

Policy: District/School Parent Involvement Plan

District #4035, LIFE Prep

LIFE Prep will partner with families to provide the highest quality education and care for students. Family involvement in the educational process is an essential component of student achievement and personal well-being. LIFE Prep will engage in an ongoing dialogue with families regarding the programs offered and the methods by which students learn and for which we support their social upbringing.

Part I. District Expectations

LIFE Prep agrees to implement the following requirements:

- LIFE Prep 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.
- LIFE Prep will work to ensure that the required school-level parent involvement plan meets the Title I requirements, and includes, as a component, a school-parent compact.
- LIFE Prep 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, LIFE Prep 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 coherent and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LIFE Prep 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.

Part II. District/School Parent Involvement Plan Required Components

1. LIFE Prep will take the following actions to involve parents in the joint development of its district/school parent involvement plan:

Families and teachers will write goals for the school year for students and ways that parents and families can help students achieve those goals. We will evaluate the achievement and adherence to the methods of assistance in March.

Activity	Date	Contact Person	Phone Number
Parent Involvement Planning Meeting	3 rd Wednesday in September	Bart Johnson	651-666-9533
Parent Involvement Planning Meeting	3 rd Wednesday in March	Bart Johnson	651-666-9533

2. LIFE Prep will involve parents in the process of district and school plan, review and improvement in the following ways:

LIFE Prep will send a copy of the school's report card, along with a link to the Minnesota Department of Education school report card webpage.

LIFE Prep will notify parents that their child has been identified as needing improvement during the first and third mid-quarters of the school-year.

LIFE Prep will notify parents that their child qualifies for Title One services during the first and third mid-quarters of the school-year.

LIFE Prep will request, by written and verbal invitation, that parents whose students qualify for Title One services, participate in the school planning team meetings.

LIFE Prep will conduct weekly staff meetings to discuss student needs and encourage staff to communicate regularly with parents.

Activity	Date	Contact Person	Phone Number
School Improvement Meeting	3 rd Wednesday in October	Bart Johnson	651-666-9533
School Improvement Meeting	3 rd Wednesday in February	Bart Johnson	651-666-9533

3. LIFE Prep 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 parental involvement plan.

Activity	Date	Contact Person	Phone Number
Parent Involvement Planning Meeting	3 rd Wednesday in September	Bart Johnson	651-666-9533
Parent Involvement Planning Meeting	3 rd Wednesday in March	Bart Johnson	651-666-9533

4. LIFE Prep 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
Parent Involvement Planning Meeting	3 rd Wednesday in September	Bart Johnson	651-666-9533
School Improvement Meeting	3 rd Wednesday in October	Bart Johnson	651-666-9533
School Improvement Meeting	3 rd Wednesday in February	Bart Johnson	651-666-9533
Parent Involvement Planning Meeting	3 rd Wednesday in March	Bart Johnson	651-666-9533

5. LIFE Prep will provide the 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.

6. LIFE Prep 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.

Activity	Date	Contact Person	Phone Number
Open House	Tuesday prior to the first day of school	Myla Johnson	(651) 793-6624
Parent Involvement Planning Meeting	3 rd Wednesday in September	Bart Johnson	651-666-9533
School Improvement Meeting	3 rd Wednesday in October	Bart Johnson	651-666-9533
School Improvement Meeting	3 rd Wednesday in February	Bart Johnson	651-666-9533
Parent Involvement Planning Meeting	3 rd Wednesday in March	Bart Johnson	651-666-9533

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

- A. LIFE Prep will, with the assistance of its Title I schools, provide assistance 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.
- B. LIFE Prep 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.
- C. LIFE Prep will 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.

Activity	Date	Contact Person	Phone Number
Literacy & Numeracy Training for Parents	2 nd Wednesday in November	Bart Johnson	651-666-9533

Activity	Date	Contact Person	Phone Number
Literacy & Numeracy Training for Parents	Last Wednesday in January	Bart Johnson	651-666-9533

- D. LIFE Prep will, 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.
- E. LIFE Prep 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.
- F. LIFE Prep will send mailings home to families during mid-quarter and grading periods 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.
- G. LIFE Prep will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under the following other programs:
- LIFE Prep Cultural Advisory Board
 - LIFE Prep Strategic Planning
 - LIFE Prep Parent Advisory Council
- H. LIFE Prep 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.

During the monthly parent involvement meetings, staff and parents will formulate a plan for the Title One program. During the March meeting, the team will evaluate the yearly plan and work to improve on it for the next school-year.

- I. LIFE Prep 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,

The annual Title One parent meeting will be held in March in the Conference Room of LIFE Prep.

- J. LIFE Prep will involve parents in the decisions regarding how funds reserved for parental involvement activities.
- K. If the school-wide program plan is not satisfactory to the parents of participating children, LIFE Prep will 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.

Activity	Date	Contact Person	Phone Number
Parent/Teacher Conferences	October	Bart Johnson	651-666-9533
Parent/Teacher Conferences	March	Bart Johnson	651-666-9533

Part V. Accessibility

In carrying out the parental involvement requirements of this part LIFE Prep, 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.

Part VI. Adoption

The LIFE Prep 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.

The LIFE Prep Parent Involvement Plan will be in effect indefinitely, but will be modified as necessary to accommodate date changes and changes to the plan.

LIFE Prep will distribute this plan to all parents of participating Title I children on or before the October meeting.

A handwritten signature in black ink, appearing to read "Bart Johnson". The signature is fluid and cursive, with the first name "Bart" being more prominent than the last name "Johnson".

Bart Johnson
Executive Director & Principal
LIFE Prep

Approved on 4/27/2015

*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 Resources.