

Zanewood Community School

Parent Involvement Plan

2018-2019

Zanewood Community School is committed to the goal of providing quality education for every child in the community. To this end, we want to establish partnerships with parents and with the community. Everyone gains when 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 every step along the way.

Zanewood recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Zanewood intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students in the district to succeed.

PART I. SCHOOL PARENT INVOLVEMENT PLAN **REQUIRED** COMPONENTS

- A. Zanewood 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.

Parents will be introduced to Title 1 services and programs during Open House and at Family conferences. The School Parent Involvement Plan will be shared via the school's website and is available all year in the office.

- B. 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;

- C. 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;

- ***Meetings are held at a variety of times and staff is available to meet individually with parents***
- ***Translators are available on request***
- ***Individual Parent conferences are offered in the Fall and Winter at flexible times throughout the day and on different days.***

- D. 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.

The school wide plan is posted on the website and is available in the office. It includes contact names, phone numbers and emails for comments or suggestions.

Parent feedback will be solicited in the spring through a survey. The survey will provide feedback for future programming to support families. The feedback will be used to write the upcoming Parent Involvement Plan.

The Parent Involvement Committee will meet in the Spring of 2019. Using the feedback from the parent survey and dates from the Zanewood staff team leader Spring meeting, the Parent Involvement Plan will be drafted.

E. 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.

Through conferences, informal contacts and phone or email, parents can communicate with licensed staff. Additional opportunities to meet with staff on an individual basis concerning their student, or with a group to discuss a greater concern is also available.

Parents have the opportunity to learn about programs and curriculum at Open House, STEAM events, and the district and school websites. Fall and Winter Parent-Teacher Conferences are held so that families can monitor individual student progress and proficiency levels on academic assessments.

F. 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.

The school wide plan is posted on the website and is available in the office. Both postings provide contact names, phone numbers and emails for comments or suggestions.

G. Zanewood will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

Office staff, counselors and social workers provide families with information about local parent resources. Flyers from many of the local organizations are available in the office. Parent resources are also listed on the school and district website.

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.

- ***Conferences are held two times per year***
- ***Report cards are sent out three times per year***
- ***All teacher emails are listed online.***
- ***Opportunities to volunteer at the Waffle Breakfast will be solicited before the events and coordinated through the Zanewood Volunteer Coordinator***

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;

- ***In the fall an Open House is held where parents are introduced to the staff***
- ***Curriculum and student progress is also shared at parent conferences***
- ***A standards based report card is provided 3 times per year.***
- ***Reports on state assessment with complete explanations are sent to families after each state test.***
- ***At student conferences student progress on state standards is reviewed.***

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;

- ***Teachers share information with parents about supporting learning during Open House and at conferences.***

- *Monthly parent resources will be posted on the school's website to provide families with information like helping their child with homework, helping them become independent, and preparing for middle school*
- *A Facebook account will be created and maintained by Zanewood Staff to communicate with parents and showcase our accomplishments*
- *A link to homework help websites will be provided on the Zanewood website.*

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;

Title I staff work with other site staff to support parent engagement across the school. This will be done by sponsoring engagement activities after the Waffle Breakfast. Title resources and funding will be used to support materials, meetings, and mailings. Staff will also be present at other family engagement events, like Science Night.

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;

Zanewood runs two sections of Title I supported preschool in-house as a part of the school's pre-k to grade 5 programming. School staff members collaborate with local external preschool agencies when available, and the school counselor and social worker share information with parents to help families access resources outside our school.

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;

- *Critical information sent home is available in translated forms.*
- *All information on the school website is available translated to our most common languages, English, Hmong, and Spanish*
- *Title 1 brochures are available in three languages.*

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

- *On request the school will provide transportation, translation services or child care to support parent involvement.*
- *Zanewood staff offers a flexible schedule whenever possible to accommodate meeting times with family schedule.*

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; and

PART III 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 with children with limited English proficiency, parents with 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.

- ***Critical information sent home is available in translated forms.***
- ***All information on the school website is available translated to our most common languages.***
- ***Translators are available at conferences and on request for other meetings.***

PART IV ADOPTION

This Zanewood Community School Parental Involvement Plan has been developed/revised 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/revised by Zanewood on 05/18/16 and will be in effect for the period of the 2018-2019 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 09/12/18.

A handwritten signature in black ink, appearing to read "James", is enclosed within a light blue rectangular border.

(Signature of Title I Authorized Representative)

10/12/18
(Date)

Parent Involvement Events

<u>Date</u>	<u>Time</u>	<u>Event Name</u>	<u>Description</u>
Weds, Aug 29	4:30-6:00	Open House	Meet the teacher and tour the school! Connect with old friends and your community.
Fall, 2018	7:30AM-7:30 PM	Parent/Family Conferences	Meet with your child's teacher to discuss goal setting and curriculum for the year. Learn about Title 1 services.
Thurs, Oct 8	5:00-7:00	Family STEAM Night	Carnival of Engineering sponsored by Boston Scientific and Title 1. Pizza dinner provided.
Winter, 2019	7:30AM-7:30 PM	Parent/Family Conferences	Meet with your child's teacher to discuss goal setting and curriculum for the year. Learn about Title 1 services.
Spring, 2019	TBD	Family STEAM Night	Join your child for a night of hands on Science, Technology, Engineering, Arts, and Math night!
Spring, 2019	Breakfast	Waffle Breakfast	Enjoy our annual Waffle Breakfast, and join your child back in the classroom for a fun family engagement activity
Tri 3	TBD	Math Number Corner and Work Stations	Learn about our new math curriculum and see it in action in the classroom. Observe a teacher directed "Number Corner" and participate in math "Work Stations" with your child.
TBD, May	TBD	Title 1 Parent Committee Meeting	Review 2018-2019 plan and write 2019-2020 Plan
TBD	TBD	STEAM events	With the STEAM Magnet School Grant award, there will be additional family engagement opportunities