



**EL COLEGIO**

## **El Colegio Charter School Parent Involvement Plan**

Title I Parent Involvement Plan

2015-2016

### **District/School Mission Statement emphasizing Parental Involvement**

El Colegio 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. District Expectations**

District must establish the district's expectations for parent involvement. Section 1118(a)(2), ESEA.

El Colegio agrees to implement the following requirements:

- El Colegio will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- El Colegio 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.
- El Colegio 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, El Colegio and its schools 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 an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If the El Colegio 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.

- El Colegio will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than \$500,000.)

### Parent Involvement Plan Required Components

1. El Colegio 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?

We have a parent that is currently part of the board of Directors. This parent is currently working with our with our parent liaison to advise, plan and coordinate all parent programming that happens in our building.

–Date: Sept 2015 - June 2016

–Contact Person: Norma C Garcés

–612.728.5728

2. El Colegio will involve parents in the process of district and school plan, review and improvement i.e. district plan, section 1112, schoolwide section 1114, and/or school improvement section 1116;

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

We will publish our school report in our quarterly newsletter that is mailed home to all parents and will also be accessible on our web page.

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

This is an ongoing conversation that we are having with our parents. We had four parent meetings with parents from students from all 4 grade levels to explain what our plan is to help all of our students reach proficiency.

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

The school qualifies as a Schoolwide Title One program as over 95% of students qualify for Free and Reduced Lunch. The school offers a variety of programming to all students as they all come to us behind academically.

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

The school brings parents together not only for typical meetings such as parent conferences such as having parents leading informal support groups that deal with special issues such as truancy and graduation credit recovery. The school has also made special efforts to keep students when their parents have physically moved across the metro area in order to maintain consistency for the student.

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

One thing we do is training for teachers on how to communicate with our parents by phone. We also train our teachers to use best practices during our parent/teacher conferences. Teachers often work closely with the parent liaisons around different student needs and how to communicate these with families.

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3. El Colegio 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.

We have parent meetings with each grade to explain the program and how it works. We explain things like credits, GPA and what is needed for the student to stay on track. We also survey our parents at teacher/parent conferences to see how the program, staff and school community is working for their student.

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4. El Colegio 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.

We have surveyed our families to see what times work best for parent meetings and taken this information in to account in our planning. We now offer parent meetings in the morning, evening and weekend so that all parents will have the opportunity to participate. Also if a parent is not able to make it to the school we have staff that will arrange a home visit.

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5. El Colegio 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.

ACTIVITY: NA

6. El Colegio 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.

ACTIVITY: NA

7. If the schoolwide program plan is not satisfactory to the parents of participating children, El Colegio will submit any parent comments on the plan when the school makes the plan available.

8. El Colegio 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.

In each of our grade specific parent meetings that we have at the beginning of every year we have our counselor explain all of these topics in great detail as well as answer any parent questions. She is also available to meet with parents one on one that day to answer more specific questions related to these topics.

The school has grade level meetings for parents to address the specific needs of parents in the grade – especially as it relates to graduation planning and post secondary planning.

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9. El Colegio 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.

10. El Colegio 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.

Each parent receives training on how to understand their student's transcript. We also train our parents on how to use Engrade so as to be able to stay up to date on their students' academic progress.

Date: Sept 2014 - June 2015

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11. El Colegio 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.

At our Friday all staff meetings parent liaisons give coordinated monthly trainings on how to effectively partner with parents for the success of their students.

Date: Sept 2014 - June 2015

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12. El Colegio 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.

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ACTIVITY: NA

13. El Colegio 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.

The school uses a monetary analogy to explain how students earn credits. 90% of staff speak Spanish fluently and are able to related and communicate effectively with the community. All school communications go out in both English and Spanish. There is a team of staff people that contact parents weekly.

-Date: Sept 2014 - June 2015

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14. El Colegio 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.

-ACTIVITY: NA

15. El Colegio 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 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.

Each parent that attends teacher/parent conferences is given an anonymous school satisfaction survey.

Date: Sept 2014 - June 2015

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16. El Colegio 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. Describe when and where the annual meeting will be held.

Each year we invite all of our families to our annual meeting where board elections are held and where we celebrate our students work.

Date: Sept 2014 - June 2015

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17. El Colegio will involve parents in the decisions regarding how funds reserved for parental involvement activities.

The school talks about academic goals and parents give input on how the school and parents can work together to meet these goals. The average parent at the school works 60 hours a week. The school has had to adapt to using text messaging and other flexible scheduling to accommodate communications with parents given their busy schedules. Parents have given the feedback that mail is not effective, and that texting, Facebook, and other social media outlets for information as well as the school provided parent portal. They sometimes schedule parent meetings both on Saturdays and Sundays.

Date: Sept 2014 - June 2015

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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.

-ACTIVITY: The school will include such information in the school's Annual Report.

-Date: Fall 2015

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### Part III. Shared Responsibilities for High 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.

- 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.

At teacher/parent conferences teachers will often invite parents to observe and our volunteer in their classroom. Also during enrollment we let parents know that they are welcome to visit their students classroom at any time as long as they check in at the front desk.

-Date: Sept 2014 - June 2015

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### Part V. Accessibility

In carrying out the parental involvement requirements of this part El Colegio, 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.

We strive to assure that any material we create is created in both Spanish and English for our parents. All parent meetings are in both Spanish and English.

-Date: Sept 2014 - June 2015

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#### Part VI. Adoption

The El Colegio 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.

The El Colegio will distribute this plan to all parents of participating Title I children on or before March 2016.

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Signature of Title I Authorized Representative

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Date

Parents were involved with the development of El Colegio Parent Involvement Plan: