

# District and School Parent and Family Engagement

Prairie Creek Community School Parent and Family Engagement Policy

School Year: 2018 - 2019

Prairie Creek Community School is committed to the goal of providing quality education for every child in this district. We want to establish partnerships with parents and with the community. Everyone gains if school and home work together to support high achievement of our children. We can't do this job alone. Parents and families 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

Prairie Creek Community School agrees to implement the following requirements:

1. The school district will put into operation programs, activities and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs, consistent with section 1116 of the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1116(b) of the ESSA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESSA.
3. In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
4. The school district will incorporate this district wide parent and family engagement policy into its district plan developed under section 1112 of the ESSA.
5. If the district plan for Title I, Part A found in the State Educational Record View and Submission (SERVS), developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the Minnesota Department of Education.
6. The school district with a Title I, Part A allocation of over \$500,000, will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for

parental involvement is spent, and will ensure that not less than 90 percent of the 1 percent reserved goes directly to the schools.

7. The school district will be governed by the following definition of the term “parent” includes legal guardian or other person standing in place of a parent (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare).
8. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
  - a. that parents play an integral role in assisting their child’s learning;
  - b. that parents are encouraged to be actively involved in their child’s education at school;
  - c. that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  - d. that other activities are carried out, such as those described in section 1116 of the ESEA.

## **Part II. Description of How the District and School Will Implement Required Components**

Prairie Creek Community School will engage parents and families who have Title I students in developing/revising the district and school policy.

The policy will be reviewed and revised with parents at the annual Title 1 fall parent meeting.

1. Prairie Creek Community School will take the following actions to engage the parents and families in jointly developing the district Title I plan (section 1112) which is in the SERVS application and the development and review of the Schoolwide or Title I Targeted Assistance Plan. If applicable the Comprehensive Support and Improvement and the Targeted Support and Improvement plan, in the schools’ identified for improvement plans. [Section 1111(D) (1)(2)]  
Parents will be invited to a meeting to review the Title 1 plan at the annual fall meeting. Agreed revisions will be implemented.
2. Prairie Creek Community School will coordinate technical assistance and other support that is necessary to build the capacity of staff in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance. This could include meaningful consultation with employers, business leaders and philanthropic organizations or individuals with this experience in effectively engaging families in education.

Prairie Creek Community School has strong collaborative partnerships with the local traditional school district, businesses and colleges. These partnerships are leveraged to provide an equitable and accessible learning environment for all students. The school uses these resources to access a strong pool of volunteers who help with academic supports.

3. Prairie Creek Community School will coordinate and integrate with federal, state and local programs, including public preschool programs, to implement effective parent and family engagement strategies that improve student achievement and school performance.

Prairie Creek Community School liaises with local pre-schools and develops SMART goals for kindergarten readiness. Data is collected about each student via parent and family surveys about each student. Prairie Creek is also a partner in the work of Northfield's Promise community-wide initiative that provides a broad range of resources for at risk families.

4. Prairie Creek Community School will take the following actions to conduct, with the engagement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy (programs/activities) in improving the academic achievement of Title I students and the schools.

Reviewing and evaluating the parent and family engagement activities/programs:

- a. Identify barriers and the needs of parents and family members that keep them from participating in their child's education especially the economically disadvantaged, disabled, limited English proficiency or any racial or ethnic minority.
  - b. Identify the needs of the Title I parents and family members to assist the learning of their children and the teachers and school staff.
  - c. Identify strategies to support successful school and family interactions.
    - The Prairie Creek Community School conducts a thorough academic governance report twice a year as required by the it's contractual agreement with Authorizer Northfield Public Schools. This provides an overview and breakdown of academic progress. The director reports to the school board and faculty twice a year on student progress.
    - School academic progress is reviewed with parents for World's Best Workforce and Title 1 planning meeting.
    - The Title 1 teacher meets monthly with the school director and Special Education team to review student progress via formative assessments
    - Additional formative assessments are administered (MAP) to obtain diagnostic data for students in Title 1 and Special Education
    - Student progress for students in Title 1 is shared at the winter and spring student conferences.
5. Prairie Creek Community School will use the findings of the evaluation to design evidence-based strategies for more effective parent and family engagement as necessary and to revise the parent and family engagement policy as necessary.

In consultation with the Special Education teachers, faculty and the director, evaluation findings are reviewed on a monthly basis and parents are informed of strategies that are being utilized in parent conferences and fall meetings.

6. Prairie Creek Community School will involve parents. This could be establishing a parent advisory board that represents the population of Title I parents and family members, that develops, evaluates and reviews or revises the parent and family engagement policy.

Parents are invited to a formal fall meeting each fall. This is a small school and 100% of families attend three teacher conferences a year. The Title 1 teacher provides information for the faculty at these meetings and also establishes regular check-in routines with parents.

Parents are invited to join board and sub-committees and targeted academic committees for the development and oversight of the World's Best Workforce Plan.

7. Prairie Creek Community School will convene an annual meeting, at a convenient time, when the parents of participating children are available to attend. The Title I annual meeting will inform parents about the Title I program, explain the requirements of parent and family engagement and the rights and responsibilities of the parents to be involved.

The meeting is held at school on the fourth Wednesday of September at 8am.

8. Prairie Creek Community School will offer flexible meeting times during morning, evening or weekends and may provide transportation, child care or home visits.

The meeting is scheduled during the late start time so that child-care is available for families. Additional input opportunities are invited at alternate times to support families who are not able to attend.

9. Prairie Creek Community School will involve parents in the planning and review of the school improvement plan and the joint development of the school-wide plan when applicable. If the school-wide plan is not satisfactory to the parents, submit comments on the plan when submitted to the district. [Section 1114(b)]

N/A

10. Prairie Creek Community School will provide assistance to parents of Title students:
  - a. Timely information about programs offered to engage in their child's education.
  - b. An explanation of the curriculum, state and local academic assessments including alternate assessments, and the achievement levels of the state academic standards.
  - c. If they request, opportunities for regular meetings to hear their suggestions and participate in decisions related to their child's education.

- PCCS hosts an annual Curriculum Night for all families in the first week of school.
- PCCS engages in strategic planning that invites input from parents via surveys and listening sessions
- Parents are provided with a comprehensive Annual Report that is located on the school website at [prairiecreek.org](http://prairiecreek.org)
- An overview of state, curriculum and local academic assessments are provided at the Title 1 fall meeting
- PCCS nurtures a culture of accessibility to staff for parent input – teachers and leadership are available and willing to meet upon request

### **Part III. Description of the Shared Responsibilities for High Student Academic Achievement**

Prairie Creek Community School will jointly develop with Title I parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement to meet the state academic standards. The compact should:

1. Describe the curriculum and instruction that help their student meet the state standards, identify where their child is performing and discuss ways the parent can support their child's education at home and at school.
2. Talk about the importance of the teachers and parents communicating on an ongoing basis at a minimum:
  - a. Conduct a parent-teacher conference in elementary schools, at least annually, during which time the compact is discussed as it relates to the individual child.
  - b. Provide frequent reports to parents on their children's progress.
  - c. Provide information on how parents can contact staff and staff can best contact parents, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
  - d. Make sure that two-way meaningful communication between family members and school staff is addressed and when at all possible, is in a language the parents and family members can understand.

### **Part IV. Accessibility**

Prairie Creek Community School will meet the requirements of parent and family engagement of Title I, to the extent practicable, we 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 a format and, to the extent practicable, in a language such parents can understand.

### **Part V. Adoption**

The Parent and Family Engagement Policy 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.

On September 27, 2018 the Parent and Family Engagement Policy will be in effect for the period of the school year.

Prairie Creek Community School will distribute this policy to all parents of participating Title I children and make it available to the community.