

**2013 – 2014 School Year**  
**Title I District Parent Involvement Plan/Procedures**  
**Prairie Seeds Academy**  
**Charter School # 4126**

**Prairie Seeds Academy Charter School # 4126 is committed to the goal of providing quality education for every child in the 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**

**Grade level goals for the children of School District # 4126 will be distributed to all parents in the district, with the expectation that all students will work toward these goals. We recognize that some students may need the extra assistance available through the Title I program to reach those goals. School District # 4126 intends to include parents in all aspects of the district’s Title I program. The goal is a school-home partnership that will help all students at Prairie Seeds Academy to succeed.**

**Prairie Seeds Academy agrees to implement the following requirements:**

- **Prairie Seeds Academy will put into operation programs, activities, and procedures for the involvement of parents in all of the schools Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.**
- **Prairie Seeds Academy will work with its schools to ensure that the required school-level Parental Involvement Plan/Procedure meet the Title I requirements, and include, as a component, a school-parent compact.**
- **Prairie Seeds Academy will incorporate the district-wide Parental Involvement Plan/Procedures into its district plan.**
- **In carrying out the Title I parental involvement requirements, to the extent practicable, Prairie Seeds Academy will 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 an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand.**
- **If Prairie Seeds Academy’s plan for Title I is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school district submits the plan to Minnesota Department of Education.**

- **Prairie Seeds Academy will involve the parents of children served in Title I 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.)**
- **Prairie Seeds Academy 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 <[www.pacer.org/mpc/](http://www.pacer.org/mpc/)>).**

## **PART II DISTRICT PARENTAL INVOLVEMENT PLAN REQUIRED COMPONENTS**

### **1. Prairie Seeds Academy will take the following actions to involve parents in the joint development/revision of its district parent involvement plan/procedures:**

An Advisory Committee consisting of at least two (2) parents, one (1) teacher, one (1) member of the community, and the Academic Specialist/Title I Coordinator will meet to develop our school's Parental Involvement Plan. Our Advisory Committee will continue to be volunteers associated with the Academy. Additional or new members of the committee (after appropriate publicity about the need for volunteers) will be active parents in the School. Special attention will be given to recruiting parents of children in the Title I program. The goal of the Academy is to have at least two (2) parents whose children are participating in the Title I program on the committee.

### **2. Prairie Seeds Academy will involve parents in the joint development of district plan, review and improvement:**

- ***How will the district involve parents in the joint development of the Title I plan?***

An Advisory Committee consisting of at least two (2) parents, one (1) teacher, one (1) member of the community, and the Academic Specialist/Title I Coordinator will meet to develop our school's Parental Involvement Plan. Our Advisory Committee will continue to be volunteers associated with the Academy. Additional or new members of the committee (after appropriate publicity about the need for volunteers) will be active parents in the School. Special attention will be given to recruiting parents of children in the Title I program. The goal of the Academy is to have at least two (2) parents whose children are participating in the Title I program on the committee.

- ***How will the district inform parents of school report card?***

The Title I teachers, in concert with the Academic Specialist, will develop a newsletter (as soon as practical after the release of the school report card) that will be translated into Hmong and Spanish that will be sent home to every family. The letter will also identify how to access information from the MDE on the Website. Because less than 25% of our families have access to computer technology, the report card will be discussed at parent meetings, annual meetings and at parent teacher conferences.

- ***How will the district notify the parents that the district has been identified it needs improvement?***

The Title I teachers, in concert with the Academic Specialist, will develop a newsletter (as soon as practical after the school is informed that it did not make AYP) that will be translated into Hmong and Spanish that will be sent home to every family. The letter will also identify how to access information from the MDE on the Website. Because less than 25% of our families have access to computer technology, the need for developing an improvement plan will be discussed at parent meetings, annual meetings and at parent teacher conferences.

- ***How will the district consult with parents about the district plan for improvement?***

Using the Advisory Committee and parents that have indicated an interest along with new parents of Title I students that have been recruited to assist, a meeting to develop a School Improvement Plan under the direction of school personnel on AYP and school improvement will be held to receive input on the plan.

- ***How will the district conduct staff development for implementing effective strategies for parental involvement?***

The district will secure the services of experienced personnel for School Improvement that will lead the process of staff development. An integral part of this process is receiving input from parents on what needs to be done and to have parents involved in the training and present at the staff development activities.

**3. Prairie Seeds Academy will provide the following necessary coordination, technical assistance in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:**

Under the leadership of the Academic Specialist and the Title I teachers, will utilized their expertise on School Improvement to lead the process of improving student achievement and school performance.

**4. Prairie Seeds Academy 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 following activities specifically described below:**

A. The school district, as a Title I school, will provide assistance to parents of children served by the 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.

The board of education will assure that ample funds are appropriated to support the above activities. The Academic Specialist, Title I teachers, and the Title I Advisory committee will develop a strategic plan, including timelines and budgets to insure that

all stakeholders are fully trained, involved, monitored and reported on in all the above strategies.

The leadership team will provide an annual meeting for parents, which will be held in late September, parents will be given information and an open forum for questions and answers about the Title I guidelines and an explanation will be made regarding changes from previous years. Parents will be provided information on Minnesota Academic Achievement Standards and copies of the school year Assessment Calendar. The assessments will be explained on the document. All parents will be given copies of the Academy's Parent Involvement Plan, and will be offered a chance to become involved in revising that plan as needed. People may volunteer to serve on the Academy's Parent Involvement Plan at the annual meeting. The annual meeting when possible will be held twice for the convenience of the parents – in the evening and again in the following morning. Translation (Hmong to English and English to Hmong) will be available. Parents will be sent written notices about the meeting times, and will also be contacted through telephone calls by parent volunteers (bilingual when necessary) so that as many parents as possible will attend.

As a part of the school's extended day program, parents will be invited to participate in parent development workshops on improving student achievement, monitoring their child's progress and how to work with teachers. This program will be held at varying times and days, including Saturdays for the convenience of families.

Prairie Seeds Academy recognizes that there are many ways in which parents can become involved with their children's education. The school places high value on contributions made both at home and in the community and at school. Reading to children at home, setting times and places to do home work, and talking with children at a family meal are as important as volunteering at school and/or serving on an advisory committee. The Academy recognizes that many types of parental involvement are needed in a school-home-community partnership that will help all our children to succeed.

**B. The school district, as a Title I school, 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, by:**

As a part of the school's extended day program, parents will be invited to participate in parent development workshops on improving student achievement, monitoring their child's progress, student and parent literacy training, and accessing and using technology. This program will be held at varying times and days, including Saturdays for the convenience of families.

**C. The school district will, with the assistance of parents, educate its teachers, pupil services personnel, principal 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, by:**

The Academic Specialist, Title I teachers, and parents the outside consultant on school improvement will develop a strategic plan for stakeholder training and development in the areas of connecting parents and extended families with school in a meaningful way. The board of education will assure that there are sufficient resources to carry out the plan. This strategic plan will become an addendum to the overall Title I Parent Involvement Plan.

**D. The school district will 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, by:**

The Academic Specialist, Title I teachers, and parents will develop a strategic plan for collaborating with the above mentioned agencies and public schools in the area.

**E. The school district 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:**

Communication with parents will include a Title I newsletter distributed four (4) times a year. There will also be notices and packets sent home with the children, telephone calls, parent-teacher conferences, report cards, and home visits as needed. Parents are encouraged to call their child's teacher with questions or if they feel there is a problem at school. Parents may call the Academy office and arrange for a translator for conferences. As much as possible, communications will have English on one side and Hmong and Spanish on the other. Staff will receive training on how to improve home-school communication. Parents will be invited to attend these sessions.

**5. Prairie Seeds Academy 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 Prairie Seeds Academy. 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 policies.**

The Title I Advisory Committee, lead by the Academic Specialist along with the Title I teachers will conduct an annual evaluation of both the content and effectiveness of the Title I parental involvement program. As a part of the evaluation, parents and staff will be asked for their input including both a written and small group oral assessment on how parent involvement is improving and what barriers to parent participation still need to be overcome. The Academy will revise its Parental Involvement Plan on the basis of this annual review.

**6. Prairie Seeds Academy will involve parents in the decisions regarding how funds reserved for parental involvement activities:**

The Board of Education will annually adopt the budget for the school and the budget for the Parent Involvement Plan. The Board in collaboration with the director, and the Title I Advisory Committee will study the proposed budget and oversee and assure the appropriate activities are provided for Parental Involvement. The Board of Education has requested that the Parent Involvement Program and its Activities be placed on the monthly board agenda for reports and discussion four times a year.

**PART III DISCRETIONARY DISTRICT PARENTAL INVOLVEMENT PLAN/PROCEDURES COMPONENTS**

**Prairie Seeds Academy Parental Involvement Plan/Procedures may include, but is not limited to the following additional discretionary activities that the school, in consultation with its parents, may choose to undertake to build parents' capacity for involvement in the school to support their children's academic achievement:**

- 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 childcare 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 IV ADOPTION**

**Prairie Seeds Academy Parental Involvement Plan/Procedures has been developed/revised jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes.**

**This Parent Involvement Plan was developed/revised by Prairie Seeds Academy on 8/2013 and will be in effect for the period of one school year. Prairie Seeds Academy will distribute this plan/procedures to all parents of participating Title I children on or before September 15, 2013.**

**These parents were involved with the development of this document:**

- 1) Melody Sous – EA**
- 2) Mindy Hansen – Teacher**
- 3) Dana Gunderson - Teacher**
- 4) Mai Yia Vang- Parent**
- 5) Pat Magwire – Academic Specialist/Title I Coordinator**
- 6) Choua Yang- Principal**