

Parent and Family Engagement Policy
Richfield Dual Language School
2019-20

RDLS is committed to the goal of providing quality education for every child in this school. 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 academic and linguistic 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: School Family Involvement Policy Components

Required Activities	RDLS will:	Date(s)
<ul style="list-style-type: none"> ● Jointly develop/revise with parents the school parent involvement plan and distribute it to parents and make available to the community. 	a. Convene two annual meetings 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. Share what we have created and ask for input.	A. Oct 8, 2019 b. April 21, 2020
<ul style="list-style-type: none"> ● Convene an annual meeting 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. 	Convene annual meeting to: a. Share about budget and how we create the district Title I plan. b. Ask for input for the next year Title I plan	a. Oct 8, 2019 b. April 21, 2020
<ul style="list-style-type: none"> ● Offer a number of flexible meeting options, and may provide, with funds provided under this part, transportation, child care, interpreting, translations, or home visits, as such services relate to parental involvement. 	a. All communication shall be provided in the main languages used by our parents (Spanish) b. Let families know that interpreters are available for any event including when they stop by to visit the classroom or inquiry information. c. Family Liaison communication to families to keep informed about events coming up. d. During school communication (voice, letter, meetings) share our district calendar - how to use it. e. Share information with the school community as events are approaching. f. Ask for volunteers to support district events not related to RDLS.	All year
<ul style="list-style-type: none"> ● Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan 	Trimester revision after done with the SIT Coffee with the Principal (Dec and April)	Dec 2019 April 2020
<ul style="list-style-type: none"> ● Provide parents: <ol style="list-style-type: none"> 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 and linguistic 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 	a/b. Information Night to share about curriculum, policies and daily routines. b. Have a Math evening event for parents to learn about Math curriculum, games and how simple it is to see math around us.	a. Sept 12, 2019 b. Oct 15-16, 2019 c. Nov 7, 2019

**Parent and Family Engagement Policy
Richfield Dual Language School
2019-20**

decisions relating to the education of their children, and respond to any such suggestions as soon as possible.	<ul style="list-style-type: none"> b. Latin American Festival c. Conferences with teachers. 	<ul style="list-style-type: none"> d. Dec 20, 2019 e. Feb 12-13, 2020
---	---	---

Part II: Shared Responsibilities for High Student Academic Achievement

Required Activities	RDLS will	Date(s)
<ul style="list-style-type: none"> ● Jointly develop with parents a school-parent compact that outlines how parents, staff and students will share responsibility for improved student academic and linguistic achievement: <ul style="list-style-type: none"> a. 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 academic and linguistic achievement; b. Provide frequent reports to parents on their children's progress; c. Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class. 	<ul style="list-style-type: none"> a. Fall conferences b. Progress Report b. Report Card b. Monthly/ Weekly newsletters b/c. Classroom communication apps (remind, bloomz, classtag, etc) c. Room Parents support c. Coffee with the Principal – 7:45am 	<ul style="list-style-type: none"> Oct 2019 Oct 2019 Oct 2019 Dec 2019

Part III: Building Capacity Requirements for Parent and Family Engagement

Required Activity	RDLS will	Date(s)
<ul style="list-style-type: none"> ● School and local educational agency shall: <ul style="list-style-type: none"> a. Provide assistance to the parents, as appropriate, in understanding such topics as the state's content standards and state academic and linguistic achievement standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children; b. Provide materials and training to help parents to work with their children to improve their children's academic and linguistic achievement, as appropriate, to foster parental involvement; c. Educate 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; d. Coordinate and integrate parent involvement programs and activities, to the extent feasible and appropriate; e. Ensure that information is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand f. Provide other reasonable support for parental involvement activities under this as parents may request. g. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation, interpreting, translations, and child care costs, to enable parents to participate in school-related meetings and training sessions. h. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who 	<ul style="list-style-type: none"> A. Information night, meet the teacher day <ul style="list-style-type: none"> ● How to reach out to families. B. K-2 Math Night <ul style="list-style-type: none"> ● Successful conferences C. Provide PD for staff on: <ul style="list-style-type: none"> ● Maintain families informed about the students' progress. ● Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class. D. Provide the schedule for the Family Liaison to be active in reaching out to families and get them involved in the student's academic achievement. <p style="margin-left: 40px;">How to maintain log of parents involvement in the classroom</p>	<ul style="list-style-type: none"> a. Sep 23, 2019 b. Oct 14, 2019 c. As needed

**Parent and Family Engagement Policy
Richfield Dual Language School
2019-20**

<p>work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.</p> <p>i. May adopt and implement model approaches to improving parental involvement.</p>	<p>E. Everything is sent out in both Spanish and English</p> <p>F. School Social Worker and Outreach Worker support families to attend events at school</p> <p>I. Social Worker and Outreach Worker coordinate to provide funding for transportation</p> <p>K. Teachers are flexible in offering times and formats (ie Skype, Facetime, etc.) that work for families for conferences and meetings</p> <p>L. RDLS will be exploring other models such as home visits, community walks, one-on-one conversations, etc. this year</p>
---	--

Part IV: Accessibility Requirements

Required Activities	RDLS will	Date(s)
<ul style="list-style-type: none"> ● 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. 	<p>a. All communication shall be provided in the main languages used by our parents (Spanish)</p> <p>b. Let families know that interpreters are available for any event including when they stop by to visit the classroom or inquiry information.</p> <p>c. Family Liaison communication to families to keep informed about events coming up.</p> <p>d. All office personnel are bilingual</p>	<p>All year</p>

Part V: Adoption

This RDLS Parent and Family Engagement Policy has been developed jointly with, and agreed on with parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy was developed by RDLS on August 19, 2019 and will be in effect for the period of 2019-20 school year. The school will distribute this Parent and Family Engagement Policy to all parents of and make it available to the community on or before October 8, 2019.

Parent and Family Engagement Policy contact information
 Name: Marta Shahsavand Phone: 612-798-6701 Email: marta.shahsavand@rpsmn.org

These parents were involved with the development of this document:
 Sarah Egberg