



KALON PREP

ACADEMY

School Parent and Family Engagement Policy

2023-2024

Kalon Prep Academy is committed to the goal of providing quality education to every student enrolled at our school. We aim to establish partnerships with parents/guardians throughout the community. Everyone's opportunity to succeed increases when schools, students and families work together to promote high achievement.

PART I. DISTRICT EXPECTATIONS

Each school district must establish the district's expectations for parent involvement.

[Section 1118(a)(2), ESEA.] Kalon Prep Academy agrees to implement the following requirements:

- ❖ Kalon Prep Academy will help to create programs, activities, and procedures with the involvement of parents/guardians with Title I programs. These programs, activities, and procedures will be planned and maintained with the meaningful consultation of parents/guardians of participating students.
- ❖ Kalon Prep Academy will ensure that the Parent Involvement Plan meets all Title I requirements and will include a school-parent compact.
- ❖ Kalon Prep Academy 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,

Kalon Prep Academy will provide full opportunities for participation to parents/guardians of children with limited English proficiency, parents/guardians of students with disabilities, and to parents/guardians of migratory children. This will include providing information and school reports in a clear and uniform format. Alternative formats are available upon request, including various languages parents/guardians can understand, to the extent practicable.

- ❖ If the Kalon Prep Academy plan for Title I is not satisfactory to the parents/guardians of participating students, the school district will include any parent/guardian comments with the plan when the school district submits it to the Minnesota Department of Education.
- ❖ If applicable, Kalon Prep Academy will involve the parents/guardians of students served in Title I schools in decisions about how the one percent of Title I funds reserved for parent involvement is spent and will ensure that not less than 95 percent of the one percent reserved goes directly to the school.
- ❖ Kalon Prep Academy will be governed by the following definition of the term “parent” includes legal guardian or other person standing in place of a parent (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare).
- ❖ Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - that parents play an integral role in assisting their student’s learning;
 - that parents are encouraged to be actively involved in their child’s education at school; ➤ that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - that other activities are carried out, such as those described in section 1116 of the ESEA.

PART II. DISTRICT PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS

Kalon Prep Academy will take the following actions to involve parents/guardians in the joint development and revision of its district parent involvement plan.

- Parents/guardians will be notified of their rights to be involved in the Title I program as well as offer suggestions regarding the nature of their involvement.
- Parents/guardians will be sent a notification asking them to take part in a community night / annual meeting to discuss the school’s Title 1 plan, process, development, and revision. The Parent Involvement Plan can also be found on our website.

- Parents/guardians unable to attend the above meeting will be asked to submit information by phone, letter, or email.
- A family survey will be emailed to families in the spring and given out during community nights. Paper copies will be made available with a return envelope attached. The results of the survey will be shared with parents/guardians, classroom teachers, Title 1 staff, and school administration at the annual review meeting.
- In addition, parents/guardians and families are asked to share feedback about the program throughout the school year with school administrators, teachers, education staff, and/or Title 1 staff. This feedback may be oral or in written form.

Kalon Prep Academy will include parents/guardians in the joint development of a district plan, including the review and improvement process. Kalon Prep Academy will take the following actions to engage the parents and families in jointly developing the district Title I plan (section 1112) which is in the SERVS application and the development and review of the Schoolwide Plan. If applicable the Comprehensive Support and Improvement and the Targeted Support and Improvement plan, if the schools' identified for improvement plans. [Section 1111(D) (1)(2)]

❖ September 2023 - Annual Review Title I Parent Meeting

- Review of current Record of Continuous Improvement and Schoolwide Plan.
- Gather information from the fall and spring parent surveys.
- Invite families to annual meetings to review/revise the school plan.
- One-on-one parent-teacher conferences in the fall and spring to gather input.

Kalon Prep Academy will notify parents/guardians of the school's annual report card via newsletters, website updates, and in the annual report.

- ❖ September/October - School Report Card Notification
- ❖ December/January - Annual Report Notification

In the event that Kalop Prep Academy has been identified as needing improvement, the school will notify parents/guardians through our school newsletter and posted on our website.

Kalon Prep Academy will utilize a schoolwide Title I approach designed to upgrade the entirety of our educational program; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels on state academic achievement standards.

Kalon Prep Academy will include its students' parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of these programs as

well as the school parent involvement plan.

- ❖ Parent Title I meetings will be held multiple times per year.
- ❖ Kalon Prep Academy's improvement plan is overseen by its School Improvement Committee, on which parent participation is sought. Notification of meetings is sent to parents/guardians via electronic newsletters.
- ❖ Kalon Prep Academy's administration will identify resources and ensure that information on Title I related activities is communicated to parents/guardians in a language they can understand.

Kalon Prep Academy will offer a number of flexible meeting options and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

- ❖ September 2023 -Community Needs Meeting / Open House
- ❖ October 2023- Parent Involvement Plan Revision / Open House
- ❖ November 2023- Student/Family Conferences
- ❖ April 2024 - Annual Parent Meeting / WBWF
- ❖ March 2024- Student/Family Conferences

Kalon Prep Academy will provide the following necessary coordination, technical assistance, and other support in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

- ❖ Parent/guardian contacts are tracked in our school accountability system.
- ❖ Teaching staff is expected to contact parent/guardians on a regular basis.
- ❖ Parents/guardians attend fall and spring conferences and are invited to a number of support meetings throughout the year. Ideas are shared on how to help their student succeed at school.
- ❖ Parent and community nights will be offered in the fall and spring.
Parent/guardians and students will be provided snacks and refreshments while learning about the school and discussing strategies that can be completed at home to help their child increase academic performance.
- ❖ All information will be made available in electronic, paper, and face-to-face formats.
- ❖ We hope to increase volunteer opportunities for parents/guardians.

Kalon Prep Academy will make every effort to build the schools' and parents'/guardians' capacity with strong parental involvement to support a partnership to improve student academic achievement.

If the schoolwide program plan is not satisfactory to the parents/guardians of participating children, we ask that they submit any comments on the plan when the school makes the plan available to the local educational agency.

Kalon Prep Academy will, with the assistance of its Title I schools, provide support to parents/guardians of children served by Kalon Prep Academy, 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 student's progress, and
- ❖ how to work with educators.

- The academic content standards are shared in the student/family handbook with each student family at the beginning of each year and upon new student enrollment. The content standards can also be accessed from the school's academic progress reporting system
- The student achievement standards and assessments are included in the Annual Report published in October. The report is included on the school's website. ➤ The requirements of Title I are shared at the fall and spring meetings with parents/guardians.
- The community nights will provide ideas on how parents/guardians may monitor their child's progress, best practices for reading, and on issues like how to support mental health.
- Kalon Prep Academy staff email addresses and contact information are available on the school's website. Written/verbal correspondence with families/parents/guardians are encouraged to contact staff with questions, comments or ideas.
- Kalon Prep Academy sends newsletters via traditional mail and email.

In order to support and educate parents/guardians regarding any of the above topics, Kalon Prep Academy will offer scheduled activities such as workshops, conferences, classes, including any equipment or other materials required to understand them.

- ❖ Activities, Workshops, Conferences, Resources:
 - Minnesota Association for Children's Mental Health
 - Minnesota Education Equity Partnership
 - Minnesota Parent Information Resource Center
 - Minnesota WorkForce Center
 - Hope4Youth
 - Minnesota School Outreach Coalition
 - Americorps - Promise Fellow(s)

If it is requested by parents/guardians of participating students, Kalon Prep Academy will provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to the education of their children, and respond to any such suggestions as soon as practically possible.

Kalon Prep Academy will educate its teachers, pupil services personnel, school administration and other staff in how to reach out to, communicate with, and work with parents/guardians as equal partners, in the value and utility of contributions of parents/guardians, and in how to implement and coordinate parent programs and build ties between parents/guardians and schools.

- ❖ Staff are given websites that list resources for parents/guardians to access.
- ❖ Share progress reports multiple times per year with parents/guardians.
- ❖ Parents/guardians are encouraged to contact staff throughout the school year – by phone, meetings at the school, letters, or email.
- ❖ Parents/guardians are encouraged to attend Fall and Spring Conferences and touch base with staff.
- ❖ Send newsletters via email and regular mail.

Kalon Prep Academy 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/guardians of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parent/guardians can understand.

Kalon Prep Academy will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies including the Minnesota Parent Information Resource Center.

Kalon Prep Academy will take actions to conduct, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents/guardians in parental involvement activities (with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Kalon Prep Academy 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/guardians, its parental involvement plan.

- ❖ A survey will be continually updated with the assistance of staff and parent/guardians about the effectiveness of this parent involvement plan and improving the quality of our school.
- ❖ Survey links will be emailed, and a paper version will be available with return envelopes. Parents/guardians will be asked to complete and return these within a

reasonable timeframe.

- ❖ The evaluation will be overseen by the Executive Director and the school board.
- ❖ The survey results will be compiled by the Kalon Prep Academy Director.
- ❖ The survey results will be shared with parents/guardians at the spring meeting, at which time a discussion will be held to address areas of concern.
- ❖ The survey results will also be shared with the Board of Directors and all school staff.

Kalon Prep Academy will hold an annual meeting at a time convenient to most parents/guardians, who shall be invited and encouraged to attend, in order to inform those parents/guardians of their school's participation under this part and to explain the requirements of this part, and the right of the parents/guardians to be involved.

Kalon Prep Academy will involve parents/guardians in the decisions regarding how funds are reserved for parental involvement activities.

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

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/guardians for all children served under this part a school-parent compact that outlines how parent/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement.

- ❖ Conduct parent/teacher conferences bi-annually, during which the compact shall be discussed as it relates to each individual child's achievement;
 - ❖ Provide frequent reports to parents/guardians on their children's progress;
and
 - ❖ Provide parents/guardians with reasonable access to staff, opportunities to volunteer
-
- ❖ March 2024- Student/Family conferences
 - Staff communicate regularly with parents/guardians outside of parent/teacher conferences to review the child's academic success via email, phone, and on-site visits.
 - Parents/guardians are invited to volunteer in the areas of, but not limited to, food shelf stocking, speaking in classes, coming on campus for lunch, tutoring and community engagement.

Under the Every Student Succeeds Act (ESSA), Kalon Prep Academy will jointly develop with parents/guardians a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement and the way in which the school and parents/guardians will build and develop a partnership to help children achieve the State's high standards.

As a school, we will:

- ❖ Provide a high-quality, effective learning environment that is safe and that enables the student to meet the State's student academic achievement standards
- ❖ Provide ongoing two-way communication between teachers and parents/guardians through parent-teacher-student conferences and frequent progress reports
- ❖ Provide reasonable access to staff and school employees through an "open door" policy
- ❖ Provide opportunities for parents/guardians to volunteer and participate in their student's education
- ❖ Provide a mutually respectful relationship between all parties (students, parents/guardians, families, educators, and volunteers)

As a parent/guardian, I will:

- ❖ Help set a positive tone for learning with my student
- ❖ Participate in decisions relating to the education of my child through a mutually respectful relationship with school staff
- ❖ Provide a mutually respectful relationship between all parties (students, parents/guardians, families, educators, and volunteers)
- ❖ Support my student's educational journey, and celebrate their successes

on that journey

As a student, I will:

- ❖ Ask questions when I am unclear of what is being asked of me
- ❖ Make positive choices. i.e. being present mentally and physically in class, staying on task, and doing my best.
- ❖ Show civility through compassion and tolerance of my peers and my school

community.

PART IV: DISCRETIONARY DISTRICT PARENT INVOLVEMENT PLAN COMPONENTS

The Kalon Prep Academy Parent Involvement Plan may include discretionary activities

that the school district, in

consultation with its parent/guardians, chooses to undertake to build parent/guardians' capacity for involvement in the school and school system to support their children's academic achievement, including:

- ❖ Involve parents/guardians in the development of training for teachers, school administration and other educators to improve the effectiveness of that training.
- ❖ Provide necessary literacy training for parents/guardians 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 to enable parents/guardians to participate in school-related meetings and training sessions.
- ❖ Educate and promote parents/guardians to enhance the involvement of other parents/guardians.
- ❖ In order to maximize parental/guardian 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/guardians 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.

PART V. ACCESSIBILITY

In carrying out the parental involvement requirements of this part, Kalon Prep Academy, to the extent practicable, shall provide full opportunities for the participation of parents/guardians of children with limited English proficiency, parents/guardians of children with disabilities, and parents/guardians of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such that parents/guardians can understand.

PART IV. ADOPTION

The Kalon Prep Academy Parental Involvement Plan will be developed/revised jointly in June 2023. Kalon Prep Academy will distribute this plan to all parents/guardians of participating Title I children and make it available to the community on our website.