

Parent and Family Engagement for Title I Programs Implementation Plan
School Year 2025-26
Bluffview Montessori

District Expectations

Bluffview Montessori agrees to implement the following requirements:

1. The school district will put into operation programs, activities and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs, consistent with section 1116 of the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1116(b) of the ESSA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESSA.
3. In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
4. The school district will incorporate this district wide parent and family engagement policy into its district plan developed under section 1112 of the ESSA.
5. If the district plan for Title I, Part A found in the Minnesota Education Grant System (MEGS), developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the Minnesota Department of Education.
6. The school district with a Title I, Part A allocation of over \$500,000, will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 90 percent of the 1 percent reserved goes directly to the schools.
7. The school district 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).
8. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - a. that parents play an integral role in assisting their child’s learning;
 - b. that parents are encouraged to be actively involved in their child’s education at school;

- c. 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;
- d. that other activities are carried out, such as those described in section 1116 of the ESEA.

Description of How the District/School Will Implement Required Components

1. Bluffview will engage parents and families who have Title I students in developing and/or revising Bluffview Montessori School policy.
 - a. The policy will be in the family handbook and posted on the Bluffview website for easy reference. <https://www.bluffviewmontessori.org/school-board/policies/>
 - b. The policy will be discussed at the Title/ADSIS Intervention meeting that takes place during the Back to School BBQ in the fall (4th Thursday in September) and with stakeholders at the District Advisory Committee meeting(s). The Title/ADSIS Coordinator documents the families that attend and reports to the school board.
2. Bluffview 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 MEGS application and the development and review of the Schoolwide or Title I Targeted Assistance Plan. If applicable the Comprehensive Support and Improvement and the Targeted Support and Improvement plan, in the schools' identified for improvement plans. [Section 1111(D) (1)(2)]
 - a. Should Bluffview fall into a category of needing additional support (we do not currently), the task of developing a [School Wide Improvement or Targeted Assistance Plan](#) would fall to the Academic Practices Committee to commission a subcommittee. The subcommittee would be populated with parents and staff, actively recruited by the committee via email, school newsletter, and other communication avenues used by Bluffview. This committee would submit minutes and plans to the Academic Practices Committee, which would in turn report to the District Advisory Committee and School Board.
3. Bluffview will coordinate technical assistance and other support that is necessary to build the capacity of staff in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance. This could include meaningful consultation with employers, business leaders and philanthropic organizations or individuals with this experience in effectively engaging families in education.
 - a. Bluffview maintains memberships with the Winona Chamber of Commerce, Winona Community Foundation, Minnesota Association of Charter Schools, and the Winona Non-Profit Alliance.

- b. Bluffview is actively involved with Winona Area Public Schools, three other local charter schools, Winona State University, and Saint Mary's University as other community resources.
 - c. Bluffview annually (May) administers a staff survey and a family/parent survey, the results of which are presented to the School Board for discussion/analysis each June. These surveys are posted on the school website.
- 4. Bluffview will coordinate and integrate with federal, state and local programs, including public preschool programs, to implement effective parent and family engagement strategies that improve student achievement and school performance.
 - a. Bluffview's Vision/Mission is always at the forefront of our decision making as it relates to federal, state, and local programming.
 - b. Bluffview encourages all pre-k student's parents/guardians during fall (November) parent/teacher conferences to engage in Early Childhood Screening with our resident district.
 - c. Bluffview has access to, but is not limited to, Semcac, Head Start, Winona Area Public Schools, Winona State, and St Mary's University for support in implementing effective strategies.
- 5. Bluffview will take the following actions to conduct, with the engagement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy (programs/activities) in improving the academic achievement of Title I students and the schools. This is done at the District Advisory Committee, held annually on the second Thursday of December. The Head of School records attendance and reports any discussion from the meeting back to the school board. Bluffview's school board also hosts an Annual Meeting where committees report out to the school stakeholders. This is a required meeting that occurs annually on the fourth Thursday in May. This meeting has an open forum element, and the minutes from the meeting are recorded, reviewed, and shared publicly.

Reviewing and evaluating the parent and family engagement activities/programs:

- a. Identify barriers and the needs of parents and family members that keep them from participating in their child's education, especially the economically disadvantaged, disabled, limited English proficiency, or any racial or ethnic minority.
- b. Identify the needs of the Title I parents and family members to assist the learning of their children and the teachers and school staff.
- c. Identify strategies to support successful school and family interactions.

Bluffview regularly hosts parent conferences (fall and spring) which have averaged 91% attendance (reported to the school board in the consent agenda) the last 4 years, family events after school or on weekends, and includes family input relative to our planning through the District Advisory Committee and Annual Meeting. Our annual parent/family survey is critically reviewed for information that indicates areas of strength we can focus

on and areas for improvement where we can accelerate our program. As a charter school, at least 2 parents of students within our school are Board members. This means that at our highest level of leadership, parents are directly aware of the family experience and are making decisions about policy and governance.

6. Bluffview will use the findings of the evaluation to design evidence-based strategies for more effective parent and family engagement as necessary and to revise the parent and family engagement policy as necessary.
 - a. This will be accomplished through Board review of the annual survey data and through the work of the District Advisory Committee. The Board may also direct the Family Engagement Committee (meet on the second Tuesday of each month) to review the data if deemed necessary. If deficiencies are identified, the Family Engagement Committee and the District Advisory Committee will make recommendations to the Board for policy augmentation. The Family Engagement Committee submits minutes to the school board each month.
7. Bluffview will involve parents in activities directly. This could be establishing a parent advisory board that represents the population of Title I parents and family members, that develops, evaluates and reviews or revises the parent and family engagement policy.
 - a. Families/Parents invited to the Title/ADSIS Intervention fall informational meeting will be directly invited to the District Advisory Committee and Annual Meeting. Parents may also join any of the committees that we have, including the Family Engagement Committee.
8. Bluffview will convene an annual meeting, at a convenient time, when the parents of participating children are available to attend. The Title I annual meeting will inform parents about the Title I program, explain the requirements of parent and family engagement and the rights and responsibilities of the parents to be involved.
 - a. The Title/ADSIS Intervention meeting each fall on the 4th Thursday in September at our Back to School BBQ.
 - b. The District Advisory Committee will engage in discussions around the rights and responsibilities of parents to be involved. There is a specific slide in the District Advisory Committee meeting documents that outlines their rights and responsibilities. This meeting is the second Thursday of September. Minutes are recorded and shared with the school board the following week.
9. Bluffview will involve parents in the planning and review of the school improvement plan and the joint development of the schoolwide plan when applicable. If the schoolwide plan is not satisfactory to the parents, they may submit comments on the plan when submitted to Bluffview Montessori School. [Section 1114(b)]
 - a. If a schoolwide improvement plan were needed, it would be sent out to all families/parents for review. A copy of the plan would be posted on the school

website. A survey would be conducted to determine opinions/solicit suggestions to improve the plan. The survey results would also be on the website.

10. Bluffview will provide assistance to parents of Title students:

- a. Timely information about programs offered to engage in their child's education.
- b. An explanation of the curriculum, state and local academic assessments including alternate assessments, and the achievement levels of the state academic standards.
- c. If they request, opportunities for regular meetings to hear their suggestions and participate in decisions related to their child's education.

1. ACTIVITIES

a. Participation in Educational Programs

- i. Parents may attend/join the Academic Practices Committee, Data Analysis Committee, or Family Engagement Committee. They all meet the second Tuesday of each month, and report official minutes to the school board.
- ii. Welcome to visit/observe classrooms/open house nights and/or parent education sessions.
- iii. Partner with individual teachers to develop the best possible education plan for each child i.e. Title I services.
- iv. Participate by sharing skills or talents as volunteers in classrooms, on field trips, etc.
- v. Encourage/initiate communication.
 1. Outgoing communication including but not limited to emails, RSS feed, phone calls, parent/teacher conferences, etc.
- vi. BMS website is maintained.
- vii. Encourage borrowing materials from the parent bookshelf located in the library, providing books on Montessori education, child development, and parenting skills. Utilize reading materials in the parent section of the library.
- viii. Fill out parent-school compact if involved in Title I.

b. Contributing to the School Community.

- i. Serve on the Board of Directors (2 seats are mandated parent seats).
- ii. District advisory committee meets in the late fall to:
 1. Review MCA previous years scores/Northstar reporting.
 2. Learn about the academic screening program (Fastbridge).
 3. Discuss State Standards.
 4. Discuss local academic assessments.
- iii. Work as a volunteer or volunteer coordinator.
- iv. Attend the social, cultural and education activities offered throughout the year.

- v. Participate in fundraising activities.
- vi. Fill out an annual parent survey in May which is reported to the school board.

Description of Shared Responsibilities for High Student Academic Achievement

Bluffview will jointly develop with Title I parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement to meet the state academic standards. The compact should:

1. Describe the curriculum and instruction that help their student meet the state standards, identify where their child is performing and discuss ways the parent can support their child's education at home and at school.
2. Talk about the importance of the teachers and parents communicating on an ongoing basis at a minimum:
 - a. Conduct a parent-teacher conference in elementary schools in November and April, during which time the compact is discussed as it relates to the individual child.
 - b. Provide frequent reports to parents on their children's progress, minimally in January and June. This will also occur after each of the fall, winter, and spring Fastbridge screenings for students that qualify for additional help.
 - c. Provide information on how parents can contact staff and staff can best contact parents, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
 - d. Make sure that two-way meaningful communication between family members and school staff is addressed and when at all possible, is in a language the parents and family members can understand.

Accessibility

Bluffview will meet the requirements of parent and family engagement of Title I, to the extent practicable, we 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 a format and, to the extent practicable, in a language such parents can understand.