/Pre-K; Elementary; Middle School and occasionally for high school. PASS involves an orientation, six content lessons, a principal’s dialogue and a recognition event. Technology training is conducted on the usage of Parent Portal and Learn 360. Learn 360 is a program which will give students additional study time to prepare for MCA testing. Bookmarks containing the following information have been given to students and parents.

**On-Site Access** [www.isd518.net](http://www.isd518.net)

Activity	Date	Contact Person	Phone Number
PASS Class	Fall and Spring	Sharon Johnson	507-372-1200
Technology Training	As needed	Amy Ernst	507-727-1131

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. Several ways we strive to build ties with the parents are assisting in

understanding the curriculum, understanding student conduct and policies and procedures relative to student conduct, providing a safe school setting, building a feeling of pride toward Prairie Elementary in both students and parents, communicating with parents about school processes and procedures and conducting fundraising which are driven by the parent group.

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. Preschool visits are held prior to starting Kindergarten. We conduct a Kindergarten Round-Up in March, which is teacher driven, to educate parents on the practices and procedures necessary for all kindergarteners. This is especially helpful for first time parents at Prairie Elementary. ECSE Home Visits and half-day classes are held throughout the whole year including a special summer session for these eligible students. There is also ECSE parent/child activities held periodically.

Activity	Date	Contact Person	Phone Number
Kindergarten Round-Up	March	Heidi Meyer	507-727-1250
Preschool Visits	Spring	Heidi Meyer	507-727-1250

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. All notices for grade level and school wide activities are translated and distributed through Take-Home Folders, classroom and building newsletters, a monthly site newsletter, monthly parent group meetings, local cable TV, the local radio station, and notices circulated at community events. Due to our increasing population of Sudanese and Burmese students we have hired short term additional staff to assist with the translations of the necessary pieces of information distributed through school entities.

f. Shall provide such other reasonable support for parental involvement activities under this as parents may request. Site and Title money is designated for parent involvement activities which may be requested through the Parent Group or other individuals.

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

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.

We are a schoolwide Title building so no children/parents are excluded from taking part in any activities or events. We have changed the name of our “Title I Night” to “Parent/Child Night” so there will not be the confusion that only Title I students are invited to attend. We have all information translated in Spanish and interpreters are secured for the event so non-English speaking parents will feel comfortable with the information presented. In addition, we have addressed the increasing population of Sudanese and Burmese students, so we have hired additional interpreters on an as need basis, to assist with the translations of the necessary pieces of information distributed through school entities.

#### **Part V. Adoption**

The Prairie Elementary Parental Involvement Plan has been developed or revised jointly with, and agreed on with, parents of children at Prairie Elementary, as evidenced by meeting minutes.

The Parent Involvement Plan was developed or revised by Prairie Elementary Admin and teachers on 06/01/18 and will be in effect for the period of the school year. The school will distribute this Parent Involvement Plan to all parents of school-age children and make it available to the community on or before 08/31/18.

Heidi Meyer, Principal  
Signature of Title I Authorized Representative

August 1, 2018  
Date

\*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.