



District/School Involvement Plan 2018-2019 Academic School Year

MISSION STATEMENT

Parent involvement is a key element to HOPE Community Academy. We believe that significant family involvement in children's learning is critical to high student achievement at every level and that all parents want their children to succeed. Therefore, HOPE Community Academy is committed to providing high-quality education for every child and will work to involve parents in their children's education through seminars, invited talks, and events such as family night.

PART I. DISTRICT AND SCHOOL FAMILY ENGAGEMENT POLICIES

Building school capacity for involvement. To make sure there is effective involvement of parents and to support a partnership with parents and the community, each Title I school and district will do the following to improve student achievement:

1. HOPE Community Academy will engage parents and families in developing/revising the district and school policy under Title I. HOPE Community will promote meaningful engagement of parents and families in the school and in their child(ren)'s academic achievement by implementing several activities, events, and programs available throughout the school year. All school-sponsored activities, events, and programs will be planned and operated with meaningful consultation with parents of participating children.
2. HOPE Community Academy will work to ensure that the required school-level Parent Family Engagement (PFE) Plan meets Title I requirements, and includes, as a component, a school-parent compact. The PFE Plan will be implemented school-wide.
3. HOPE Community Academy will convene an annual meeting, at a convenient time, when the parents of participating children are available to attend. The Title I 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. The annual meeting will be held at the beginning of each school year at HOPE Community Academy at a convenient time for parents and families to attend.
4. HOPE Community Academy will offer flexible meeting times during morning, evening, or weekends, and may provide with funds under Title I, transportation, child care or home visits for services related to parental involvement. HOPE Community Academy will work with its Parent Liaison and Parent/Community Engagement Coordinator to communicate with parents and coordinate transportation, child care, or home visits for participating parents.
5. To fulfill Title I parent involvement requirements, to the extent practicable, HOPE Community Academy will provide ample opportunities for parental and family engagement in school activities and events, as well as the development/revision of the school's plan for Title I. If the schoolwide plan is not satisfactory to parents, the

school district will submit comments on the plan when it is submitted to the Minnesota Department of Education (MDE). Further information on how HOPE Community Academy plans to involve parents in the joint development/revision of the plan when applicable is described in the next section (section 2).

6. HOPE Community Academy will involve parents of children served under Title I in decisions about how Title I funds reserved for parent involvement is spent, and will ensure that those funds are used to the benefit of students and their families. Reserved funds are anticipated to be used for staff professional development, outreach to families, workshops for parents, promoting school-parent collaboration, or otherwise implementing the school’s PFE Policy.
7. HOPE Community Academy will serve as a resource for parents to inquire about services or resources in the community that are available to them.

PART II. DISTRICT/SCHOOL PLAN TO IMPLEMENT REQUIRED COMPONENTS OF TITLE I

1. Each Title I school and Local Educational Agencies (LEA) jointly develop with parents written policies to engage parents and families of participating children.
 - A. HOPE Community Academy will take the following actions to involve parents in the joint development/revision of its district/school Parent and Family Engagement plan:

Activity	Anticipated Activity Timeline	Lead person(s)
Hold an annual informational parent meeting on Title I. We will also solicit parent involvement in the joint development/revision of the school plan at this time.	Fall and Spring (2 meetings) Fall-Information and review Title I requirements Spring-Evaluation of the current Parent Involvement Plan at HOPE and revise as needed	Parent and Community Engagement Coordinator
Post Parent Involvement Plan on school bulletin board and on the school website	Beginning of the academic school year and throughout the year	Parent and Community Engagement Coordinator
Conduct annual Parent Satisfaction Survey	January to February 2019	Parent and Community Engagement Coordinator

2. HOPE Community Academy will make official school reports available to parents in English and their native language upon request.

A. HOPE Community Academy will inform parents of school reports with the following activities or actions.

Activity	Anticipated Activity Timeline	Contact Person
Parent and Title I Information Meeting	Fall	Administrative & Parent Liaison
Annual Board Meeting	Spring	Administrative & Parent Liaison
Mail home student report cards	Spring/Summer	Administrative & Office Manager
Post school reports on school website	Throughout the school year	Administrative & Office Manager

B. HOPE Community Academy will conduct professional development seminars to educate teachers and 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.

Activity	Anticipated Activity Timeline	Contact Person
Staff development at HOPE (topic: Hmong and Karen Culture)	Fall	Administration & Parent Liaison
Staff development at HOPE (topic: Identifying mental health issues in adolescents)	Fall & Spring	Administration & Parent and Community Engagement Coordinator
Staff Parent Involvement Survey	End of the school year	Administration & Parent and Community Engagement Coordinator

3. HOPE will offer a flexible number of meetings in the morning or evening, and may provide with funds provided under Title I, transportation, child care or home visits for services related to parental involvement.

Activity	Anticipated Activity Timeline	Contact Person
Family Nights	Every other month	Parent and Community Engagement Coordinator & Teachers

Parent Education Program Nights	Every other month	Administration, Parent and Community Engagement Coordinator, and teachers
Walk-In Meeting/and or scheduled Meeting	Any time during school hours as needed throughout the year	Administration & Parent and Community Engagement Coordinator
Home Visits *Follow up with parent's or teacher's concern of individual student(s) *Provide reading/math strategies to help parents work with student(s) at home	At least once a year or as needed	Parent and Community Engagement Coordinator & Teachers

4. HOPE 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 under the Title I Program.

Activity	Anticipated Activity Timeline	Contact Person
<p><u>Family Nights</u>-the purpose of family night is to have teachers choose and use an activity from their classroom to teach families what they can do at home with their children to improve their academic skills in reading or math.</p> <p>A set amount of funds will be provided for each family night for the following:</p> <ul style="list-style-type: none"> -Transportation -Food -Interpreter(s) -Cost of materials for the activity(s) -compensation for teachers' planning time and time at the event 	<p>Every other month</p> <p>Teachers will choose and sign up for a month that they want to present their activity (s) to the families.</p>	Parent Liaison & Teachers
<p><u>Parent Education Program Nights</u>- The purpose of Parent Education Program Night is to train and inform parents of the ways in</p>	<p>Every other month</p> <p>Parents will learn strategies to help their children with schoolwork. Parents will have the</p>	Administration & Parent and Community Engagement Coordinator

<p>which they can support their child(ren)'s education.</p> <p>-Speakers from different organizations such as PACER, Ramsey County, etc will present information to parents.</p> <p>-Workshops focused on homework help will be provided to parents.</p> <p>-Parents will receive information regarding Special Education services that the school provides for students.</p>	<p>opportunity to practice strategies taught during the sessions.</p>	
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PART III: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACHIEVEMENT

As a component of the school-level parental involvement plan, each school shall jointly develop with parents for all children served under this partnership a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for fostering high student achievement.

- 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;
 - 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.
5. HOPE will build the capacity for strong collaboration between the school, parents, and the community to improve student academic achievement through the activities specifically described below.

Activity	Anticipated Activity Timeline	Contact Person
Family Night	Every other month	Parent Liaison & Teachers
Parent Education Program Nights	Every other month	Administration & Parent Liaison
Family Fieldtrip	Once per year	Parent Liaison
Parent Volunteer Program	Throughout the year	Parent Liaison
Home Visits	At least twice a year or as needed	Parent Liaison & Teachers

HOPE's Annual Family Picnic	June	Parent Liaison & Health and Wellness Committee
Give & Take Library	Daily in the Media Center and in room 280	Parent and Engagement Coordinator
Parent Involvement Survey for Staff	End of the year review	Administration & Parent and Engagement Coordinator

6. If the school wide program plan is not satisfactory to the parents of participating children, HOPE will submit any parent comments on the plan when the school makes the plan available to MDE.

Activity	Anticipated Activity Timeline	Contact Person
Parent Comment or Feedback Box in the main office	Throughout the year Check box weekly Review in the middle and at the end of the year	Administration & Parent Liaison
Parent Satisfaction Survey	End of the year	Parent and Engagement Coordinator
Parent concerns and questions at the end of each Parent Education Program Night and Family Night	Monthly event (parents will be able to express their concerns, suggestions and questions throughout the school year)	Parent and Engagement Coordinator

A. HOPE Community Academy will work with its Title I Program in helping parents understand topics such as the following, by undertaking the actions described in this paragraph.

- 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

Activity	Anticipated Activity Timeline	Contact Person
Parent Education Program Night dedicated to State Academic Content Standards	Every other month	Administration & Parent and Engagement Coordinator
Parent Education Program Night dedicated to informing parents of progress monitoring at home and at school	Every other month	Administration & Parent Liaison
Parent Education Program Night dedicated to inform parents of how to work with educators	Every other month	Administration & Parent Liaison
Welcome Night for current HOPE students and parents	Once per year at the beginning of the school year per grade level	Administration, Parent and Engagement Coordinator, & Teachers

- B. HOPE Community Academy 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 and engagement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

Activity	Anticipated Activity Timeline	Contact Person
RTI Program (reading intervention program)	Throughout the year	Administration & Reading Specialists
Smart Board for Parents’ Meetings	Throughout the school year	Administration
Parent Education Program Night dedicated for homework help at home	Every other month	Administration & Parent and Engagement Coordinator
Homework help strategies in the school newsletter and Character Education	Monthly	Dean and Program Development Director

- C. HOPE Community Academy will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Eastside Learning and other programs that encourage and support parents in supporting the education of their children, by:

Activity	Anticipated Activity Timeline	Contact Person
Eastside Learning	Daily	Administration

High School Recruitment	Annual in Spring	Parent Engagement Coordinator
University of Minnesota Extension Program	Fall and Spring	Program Development Coordinator and Parent Engagement Coordinator

- D. HOPE Community 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 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:

Activity	Anticipated Activity Timeline	Contact Person
Flyers	Every other month and as needed	Office Manager & Parent Engagement Coordinator
School website	Monthly throughout the year	Office Manager & Parent Engagement Coordinator
Newsletter	Monthly throughout the year	Middle School Teacher
Phone calls	As needed	Parent Liaison and Parent Engagement Coordinator

7. HOPE 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 school. 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). HOPE 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.

Activity	Anticipated Activity Timeline	Contact Person
Parent Education Program Night	Every other month	Administration & Parent Engagement Coordinator
Parent Satisfaction Survey	Spring	Administration & Parent Engagement Coordinator

8. HOPE 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 Title I and to explain the requirements of Title I, and the right of the parents to be involved and know how their child is doing in academically.

Activity	Anticipated Activity Timeline	Contact Person
Fall Annual Meeting	Fall	Administration & Parent Engagement Coordinator

9. If the school wide 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 education agency.

Activity	Anticipated Activity Timeline	Contact Person
Documentation of parents meetings/concerns/etc. in the main office	Throughout the year Review in the middle and at the end of the year	Administration & Parent Liaison
Parent Involvement Survey for Parent	End of the year	Administration & Parent Liaison
Parent concerns and questions at the end of each Parent Academy Night, Family Night, envelope on bulletins, and parent concern box in the main office	Monthly event (parents will be able to express their concerns, suggestions and questions throughout the school year)	Administration & Parent Liaison

PART IV. DISCRETIONARY DISTRICT/SCHOOL PARENTAL INVOLVEMENT PLAN COMPONENTS

HOPE Community Academy’s Parent Involvement Plan may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities:

- Provide necessary literacy training for parents from Title I, Parent A funds, if the school district has exhausted all the reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school related meetings and training sessions.
- Train parents to enhance the involvement of other parents.

- In order to maximize parental 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 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.
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

Activity	Anticipated Activity Timeline	Contact Person
Childcare for parents’ participation in Family Night and Parent Education Program Night	Every other month	Parent Engagement Coordinator and Program Development Director
Dinner Program-HOPE provides free dinner for all events	2-3 times monthly or as needed for events	Parent Engagement Coordinator
During School Tutoring – volunteer college students to help students with their classwork	Daily	Administration & Parent Engagement Coordinator

HOPE will involve parents in the decisions regarding how funds reserved for parental involvement activities are used:

Activity	Anticipated Activity Timeline	Contact Person
Parent Committee meeting twice a year and as needed	Fall and Spring	Administration & Parent Liaison

PART V. ACCESSIBILITY

To satisfy all requirements of the parent and family engagement of Title I, HOPE Community Academy will provide ample opportunities for all parents to participate in school activities, events, and programs. HOPE Community Academy will accommodate parents with limited English proficiency, parents of children with disabilities, and parents of migrant children to provide information and school reports in a uniform format and, to the extent practicable, in a language such parents can understand. Parents are encouraged to contact the school if they need assistance translating official school reports or information in their native language.

Activity	Anticipated Activity Timeline	Contact Person
Information on school-wide flyers and notices will be available in Hmong, Karen, and English. Class specific flyers and notices will be available in English with Hmong, Karen (or other languages) translation upon request.	All year round (including summer)	Parent Liaison
Interpreters in all language (including ASL) here at HOPE are available upon parent request for all meetings and events.	All year round	Parent Liaison
All phone calls home to parents are conducted in English with a Hmong and Karen translator upon request. Requests for other languages will be accommodated.	All year round	Parent Liaison
New Student/parent Orientation	Annually Fall	Administration and Parent Engagement Coordinator

PART VI. ADOPTION

HOPE Community Academy’s Parent and Family Engagement Policy 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.

On 8/24/2018 HOPE Community Academy’s Parent Involvement Plan will be in effect for the period of school year.

HOPE Community Academy will distribute this policy to all parents of participating Title I children and make it available to the community.

(Signature of Title I Authorized Representative)