

District/School Parent Involvement Plan

Alden-Conger Public School
Title I Parent Involvement Plan
2017-2018

District/School Mission Statement

Alden-Conger Public School is committed to the goal of providing quality education for every child in this district. Therefore, 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 every step along the way.

Part 1- District Expectations

The Alden-Conger Public School agrees to implement the following requirements:

- Alden-Conger Public School will put into operation programs, activities and procedures for the involvement of parents in all of its school with Title I programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Alden-Conger Public School will work with its schools to ensure that the required school-level parent involvement plan meets the Title I requirements, and includes, as a component, a school-parent compact.
- Alden-Conger Public School 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, Alden-Conger Public School will provide full opportunities for the participating 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 understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the Alden-Conger Public School 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.
- Alden-Conger Public School will involve the parents of children served in Title I school in decisions about how the one percent of Title I funds reserved for parents involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school. (Only applicable for districts with Title I allocations greater than \$500,000.)

Part II- District/School Parent Involvement Plan Required Components

- 1. Alden-Conger Public School will take the following actions to involve parents in the joint development of its district/school parent involvement plan:**

- a. How will parents be included in writing the parent involvement plan?*

Parents will be invited to review the Parent Involvement Plan during our Spring Title I meeting. Invitations will be given to families during late Feb/early March conferences to attend Spring meeting. Meetings will also be advertised in elementary newsletters and on the school website. During the spring meeting criteria for qualifying students for Title I services will be discussed

along with getting input for the next year's Parent Involvement Plan. Input and revision ideas will also be included on our end of year survey.

- End of Year Survey Send to Families May 1, 2019 Due back May 15, 2019
- End of the Year Parent Meeting: May 13, 2019 6:30pm
- Parent Advisory Meeting: April 24, 2019 7:30am
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240

2. Alden-Conger will involve parents in the process of district and school plan, review and improvement.

a. How will the school/district inform parents of the school report card?

- School report card is posted on the school website and published in the school newsletter as soon as the report card is available.

b. How will the district/school notify the parents that their child's school has been identified as needs improvement?

- If the school/district is identified as needs improvement, letters will be sent out to each family. This information would also be published in our school newsletter.

c. How will the school identify students who qualify for Title I services?

In order to qualify for Title I services, students must meet the Title I Reading and Math entrance criteria. Children identified as failing or being at risk of failing to meet academic achievement standards based on the below criteria are eligible to receive Title I support.

- Kindergarten students qualify for Title I based on performance on **Fall 2018** Kindergarten Reading and Math Checklists, AimsWeb Reading and Math Assessments, and classroom teacher recommendation.
- First-Third Grade students qualify for Title I based on performance on **Spring 2018** AimsWeb Reading and Math Assessments, DOLCH words checklists, and classroom teacher recommendation.
- Fourth-Fifth Grade students qualify for Title I based on performance **Spring 2018** AimsWeb Reading and Math Assessments, MCA (Minnesota Comprehensive Assessment) for Reading and Math, and classroom teacher recommendation.

First-Fifth Grade students identified as needing extra support in reading and/or math, based on the above criteria, will begin Title I services immediately at the beginning of the school year. Kindergarten students identified as needing extra support in reading and/or math, based on the above criteria, will begin Title I services after fall assessments are complete and data has been reviewed. Parent notification and permission forms will be sent home for students qualifying for these supplemental services in reading and math. Students receiving Title I services in reading and math will be progress monitored using AimsWeb to ensure that interventions being used are working.

If a child does not meet the initial qualifications for beginning of the year Title I entrance, and their classroom teacher and parents feel the child is in need of Title I services, the child will be closely progress monitored in reading and/or math by Title I staff. After data is collected, a team decision will be made in regards to Title I entrance. Additional data and report card grades may also be taken into consideration when qualifying students during the school year for Title I services.

d. How will the district/school involve parents of students in the identified subgroups as part of the school support team?

Parents will be invited to fall Title I open house, spring Title I meeting & Parents Advisory meetings. Parents will also be invited to events such as Read Across America, Mystery Readers & Reading Night.

- Family Activity – Bingo for Books
- Fall Title I Open House November
- Mystery Readers (month of February)

- Read Across America Muffin Morning March 1, 2019 7:45am
- End of the Year Parent Meeting: May 13, 2019 6:30pm
- Parent Advisory Meeting: April 24, 2019 7:30am
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240

e. How will the district/school conduct staff development for implementing effective strategies for parent involvement?

Alden-Conger School will educate teachers, administration, and support staff in the importance of family involvement giving them ideas of ways to reach out to families, communication strategies, forming partnerships with families, coordinating activities and volunteer opportunities, and building relationships between families and schools. This education will be part of the beginning of the year staff workshop days.

- Fall Workshop- Effective Strategies for Parent Involvement
- August Workshops
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240
Erica Samp (Staff Development) 507-874-3240

3. Alden-Conger Public School 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 parent involvement plan.

Parents will be invited to end of year Title I meeting where Title I coordinator, along with parent advisory member, and Title I families will discuss and review the Title I program and Parent Involvement Plan. This meeting will take place in the spring. I will also ask for input and revision ideas on end of year survey sent to all elementary families at the beginning of May. The A-C PTO is a very active group where parents can get involved in numerous involvement opportunities. Outreach for the PTO occurs throughout the year. PTO meetings are held the first Monday of each month at 6:30pm.

- End of the Year Parent Meeting: May 13, 2019
- Parent Advisory Meeting: April 24, 2019
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240
- Contact Person: Jenny Erickson (PTO) 507-874-3240

4. Alden-Conger Public School will offer a number of flexible meeting options, such as 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 parent involvement.

- Beginning of Year Meeting Nov. 8, 2018 6:30-7:00pm
- Fall Title I Open House Nov. 8, 2018 3:30-6:30pm and Nov. 13, 2018 3:30-5:30pm
- End of the Year Parent Meeting: May 13, 2019 6:30pm
- Parent Advisory Meeting: April 24, 2019 7:30am
- Parent Advisory Meeting: Aug. (date to be determined) morning meeting/afternoon
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240

5. Alden-Conger Public School will provide the following 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.

- Families have access to JMC to monitor student's progress, attendance, lunch
- Alden-Conger School website offers a vast amount of information including school newsletters, daily announcements, annual notifications, activities, calendar, and student handbooks.
- Families have access to staff emails addresses for communication
- Grade level newsletters available on school website containing information including classroom learning, upcoming events, and helpful hints.

- JMC Instant Alert Phone System – text messages, phone calls, emails sent to families for important information, school closings, and event reminders
- Above technical support is available year round
- Contact Person: Brian Shanks (Superintendent), Cindy Mathiason (Administrative Assistant), Jenny Hovendick (A-C Website), Dave McPherson (Technology Coordinator) 507-874-3240

6. Alden-Conger Public School 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.

- Classroom teachers will provide information on state academic standard expectations along with providing activities/assignments for families to work on standards throughout the school year.
- Title I coordinator and classroom teachers will provide information and explanation of Title I requirements.
- Classroom teachers and office staff will educate families on using JMC to monitor child’s progress.
- Conferences- 3 times a year: Beginning of Year, Fall, and Winter parent teacher conferences; Parents and teachers will discuss expectations and the importance of working together as a team
- Parents are encouraged throughout the year to participate in the PTO.
- Elementary teachers send home weekly newsletters to keep families informed.
- JMC Contact Person- Cindy Mathiason, administrative secretary 507-874-3240
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240
Jenny Erickson (PTO Leader) 507-874-3240
Elementary Classroom Teachers 507-874-3240

7. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parents comments on the plan when the school makes the plan available to the local educational agency.

- Alden-Conger does not operate a schoolwide Title I program. Alden-Conger operates a Targeted Services Title I program. However, the school will document all comments that view the plan unsatisfactory.

8. Alden-Conger Public School will, with the assistance of its Title I schools, provide support 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.

List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that support educating parents on the above topics.

- Parent-Teacher Conferences take place 3 times a year. During conferences parents and classroom teachers discuss student progress, assessments, and State Standard expectations. The conferences take place at the beginning of the school year, November, and February/March.
- Families receive information at the beginning of the school year on how to monitor student progress by using JMC program.

- Title I fall open house and spring meeting to inform parents of Title I requirements. Title I information and requirements is also published yearly in elementary handbook.
- Parent involvement opportunities are discussed at beginning of year conferences with classroom teachers. Families can indicate interest in volunteering at that time.
- Contact Person: Cindy Mathiason (Administrative Assistant – JMC) 507-874-3240
Linnea Petersen (Title I Coordinator) 507-874-3240

9. Alden-Conger Public School 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.

- Parent-Teacher Conferences take place 3 times a year. During conferences parents and classroom teachers discuss student progress, assessments, and State Standard expectations. The conferences take place at the beginning of the school year, November, and February/March.
- Families can request a conference with their classroom teacher at any time of the year if the need arises to discuss child's progress, concerns, and ask questions.

10. Alden-Conger Public School will, with the assistance of its Title I schools, 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.

- Families can monitor progress through JMC
- Families are invited to Family Nights
- Reading and Math support materials are provided to families during the Fall Title I open house.
- Elementary teacher newsletters contain information on objectives/skills being taught
- 3rd-6th grade using Study Island- students can work on study island reading/math skills/assignments at home with support. Study Island has a component where students/families can watch lesson being taught before starting in on the assignment.
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240
Classroom Teachers 507-874-3240

11. Alden-Conger Public School will, with the assistance of its Title I schools and parents, 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.

- Alden-Conger School will educate teachers, administration, and support staff in the importance of family involvement giving them ideas of ways to reach out to families, communication strategies, forming partnerships with families, coordinating activities and volunteer opportunities, and building relationships between families and schools. This education will be part of the beginning of the year staff workshop days.
- Fall Workshop- Effective Strategies for Parent Involvement
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240
Erica Samp (Staff Development Coordinator) 507-874-3240

12. Alden-Conger Public School 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.

- Early Childhood Parent Education is a part of our preschool program. Afternoon and evening classes and events are set up throughout the year for preschool students and families to attend.
- Contact Person: Kayla Olson (Preschool Coordinator) 507-874-3240

13. Alden-Conger Public School 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.

- Title I information is included in our elementary handbook and school website. Throughout the year, Title I information is included in elementary newsletters as appropriate; information is also sent out to families in the mail or distributed at conferences.
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240

14. Alden-Conger Public School will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under the following other programs: (insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, and state-operated preschool programs.)

- Early Childhood Parent Education is a part of our preschool program. Afternoon and evening classes and events are set up throughout the year for preschool students and families to attend. Title I will support preschool/early childhood family education with parent involvement strategies as needed.
- Contact Person: Kayla Olson (Preschool Coordinator) 507-874-3240

15. Alden-Conger Public School 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.

Describe actions, such as how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play.

- In the spring, a Title I evaluation survey is sent home with all elementary students. This survey includes a variety of questions including questions/comments about parent involvement plan. Surveys are returned to school. Elementary Dean of Students, Mrs. Petersen, reviews the surveys, tallies the responses, and documents comments. The results are shared with administration, staff, and at the end of year parent Title I advisory meeting.
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240

16. Alden-Conger Public School 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 involved,

Describe when and where the annual meeting will be held.

- End of the Year Parent Meeting: May 13, 2019 6:30pm
- Alden-Conger School Blackhawk Gym
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240

17. Alden-Conger Public School will involve parents in the decisions regarding how funds reserved for parental involvement activities.

- Parent involvement activities will be discussed at the following meetings.
- End of the Year Parent Meeting: May 13, 2019
- Parent Advisory Meeting: April 26, 2018
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240

18. 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.

- Alden-Conger does not operate a schoolwide Title I program. Alden-Conger operates a Targeted Services Title I program. However, the school will document all comments that view the plan unsatisfactory. These comments will be shared with administration and school staff.

Part III- Shared Responsibilities for High School 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 classrooms' activities.**

- Alden-Conger will annually review and update the Parent-Teacher Compact used in grades kindergarten – fifth grade.
- Parent-Teacher Compact will be discussed with kindergarten-fifth grade families at the beginning of the school year during conferences and reviewed again during Feb/Mar conferences.
- Kindergarten- fifth grade conferences are held three times a year. Parents can also check on students' progress using JMC throughout the school year. Parents are welcome to contact teachers at any time to meet and discuss progress, needs, and concerns.
- Middle/High School Open House at the beginning of year for families along with middle school and freshman orientation.
- Middle/High School Conferences held 2 times a year.
- Parents can log into JMC to check students grades and progress for grades 3rd-12th.

- Volunteer opportunities are discussed with the classroom teacher at the beginning of the year. Parents can sign-up to volunteer within their child's classroom.
- Contact Person: Linnea Petersen (Title I Coordinator) 507-874-3240
 Brian Shanks (Superintendent) 507-874-3240
 Paul Ragatz (High School Principal) 507-874-3240

Part IV- Discretionary District/School Parent Involvement Plan Components

The Alden-Conger Public School/District Parent Involvement Plan may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and the school system to support their children's academic achievement, such as the following activities:

- 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 child care costs, to enable parents to participate in school-related meetings and trainings 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.

- Activities have all been listed.

Part V- Accessibility

In carrying out the parental involvement requirements of this part Alden-Conger Public School, 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.

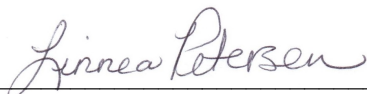
- If needed, the district will translate documents as necessary.
- As needed
- Contact Person- Brian Shanks (Superintendent) 507-874-3240

Part VI- Adoption

The Alden-Conger Public School 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.

On 06/05/2018 the Alden-Conger Public School Parent Involvement will be in effect for the period of 2018-2019 school year.

The Alden-Conger Public School will distribute this plan to all parents of participating Title I children on or before September 6, 2019.



Signature of Title I Authorized Representative

June 15, 2018

Date

Parents were involved with the development of Alden-Conger Public School Parent Involvement Plan: Erica Samp, Jenny Erickson, Lynnette Jenson, Melissa Wasmoen