**HMONG COLLEGE PREP ACADEMY DISTRICT 4103-07**

**PARENT INVOLVEMENT PLAN**

Hmong College Prep Academy believes that parents (including those who are economically disadvantaged, have disabilities, have limited English, have limited literacy, are of any racial or ethnic minority background, or are parents of migratory children) are partners with teachers and other staff in the education of their children and that parent involvement and empowerment are essential at all levels throughout the school district.

Hmong College Prep Academy believes that student academic achievement requires that parents have an understanding of curriculum, academic achievement standards, assessments, district/school policies and procedures, and of how to monitor their children’s progress and work with educators to improve the achievement of their children.

**District Administration shall work in collaboration with parents and guardians and shall actively support the schools and parents in enhancing parent involvement by:**

* respecting parents as partners in the education of their children;
* valuing diversity and the need for equity in each school;
* promoting parent involvement in district leadership and decision-making;
* fostering a welcoming and responsive environment for parents;
* ensuring accountability of the staff at all levels throughout the district in working with parents as partners;
* valuing the need for partnerships within public and private entities in the HCPA community;
* ensuring flexibility and accessibility within Administrative operations and flexibility within district-wide processes and procedures; and
* establishing and promoting communication as a source of trust and understanding between the district and parents.

**Administrators, teachers and all school staff shall work in collaboration with parents and guardians by:**

* respecting parents as partners in the education of their children and honoring their role as first and life-long teachers;
* valuing diversity and equity in each child’s learning;
* setting high expectations for excellent customer (student/parent) service;
* expecting high student achievement for all students;
* promoting parent involvement in decision making;
* valuing partnerships within the public and private entities within the HCPA community;
* ensuring flexibility and accessibility within school-wide operations and flexibility within school processes and procedures; and
* establishing and promoting communication as a source of trust and understanding between the school and parents.
* Hosting a series of target events with the goal to communicate and educate our parents about college prep and academic success.
	+ Senior Parent Night- guiding the seniors through their senior year of high school
	+ FAFSA Night for seniors and their families to complete the FAFSA for college
	+ Junior Parent Night- getting juniors ready for their last two years of high school
	+ Freshmen/Sophomore Parent Night
	+ Middle School to High School Parent Night
	+ 5th grade to Middle School Parent Night
	+ College and Career Fairs

**Parents/Guardians are asked and encouraged to be involved in their children’s learning and education by:**

* taking the initiative to seek the best educational opportunities for their children;
* understanding and respecting the mission and values of the school;
* respecting teachers and supporting school staff as partners in the education of their children;
* demonstrating respect for the school as a whole, including the faculty and staff;
* developing jointly with the teacher, a school-parent compact for their child that outlines how the parents, the school and the student will share the responsibility for improved academic achievement;
* identifying and addressing barriers to parent involvement;
* understanding school procedures and opportunities to contribute or receive support;
* participating in the development of the school parent involvement plan and the review and evaluation of the plan;
* utilizing two-way lines of communication between parents, school staff and the district on the instruction, achievement and conduct of their children;
* participating in training opportunities that will include but are not limited to: strategies/reinforcing learning at home, discipline and understanding cultural differences;
* valuing diversity and the need for equity in each child’s learning;
* participating in decision making;
* volunteering in their children’s schools; and
* supporting and engaging in developing partnerships within the Hmong College Prep Academy community.

The following outline is in compliance with the legal requirements of the Every Student Succeeds Act (ESSA). It represents joint development with parents, teachers, and administrators. The policy will be available to all parents in the school district.

1. Parents will have an opportunity to assist in developing the building plan, review the program and make suggestions. To accomplish this:
* All parents will be invited to an annual meeting offered before 1 December to maximize the opportunity for parents to participate and to be informed of the following: Title 1 Objectives: objectives and instructional methods; the student selection process; test scores and how schools are identified for school improvement; and that they, the parents, have the right to request to know the qualifications of teachers and paraprofessionals in their school. The parent coordinator/facilitator with the assistance of the Title I teacher will schedule, notify parents and conduct meetings.
* The School District will hold a minimum of two meetings/forums annually, which will be held for the purposes of consultation, advising and evaluation. The participants will be parents, school wide support staff, teachers, community representatives and Administrators. These meetings/forums will be advertised and open to all parents. The parent coordinator and the Title I instructor will set the agenda and conduct the meetings.
1. Support will be provided to parents and teachers as they plan and implement effective parent involvement by:
* Providing parent and parent/child workshops and activities based on the assessed needs and interests. The parent group with the parent coordinator’s leadership will plan and conduct 1 workshop per year.
* Developing a Parent/Teacher/Student Compact in cooperation with both parents and teachers and promoting its use for the betterment of the students. The compact shall be presented in a way that attends to the literacy and language levels of parents. The compact will include an explanation of how it will be distributed, monitored and assessed. The Parent/Teacher/Student Compact shall be discussed at the fall parent/teacher conference. During the spring parent meeting the agenda will include discussion of the Parent/Teacher/Student Compact for the purpose of evaluating the effectiveness of the compact.
* Providing a facility that will be a working site for parents to hold meeting/workshops, work on projects and obtain materials to encourage parents to support their child’s learning. The maintenance of the active parent center will be undertaken to the extent possible.
* Providing current, reputable parent literature/materials in a format that is understandable to parents.
1. In order to promote the school’s and parents’ capacity to form a strong partnership and work toward higher student academic achievement, the school will:
* Assist parents in such areas as the State’s academic content standards, State student academic achievement standards, State and local assessments, the requirements of this part and how to monitor a child’s progress and work with educators to improve the academic achievement of their children as well as provide information on how parents can participate in decisions regarding the education of their children.
* Encourage parents to visit their children’s classroom during the school day through participation in side-by-side and daily classroom activities.
* Inform parents of school activities through newsletters, phone calls, web sites, e-mail and other media.
* Encourage staff to have regular two-way meaningful communication with parents through parent teacher conferences, progress reports, home visits, classroom newsletters, school web site and providing opportunities for observation of classroom activities.
* Cooperate with other agencies and resources to promote necessary training for parents. Parents will be provided with information as to ways to secure their GED through Adult Education Programs and by informing parents that the public library is available for them.
* Encourage the education of teachers, pupil services personnel, Administrators and other staff with the assistance of parents, in the value and utility of contributions parents can make as classroom volunteers, sharing skills and interests, assisting and coordinating workshops, helping in the parent center and encouraging other parents.
* Develop partnerships with community based organizations and business sponsored programs, workshops and training, and having representation at school functions.
* Make information available, in a format and, to the extent possible, in the language parents can understand.
* Provide materials and training to help parents work with their children to improve their children’s academic achievement. Such training would include literacy training and using technology, as appropriate, to foster parental involvement.
1. Parents will participate in the annual evaluation of the content and effect of the school parental involvement policy and practice. They will also consider:
* Increasing parent involvement
* Ways to overcome barriers, which may limit participation for those who are economically disadvantaged, disabled, have limited literacy, have limited English proficiency or are of any racial/ethnic minority background. The annual evaluation will be used to revise and/or design parent policy practices to better parental involvement and parental input.

HCPA EVENTS:

| Date | HCPA Events |  |
| --- | --- | --- |
| August 21 | Parent/ Student Retreat/ Title I, II, III Programs | School rules and policies |
| August/September | Family Survey | Family Survey |
| September 19 | Senior Parent Night | Community Engagement |
| October 10 | FAFSA Night | Focus on helping parents fill out FAFSA forms  |
| October 16-17 | Parent-Teacher-Student Support Conferences | Student –Led Conferences  |
| November 7 | Junior Parent Night | Community Engagement |
| November 19-21 | Parent Connections | Community Engagement |
| November 20 | World Culture day | Community Engagement |
| December | Toys for Tots | Toys for Tots |
| January 25 | Career Fair | Community Engagement |
| February 6 | Freshman & Sophomore Parent Night | Community Engagement |
| February 20 | Kindergarten Round-Up Family Fun Night | Literacy /School readiness/ Successful learners  |
| March 7-8 | Parent-Teacher-Student Support Conferences | Student –Led Conferences |
| March 14 | College Fair | Community Engagement |
| April 17 | 8th Grade Parent Night | Focus on transitioning to High School |
| May 1 | 5th Grade Parent Night | Focus on transitioning to Middle School |
| May 6-10 | Parent Connections | Community Engagement |
| May 31 | Awards Ceremony | Community Engagement  |