



## School Wide Title I/Parent Involvement Plan For The 2024-25 Academic School Years

### MISSION STATEMENT

Parent involvement is a key element of HOPE Community Academy. Significant family involvement in children's learning is critical to high student achievement at every level and 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, as a Title I school we will do the following to improve student achievement:

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.

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.

In the winter of 2024 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. In the fall, winter, and spring Title I teachers are available at conferences and open houses to discuss the Title program with all parents/guardians of HOPE students.

HOPE Community Academy will offer flexible meeting times during morning, evening, or weekends (if applicable), 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 and Community Engagement team to communicate with parents and coordinate transportation, child care, or home visits for participating parents.

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 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).

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.

HOPE Community Academy will serve as a resource for parents to inquire about services or resources in the community that are available to them. As the country faces unprecedented challenges of COVID-19, it is more essential than ever to serve as a resource for information and services to our families and students who need them. We had already implemented several initiatives for the health and well-being of our families.

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

**Requirement:** Each Title I school and Local Educational Agencies (LEA) jointly develop with parents written policies to engage parents and families of participating children.

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)<br>Fall-Information and review Title I requirements<br><br>Spring-Evaluation of the current Parent Involvement Plan at HOPE and revise as needed | Yeng Her, Parent and Community Engagement Coordinator and Sierra Robinson, Title Coordinator |
| Provide resources for parents and students both online and onsite.   | Winter  | Yeng Her, Parent and Community Engagement Coordinator and Sierra Robinson, Title Coordinator |
| Post Parent Involvement Plan on school 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 2024/2025   | Parent and Community Engagement Coordinator  |

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

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

| <b>Activity</b>                       | <b>Anticipated Activity Timeline</b> | <b>Contact Person</b>  |
|---------------------------------------|--------------------------------------|--|
| Fall Annual Meeting                   | Fall                                 | Administration & Parent and Community Engagement Coordinator |
| Spring Annual Meeting                 | Spring                               | Administration & Parent Engagement Coordinator               |
| Mail home summer report cards         | Summer                               | Administration & Office Assistant                            |
| Post school reports on school website | Throughout the school year           | Parent and Community Engagement Coordinator                  |

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.

| <b>Activity</b>  | <b>Anticipated Activity Timeline</b> | <b>Contact Person</b>  |
|--|--------------------------------------|--|
| Staff development at HOPE (topic: Hmong and Karen Culture Training)                          | Fall                                 | Karen Parent Liaison & Program Development Director                        |
| Staff development at HOPE (topic: CINSIGHT training and differentiation with Richard Cashin) | Throughout the 2024-25 School Year   | Administration   |
| Staff development at HOPE (topic: Data analysis process and report card standards/scores)    | Fall & Spring                        | Administration & HUB Leadership  |
| Staff Parent Involvement Survey  | End of the school year               | Parent and Community Engagement Coordinator & Program Development Director |

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

| Activity   | Anticipated Activity Timeline                              | Contact Person  |
|--|--|---|
| Family Nights<br>Math & Science<br>Reading<br>Writing  | Every other month  | Parent and Community Engagement Coordinator & Teachers                    |
| Parent Education Program Nights • Health and Wellness<br>Financial Literacy<br>Personal Finance<br>Citizenship Class   | Series of sessions once a week once program starts         | 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<br>Follow up with parent's or teacher's concern of individual student(s)<br>Provide reading/math strategies to help parents work with student(s) at home | As needed  | Parent and Community Engagement Coordinator & Teachers                    |

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"> <li>-Transportation</li> <li>-Food</li> <li>-Interpreter(s)</li> <li>-Cost of materials for the activity(s)</li> <li>-compensation for teachers' planning time and time at the event</li> </ul> | <p>Every other month</p> <p>Teachers will be recruited to lead Family Nights and engage with families.</p> | <p>Parent Engagement Coordinator</p> |
| <p>A set amount of funds will be provided for each family night for the following:</p> <ul style="list-style-type: none"> <li>-Transportation</li> <li>-Food</li> <li>-Interpreter(s)</li> <li>-Cost of materials for the activity(s)</li> <li>-compensation for teachers' planning time and time at the event</li> </ul>   | <p>Once a month series once program starts</p>   | <p>Parent Engagement Coordinator</p> |

**Part III:**

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  |
|--|-------------------------------|---|
| <p>Family Night</p>                    | <p>Every other month</p>      | <p>Parent Engagement Coordinator &amp; Teachers</p>                   |
| <p>Parent Education Program Nights</p> | <p>Every other month</p>      | <p>Parent Engagement Coordinator and Program Development Director</p> |

|   |                        |  |
|---|------------------------|--|
| Parent Volunteer Program                    | Throughout the year    | Parent & Community Engagement Coordinator                    |
| Home Visits                                 | As needed              | Parent Community Engagement Coordinators & Teachers          |
| HOPE's Annual Family Picnic                 | June                   | Administration   |
| Give & Take Library and Birthday Books      | In Cafeteria           | Parent & Community Engagement Coordinator and Administration |
| Parent Satisfaction Survey and Staff Survey | End of the year review | Administration & Parent & Community Engagement Coordinator   |

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.

| <b>Activity</b>  | <b>Anticipated Activity Timeline</b>   | <b>Contact Person</b>   |
|--|--|---|
| Parent Comment or Feedback Suggestion Form on HOPE's Website                           | Throughout the year<br>Check weekly<br>Review in the middle and at the end of the year                               | Administration & Parent and Community Engagement<br>Coordinator |
| Parent Involvement Survey for Parents  | End of the year  | Parent and Community Engagement Coordinator                     |
| Parent concerns and questions at the end of each Parent Academy Night and Family Night | Monthly event (parents will be able to express their concerns, suggestions and questions throughout the school year) | Parent and Community Engagement Coordinator                     |

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

- 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
- how to work with educators

| <b>Activity</b>   | <b>Anticipated Activity Timeline</b>                              | <b>Contact Person</b>  |
|---|---|--|
| Parent Academy Night dedicated to State Academic Content Standards                            | At least one month per year                                       | Parent and Community Engagement Coordinator                  |
| Parent Academy Night dedicated to inform parents of progress monitoring at home and at school | At least one month per year                                       | Parent and Community Engagement Coordinator                  |
| Parent Academy Night dedicated to inform parents of how to work with educators                | At least one month per year                                       | Parent and Community Engagement Coordinator                  |
| Parent and New Student Orientation  | Once per year at the beginning of the school year per grade level | Administration & Parent and Community Engagement Coordinator |

HOPE Community Academy 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.

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:

| <b>Activity</b>   | <b>Anticipated Activity Timeline</b> | <b>Contact Person</b>                             |
|---|--------------------------------------|---|
| Title One Night (reading intervention program)                        | Throughout the year                  | Administration & Title One Coordinator            |
| Smart Board for Parents’ Meetings                                     | Throughout the school year           | Administration                                    |
| Parent Academy Night dedicated for homework help at home              | At least one month per year          | Administration & Parent Liaison                   |
| Homework help strategies in newsletter; Emphasize character education | Monthly                              | Dean of Students and Program Development Director |

|   |                           |                           |
|---|---------------------------|---------------------------|
| Support at Connect and Assess days to connect online to Infinite Campus to check grades and register for teacher/classroom newsletters. | Fall/Back to school weeks | Parent Engagement Liaison |
|---|---------------------------|---------------------------|

HOPE Community Academy will, with the assistance of its Title I Program will instruct teachers and staff members 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, by:

| Activity                     | Anticipated Activity Timeline | Contact Person                     |
|------------------------------|-------------------------------|------------------------------------|
| Staff Development Training   | Twice a year                  | Principal & Family Engagement Team |
| Ongoing support for teachers | ongoing                       | Family Engagement Team             |

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                  | As needed                     | Parent & Community Engagement Coordinator |
| School website          | Monthly throughout the year   | Parent & Community Engagement Coordinator |
| Student Newsletter      | Monthly throughout the year   | Middle School Teacher                     |
| Phone calls to families | As needed                     | Parent & Community Engagement Coordinator |

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 Academy Night | Every other month             | Administration and Parent & Community Engagement Coordinator |



|                                       |                 |   |
|---------------------------------------|-----------------|---|
| Parent Satisfaction Survey to Parents | End of the year | Parent Community Engagement Coordinator |
|---------------------------------------|-----------------|---|

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 this part and to explain the requirements of this part, and the right of the parents to be involved.

| Activity            | Anticipated Activity Timeline | Contact Person                  |
|---------------------|-------------------------------|---------------------------------|
| Fall Annual Meeting | Fall                          | Administration & Parent Liaison |

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

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

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<br>Review in the middle and at the end of the year   | Administration & Parent & Community Engagement Coordinator |
| Parent Involvement Survey for Parent  | End of the year  | Administration & Parent & Community Engagement Coordinator |
| 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 & Community Engagement Coordinator |

### **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.

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.

| Activity  | Anticipated Activity Timeline  | Contact Person   |
|---|--|--|
| Parent and New Student Orientation  | Before school starts for new student/parent to HOPE<br><br>Beginning of the year for all students/parents                    | & Parent & Community Engagement Coordinator                |
| Connect to Assess K-5   | Summer 2024 & 2025 for scholars to individually meet teachers and assess for ability grouping for fall                       | Administration   |
| FUNDations K-3  | Tier 1 curriculum, support for analysis and implementation based on data for instruction with in classroom by Title teachers | Title 1 Coordinator  |
| PLC   | Weekly Thursday data meetings. Instructional decisions made with data.   | Teachers   |
| Conferences   | Fall & Spring  | Teachers   |
| Parent Academy<br>Night-Dedicated to report cards and progress monitoring | At least once per year   | Administration & Parent & Community Engagement Coordinator |

#### 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 |
|----------|-------------------------------|----------------|
|----------|-------------------------------|----------------|

|  |  |  |
|--|--|--|
| Parent Childcare Program-provide compensation for paraprofessionals that volunteer their time to help with childcare at HOPE   | As needed throughout the year                                | Administration & Parent & Community Engagement Coordinator |
| Dinner Program-HOPE provides free dinner for all events  | 2-3 times monthly or as needed for events                    | Administration & Parent & Community Engagement Coordinator |
| After School Homework Help – volunteer college tutors to help students with their homework, parents work on projects or is being educated in other areas of their needs, child care provided | 2-3 three times per week throughout (Fall & Spring semester) | Administration & Parent & Community Engagement Coordinator |
| Kindergarten Summer Program-to provide rituals and routines for new kindergarten students to get them ready for kindergarten   | Summer   | Administration & Parent & Community Engagement Coordinator |

**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 & Community Engagement Coordinator |
| Interpreters in all languages here at HOPE are available upon parent request for all meetings and events.   | All year round                    | Parent & Community Engagement Coordinator |
| 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 & Community 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 11/01/2024 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.

A handwritten signature in black ink that reads "Melissa Damon". The signature is written in a cursive style with a large, looped "D" and a long, sweeping tail.

(Signature of Title I Authorized Representative)

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(Signature of Title I Authorized Representative)

