

**Richfield STEM School**  
**Title I Parent Involvement Plan 2019-20 (Draft)**

Richfield STEM School is committed to the goal of providing quality education for every child in this 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. School Parent Involvement Plan Required Components**

1. Richfield STEM School (RSTEM) 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.

**School Components:**

- **Retreat and Improvement Planning:** Each June, RSTEM holds a data retreat to analyze and interpret student performance data. Based on this data, a school improvement plan is crafted with parent input to meet the needs of all learners and raise overall student achievement
2. Richfield STEM 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 to be involved.

**School Components:**

- **Back to School Open House:** RSTEM hosts families to come to open house to share important information about programming and scheduling to help students transition to the beginning of the school year. Contact information is updated to ensure reliable communication between families and the school. Tentative Date: August 30, 2018
  - **Parent Fall Handout:** A summary of the parent handbook given to all families. This is translated in English, Spanish and Somali
  - **Parent Handbook:** This document is available online and outlines all details of the school. This is translated in English, Spanish and Somali
  - **Teacher Syllabus:** Given to all families in the fall to share classroom specific details and staff contact information.
  - **Annual PTO Meeting:** At one of the Fall PTO meetings, the school principal explains Title I services available to students and share school improvement and parent involvement plans with families. Feedback is collected and used to address student and parent needs. Tentative Date: October 8, 2019
3. Richfield STEM School will offer a number of flexible meeting options, 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.

#### **School Components:**

- **Monthly PTO Nights:** These meetings are monthly for our families to hear monthly updates from administration and staff along with discussing opportunities for families to support their child's learning. Translation and childcare are provided. Tentative Dates: second Tuesday evening of the month @6:30pm
- **Student Conferences:** Conferences are available and encouraged to our families in the fall and spring. The staff will work with families for alternate times and dates to accommodate families. In addition, transportation and translation are available to all families.

4. Richfield STEM School will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, schoolwide under section 1114 and the process of the school review-and improvement under section 1116.

#### **School Components:**

- **Board Meetings:** Parents are provided Board Meeting minutes and updates via the district website.
- **Monthly PTO Meetings:** Parents receive updates on school related information along with providing input to administration.
- **Monthly RSTEM Newsletter:** This newsletter is sent via email and paper copies are available at the front desk and main office.
- **Classroom Communication:** weekly classroom information sent via electronic platforms or via paper newsletters.
- **Blackboard Blasts:** Automated email and phone calls to notify families of important information happenings at school.
- **Social Media & building website:** Facebook posts are regularly updated to showcase events at school and notify families of school related information.

5. Richfield STEM School will 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 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 decisions relating to the education of their children, and respond to any such suggestions as soon as possible.

#### **School Components:**

- **Parent Teacher Conferences:** Families are encouraged to attend both fall and spring conferences. During these times, families have an opportunity to learn about the progress of their child in his/ her

academics.

- **Report Cards:** Student progress towards grade level expectations are mailed to families at the end of each trimester.
- **NWEA MAP Testing:** MAP scores are given to families during conferences.
- **MCA Testing:** MCA state scores are mailed home to families. These reports provide information around the student's progress towards grade level proficiency.
- **Parent Classes:** RSTEM provides parent classes that are theme specific to onramp parents to better support their child in the school system.

## **Part II. Required Shared Responsibilities for 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.

1. 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;
2. Provide frequent reports to parents on their children's progress; and
3. Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities

### **School Components:**

- **Partners in Learning Agreement (PILA):** Teachers, parents, and students had opportunities to sign the parent compact at fall conferences, spring conferences and through state assessment mailings. Tentative Date: Fall Conferences for 1st attempt.
- **Parent Teacher Conferences** - as referenced in Part 1
- **Report Cards**- as referenced in Part 1
- **Volunteer Opportunities:** Parents are encouraged to volunteer at RSTEM School. These volunteer opportunities include being a chaperone, reading with students, volunteering with misc. Projects. These opportunities are set up through classroom teachers or administration.

## **Part III. 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.

**School Components:**

- **NWEA MAP & MCA Scores**- referenced in part 2
- **Parent Teacher Conferences**- referenced in part 2

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.

**School Components:**

- **Parent Classes:** referenced in part 2
- **Voices United:** Latino parents are invited to be involved in classes to help navigate the school system.
- **Parent Teacher Conferences:** referenced in part 2

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.

**School Components:**

- **Administration Training:** district staff are receiving training from TeamWorks to ensure effective methods in engaging all stakeholders and to improve communications.
- [socialmedia@rpsmn.org](mailto:socialmedia@rpsmn.org): collaboration with social media company to better communicate school information using social media.

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.

**School Components:**

- **District Pre-K Program:** Students enrolled in the PreK program receive all building communication.

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.

### **School Components:**

- **Board Meetings:** reference part 1
- **Monthly PTO Meetings:** reference part 1
- **Monthly RSTEM Newsletter:** reference in part 1
- **Classroom Communication:** reference in part 1
- **Blackboard Blasts:** reference in part 1
- **Social Media & building website:** reference in part 1

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

### **School Components:**

- **Blackboard Blasts:** reference in part 1
- **Outreach Workers:** Parents have access to school outreach worker with any questions and/or concerns around school related issues.
- **Social Worker:** Parents have access to the school social worker to gain support around attendance, social/ emotional concerns, 504 and connecting to outside resources.
- **School Engagement Specialist:** Parents have access to the school engagement specialist to gain support around barriers that student have to engaging in school.
- School staff are available to respond to parent requests for additional support. This includes academic intervention staff, administration, family outreach worker, office staff, school nurse, school social worker, and special education support staff.

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.

### **School Components:**

- **Voices United: referenced above**

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.

#### **Part IV. 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 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.

#### **School Component:**

- **LEP Information Mailing:** Parents of LEP students are provided information regarding their student's programming and English proficiency in a language that they can understand at least once a year. Contact Person: Kasya Willhite, (612) 798-6043
- **IEP Meetings:** Parents of students with disabilities are asked to attend an annual meeting, in a language that they can understand, to be provided information regarding their student's progress and programming. Contact Person: Emily Virant (Special Education Lead Teacher) 612-798-6757
- **BlackBoard Connect Contact,** as referenced above.

#### **Part V. Adoption**

This Richfield STEM School 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.

\*This plan was developed from a template of a District/School Parent Involvement Plan has been developed by combining two documents, the modified version of the sample provided in the U.S. Department of Education Parental Involvement Guidance and the sample of the School Parent Involvement Plan provided by Minnesota Department of Education and the Minnesota Parent Information Resource Center.