

**College Prep Elementary
School Parent Involvement Plan
2016-2017**

College Prep Elementary is charter school dedicated to providing children from diverse communities a solid foundation which stresses self-confidence, community building, and strong academic skills necessary for future success.

PART I. SCHOOL PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS

A. College Prep Elementary Charter School 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.

Activity	Date Due	By Whom?
"Meet Your Teacher" Open House	September 1, 2016	Action Team, Title I Lead, All Staff, Interpreters
Send home to families and post on the CPE website	Mid-August 2016	Office Staff

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;

Activity	Date Due	By Whom?
Annual Meeting will be held at October ACTION/PTO Meeting	October 3, 2016	Principal; Title Lead; Assessment Coordinator; ELD Lead; ACTION Team; Teachers and Administration; Bilingual Staff

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;

Activity	Date Due	By Whom?
Home visits by staff	July 2016– July 2017	Staff/Bilingual Staff
Childcare at all family meetings	September 2016-June 2017	Staff
Transportation provided	As needed for meetings during the school year	Arranged by Director/Office and Bilingual Staff
Action Team/PTO Parent Events	1 st Monday of each month from September 2016-June 2017	Action/PTO Team; Teachers; Bilingual Staff, Parents

D. 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.

Activity	Date Due	By Whom?
End of the School Year Picnic	JUNE 2, 2017	All CPE Staff; Bilingual Staff
Parent Surveys/Visits	July 2016, March 2017	Title Lead, Bilingual Staff
ACTION Team meetings	1 st Monday each month	ACTION Team

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.

Activity	Date Due	By Whom?
Student/Parent Handbook	Handed out in September, 2016	Office Staff/Bilingual Staff
Parent Teacher Conferences	Dec. 8-9, 2016 & March 16-17, 2017	Teachers; Bilingual Staff
CPE Website: Curriculum and Literacy Plan	Posted by October 2016	Principal; Staff/Bilingual Staff; Administration

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.

Activity	Date Due	By Whom?
Parent Surveys	July & August 2016 and March 2017	Title Lead; Bilingual Staff
Home visits	July 2016-July 2017	Staff/Bilingual Staff
Results of Surveys made available to Families	September 1, 2016; Summary of survey results in school newsletter .After collection of March 2017 Surveys	Title Lead; Bilingual Staff

G. College Prep Elementary 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).

Activity	Date Due	By Whom?
Meet Your Teacher Open House	September 1, 2016	Title Lead; Bilingual Staff
Monthly School Newsletter	End of September 2016	Title Lead; Staff/Bilingual Staff

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.

Activity	Date Due	By Whom?
Report cards	End of each trimester: Dec. 2016 and Mar. 2017, June 2017	Teachers/Bilingual Staff
Parent Teacher Conferences	Dec. 8-9, 2016 and Mar. 16-17, 2017	Teachers/Bilingual Staff
Progress Reports	Mid-trimester Progress Reports sent home 3 times/year	Teachers/Bilingual Staff
Conferences upon request	On going	All staff/Bilingual Staff
Teachers available throughout the school year via phone calls, e-mails, personal notes, meetings	On going	All teachers/Bilingual Staff
"Meet Your Teacher" Open House	September 1, 2016	Title Lead/Bilingual Staff/Teachers
Through Data Collected in Surveys	July 2016, March 2017	Title Lead/Bilingual Staff

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;

Activity	Date Due	By Whom?
Parent - Teacher Conferences	Dec. 8-9,2016 and Mar. 16-17,2017	Teachers; Bilingual Staff
Annual Parent Meeting	October 3, 2016	Principal; Title Lead; Assessment Coordinator; ELD Coordinator; ACTION Team; Bilingual Staff

- 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;

Activity	Date Due	By Whom?
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ELD Parent Nights	1 st Thursday of every month	ELD Staff
Action Team/PTO Meetings will include Parent Training Topics, such as Homework Help, Math Activities, Explanation of Assessments and Standards, Reading at Home Activities; Technology Assistance; Public Library Services; etc.	Most months throughout the school year: To be planned by ACTION Team	ACTION Team, Teachers; Bilingual Staff; Administration; Parents
STEM Learning Events	4 times during the year: Sept. 29, Oct. 28, Dec. 16, 2016; April 28, 2017	STEM Coordinator; All teachers and Bilingual Staff
Learning Activities Available during Conference Days	Dec. 2016 and Mar. 2017 Conference Days	Paraprofessionals/ Teaching Staff; Bilingual Staff

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;

Activity	Date Due	By Whom?
Diversity Training for all staff	August 27, 2015	Circles
ACTION (Action Team For Partnership)Team/PTO	1st Monday of every month	ACTION Team and Families
Attendance at MAASFEP Conference	Oct. 6-7, 2016	Title Lead; Principal

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;

Activity	Date Due	By Whom?
Invite Head Start to Family Events	To Be Determined	Administrative Staff
Public Library Visits	To Be Determined	Staff and Library Staff
Head Start Coordination	Ongoing	Michael Raimondi

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;

Activity	Date Due	By Whom?
Translators/Interpreters available on demand	Ongoing	Bilingual Staff

Translation of Parent/School Compact	September 2016	Hmong and Karen Staff
Phone calls in Hmong/Karen to reinforce important messages	On going	Bilingual Staff and phone messaging systems in English, Karen, and Hmong

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

Activity	Date Due	By Whom?
Child care	When needed as requested	Staff
Transportation provided for conferences & staffing	When needed as requested	Michael Raimondi & Bilingual Staff will arrange transportation
Interpreters for conferences, staffing and other needs	When needed as requested	Bilingual Staff
Transportation to doctor visits for student & family member	When needed as requested	Michael Raimondi & Bilingual Staff will arrange transportation

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.

Activity	Date Due	By Whom?
Translate School/Parent Compact	End of Sept. 2016	Bilingual Staff
Interpreters always Available at School	Ongoing	Bilingual Staff
Home visits	On going	All staff/Bilingual Staff

PART IV ADOPTION

This College Prep Elementary Parental Involvement Plan has been developed 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 by College Prep Elementary in August 2013 and will be in effect for the period of the 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 **October 13, 2014**.

Michael Raimondi _____
 (Signature of Title I Authorized Representative)

08/29/2016
 (Date)