

This form may be used as a template to communicate your site’s Family Involvement Plan. Please delete items that do not apply within each category before distributing to your site’s families. For items that require evidence, please upload related documentation into your Title I Folder in the 2016-17 SIP Portal.

## EQUITY IMPACT AND ASSESSMENT

The Opportunity Gap between students of color and white students in Minneapolis Public Schools is unacceptable. Our school is working to change practices and systems using the MPS Equity Framework for Transformational Change.

- We will be working with all staff and students to build capacity for this work because we believe that teaching and learning takes place in the classroom, in the halls, in the staffroom, in the school, and beyond, and involves everyone all the time.
- We will be assessing the equity impact of this Family Involvement Plan (FIP) on a yearly basis.
- We will review attendance patterns for targeted student & family groups.
- We will review and incorporate family feedback for our family engagement strategies.
- We will utilize “Guiding Questions” to ensure that our FIP strategies align with Acceleration 2020, our school’s School Improvement Plan (SIP), and the MPS Equity Framework for Transformational Change.

**GUIDING QUESTIONS: Use the following questions as your school develops your FIP, as well as when your school is assessing its FIP strategies.**

- Do the strategies listed in your FIP directly support your SIP goals? In what specific ways?
- Do the strategies listed in your FIP directly support Acceleration 2020 Goals? In what specific ways?
- Are the strategies in your FIP successfully engaging targeted student groups and families that have been historically underrepresented? What evidence do you have to support this? Are the parent/family take-aways from these activities helping your school to reach your specific SIP goals?
- Do strategies in your FIP combine academics with relationship-building? In what ways?
- Do strategies in your FIP build on the value of families as partners or family leadership? In what ways?

**ASSESSING THE EQUITY IMPACT OF YOUR FIP STRATEGIES:**

- Review attendance patterns for targeted student & family groups most impacted by the opportunity gap.
- Utilize the “Guiding Questions” above to monitor the effectiveness of your FIP.
- Summarize & document your findings right on your FIP so that you can refer back to it later.

If you would like more information about please contact **Principal or Equity Team Lead: Name & Contact Information below**

SITE CONTACT INFORMATION	
Our school has staff members available for families to discuss this plan, and ask questions about family engagement opportunities.	
School	Edison High School
Principal	Eryn Warne
Equity Team Lead	Alexis Ervin and Terrell McMoore
Family Liaison	Christie Roiz-Guevara

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<b>Bilingual Family Contact (if other than Family Liaison)</b>	
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Creating a Warm and Welcoming Environment	
<p>Transitions between schools can be challenging, and we work to help families as their children start and leave our school.</p>	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will host an Open House to welcome new and returning families on 8/26/16</li> <li><input checked="" type="checkbox"/> We share a welcome packet or school handbook with all of our families on 8/26/16 &amp; 11/9/16 and for incoming 9<sup>th</sup> grade 2/10/17.</li> </ul>
<p>We believe that all families should feel welcome in our school.</p>	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will work with all school staff to ensure that all families are greeted warmly when they enter the building.</li> <li><input checked="" type="checkbox"/> We will display culturally-relevant student art and work near the school entrance and around our building.</li> <li><input checked="" type="checkbox"/> We will create a family "suggestion/comment" box for our main office.</li> </ul>

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Partnering with Families	
<p>We will partner with families every year to rewrite our school FIP (Family Involvement Plan) and will share it with our community.</p>	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will host a FIP meeting and invite all families on 10/18/16 &amp; 11/9/16 (month/day/year).</li> <li><input checked="" type="checkbox"/> We will send home FIP survey to all families on 10/18/16 &amp; 11/9/16 (month/day/year).</li> <li><input checked="" type="checkbox"/> We will translate family friendly FIP for all language populations over 10% in our school.</li> <li><input checked="" type="checkbox"/> We will share FIP survey at school events.</li> <li><input checked="" type="checkbox"/> We will send family friendly FIP to families via email.</li> <li><input checked="" type="checkbox"/> We will send family friendly FIP to families via backpacks.</li> <li><input checked="" type="checkbox"/> We will post the FIP on our school website.</li> <li><input checked="" type="checkbox"/> We will let families know FIP copies are available in the main office.</li> <li><input type="checkbox"/> Other strategies (please note):</li> </ul> <p>Ongoing Equity Impact Assessment of Strategies: ILT, PSWET, and Site Council all monitor progress toward SIP equity goals.</p>
<p>We will partner with families in the yearly review and improvement of our school SIP (School Improvement Plan).</p>	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will review and improve our SIP with our site council on 11/17/16 (month/year).</li> <li><input checked="" type="checkbox"/> We will invite all families to participate in the SIP review process on 10/18/16 (month/year).</li> <li><input checked="" type="checkbox"/> We will review and improve our SIP with our PTA/PTO on 1/2016 (month/year).</li> <li><input checked="" type="checkbox"/> We will share a SIP summary with families at school events on 8/16 &amp; 10/16 &amp; 1/16(month/year).</li> <li><input checked="" type="checkbox"/> We will translate our SIP Summary.</li> <li><input checked="" type="checkbox"/> We will post our SIP on our school website. <a href="http://edison.mpls.k12.mn.us/school_improvement_plan_2" style="color: red;">http://edison.mpls.k12.mn.us/school_improvement_plan_2</a></li> <li><input type="checkbox"/> Other Strategies (please note):</li> </ul> <p>Ongoing Equity Impact Assessment of Strategies: ILT, PSWET, and Site Council all monitor progress toward SIP equity goals.</p>

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Partnering with Families (continued)	
<p>We believe that shared responsibility between our school, families, and students is critical for high student academic achievement.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will partner with families to review, and revise as needed, our school's School-Parent-Student Compact on 8/26/16 and at intake with each family (month/year). <a href="http://edison.mpls.k12.mn.us/title_1" style="color: red;">http://edison.mpls.k12.mn.us/title_1</a></li> <li><input checked="" type="checkbox"/> We will discuss this School-Parent-Student Compact at our school Parent-Teacher Conferences as the compact relates to the individual child.</li> </ul> <p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will post our compact on our school website.</li> <li><input checked="" type="checkbox"/> We will send our compact home by including it in our school Handbook or Newsletter on 8/2016 and with each intake (month/year).</li> </ul>
<p>We will look at all family input as a part of our FIP review process</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Include evidence of all family Input.</li> <li><input checked="" type="checkbox"/> Include evidence of how family input was obtained.</li> <li><input checked="" type="checkbox"/> Include evidence of how family input was used to revise your FIP.</li> </ul>
<p>We will involve families in how we spend our Title I funding.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We shall provide other reasonable supports for family involvement activities as parents may request.</li> <li><input checked="" type="checkbox"/> We will conduct a simple Barriers to School-Involvement survey with families and will use it to determine additional supports needed.</li> <li><input checked="" type="checkbox"/> We will host an annual Title I meeting to involve families in how we spend Title I funds and to inform them of their right to be involved (can be in conjunction with other meeting).</li> <li><input checked="" type="checkbox"/> Include evidence of all family input on Title I spending.</li> </ul> <p>Additional Strategies (please note):</p>

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Communication and Access	
<p>We believe that ALL families should have equitable access to information from our school. We will communicate equitably with families in a way that works for families, including LEP, HHM, SpEd, and Migratory Families.</p>	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will translate our school to home communications for all family language populations over 10% in our school.</li> <li><input checked="" type="checkbox"/> We will communicate with families via robo-call.</li> <li><input checked="" type="checkbox"/> We will communicate with families via our school website.</li> <li><input checked="" type="checkbox"/> We will communicate with families via paper updates/newsletters.</li> <li><input type="checkbox"/> Other Strategies (please note):</li> </ul> <p>Ongoing Equity Impact Assessment of Strategies: ILT, PSWET, and Site Council all monitor progress toward SIP equity goals.</p>
<p>We will work to ensure families have access to our school meetings.</p>	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> We will inform all families of meetings in advance so they can make arrangements to attend.</li> <li><input checked="" type="checkbox"/> We will have morning &amp; evening meetings.</li> <li><input checked="" type="checkbox"/> We will provide childcare as needed.</li> <li><input checked="" type="checkbox"/> We will provide transportation as needed.</li> <li><input checked="" type="checkbox"/> We will conduct home visits/home conferences.</li> <li><input type="checkbox"/> Other Strategies:</li> </ul> <p>Ongoing Equity Impact Assessment of Strategies: ILT, PSWET, and Site Council all monitor progress toward SIP equity goals.</p>

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## Connecting Families to Resources

<p>We will share information with families about the Minnesota Parent Resource Center (PACER Center).</p>	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will have information on PACER Center available in our Main Office.</li> <li><input checked="" type="checkbox"/> We will post information on PACER Center on our school website.</li> <li><input checked="" type="checkbox"/> We will refer families to PACER as needed.</li> </ul>
<p>We will encourage &amp; support families in more fully participating in their childrens' education.</p>	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will create our own Family Resource Space with Resource Information.</li> <li><input checked="" type="checkbox"/> We will connect Community Partners to our Families at events or meetings, or by referral.</li> <li><input checked="" type="checkbox"/> We will host CPEO at our school.</li> <li><input type="checkbox"/> If appropriate, we will coordinate with Pre-K/ECFE on Family Involvement Activities.</li> <li><input type="checkbox"/> Other Strategies:</li> </ul> <p>Ongoing Equity Impact Assessment of Strategies:</p>

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Capacity Building	
<p>We will help build the capacity off families to support their children's academic achievement.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will provide materials and training to help parents work with their children to improve student achievement.</li> </ul> <hr/> <p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will host CPEO at our school.</li> <li><input checked="" type="checkbox"/> We will encourage families to attend monthly Parent Advisory Council Meetings (Latino PAC, Somali PAC, Hmong PAC, African American PAC, District PAC, &amp; BOE PACs).</li> <li><input checked="" type="checkbox"/> We will provide literacy training for families.</li> <li><input checked="" type="checkbox"/> We will provide technology training for families.</li> <li><input checked="" type="checkbox"/> We will, if applicable, help families sign up for Parent Portal.</li> <li><input type="checkbox"/> Other Strategies:</li> </ul> <p>Ongoing Equity Impact Assessment of Strategies: ILT, PSWET, and Site Council all monitor progress toward SIP equity goals.</p>
<p>We will build the capacity of our school staff to increase family engagement.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will provide staff PD around the value of and best practices for collaborating with families.</li> <li><input checked="" type="checkbox"/> We will invite families to assist with in the planning and implementation of these PDs.</li> </ul> <hr/> <p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will create our own family resource space with resource information.</li> <li><input checked="" type="checkbox"/> We will connect community partners to our families at events or meetings, or by referral.</li> <li><input checked="" type="checkbox"/> We will host CPEO at our school.</li> <li><input type="checkbox"/> If appropriate, we will coordinate with Pre-K/ECFE on family involvement activities.</li> <li><input type="checkbox"/> Other Strategies:</li> </ul> <p>Ongoing Equity Impact Assessment of Strategies: ILT, PSWET, and Site Council all monitor progress toward SIP equity goals.</p>

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Engaging Families in Academic Achievement	
<p>We believe that engaging families in their students' academic achievement is extremely important. When families have the Information they need they are able to better advocate for their students.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will provide frequent reports to Families on their Students' Progress.</li> <li><input checked="" type="checkbox"/> We will provide Parents with reasonable access to staff, to their child's classroom, and to Volunteer Opportunities.</li> </ul>
	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will encourage all families to Volunteer by making it fun and by letting them select their volunteer activity.</li> <li><input checked="" type="checkbox"/> Teachers will send short, informative notes to report student progress weekly or bi-weekly.</li> <li><input checked="" type="checkbox"/> We will create a calendar/plan to ensure more frequent academic achievement-focused calls to families at home.</li> <li><input type="checkbox"/> Other Strategies:</li> </ul> <p>Ongoing Equity Impact Assessment of Strategies: ILT, PSWET, and Site Council all monitor progress toward SIP equity goals.</p>
<p>We understand that it is valuable for families to understand grade-level content &amp; achievement standards, how to read results for state and local tests, and how to monitor their student's progress.</p>	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We will host a meeting to go over grade-level content and achievement standards.</li> <li><input checked="" type="checkbox"/> We will inform families about how to read test results via email, website, robocall, or paper sent home.</li> <li><input checked="" type="checkbox"/> We will include this information in our school Handbook or Newsletter.</li> <li><input checked="" type="checkbox"/> We will make sure information is translated so it is useful to Families, either by the state, the district, or our school.</li> </ul>
<p>We want to inform families about how we spend our school's Title I dollars, and about our school's academic enrichment programs.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All Title I Families must be notified in a timely manner about all Title I Programming and enrichment opportunities.</li> </ul>
	<p><b>Best Practices: Check All That Apply</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> We will create a monthly program calendar, will translate it and share it via website &amp; backpack.</li> <li><input checked="" type="checkbox"/> We will work to ensure that all families receive this information equitably (same time-frame).</li> </ul>



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## Engaging Families in Academic Achievement (continued)

We want families to be engaged in decisions about their students' education and we want families to feel we are responsive.

**Best Practices: Check All That Apply**

- We will offer flexible and meaningful opportunities for family involvement in leadership, volunteerism, questions/concerns, and feedback specifically concerning their students' education.
- We will respond to family input in a timely manner and will be transparent about how feedback is used.