| Document ID**113** | Title**DISTRICT/SCHOOL PARENT/FAMILY INVOLVEMENT POLICY** | Effective Date**10/14/19** |
| --- | --- | --- |
| Last Date of Review**10/14/19** | Date of Re-Review: **2022-2023** | Date Approved by Board of Directors: **10/14/19** |

1. **PURPOSE**
	1. NEW MILLENNIUM ACADEMY (NMA) is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with families and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Families play an extremely important role as children’s first teachers. Their support for their children and for the school is critical to their children’s success at every step along the way.
2. **DISTRICT EXPECTATIONS**
	1. NMAagrees to implement the following:
		1. NMA will put into operation programs, activities, and procedures for the involvement of families. Those programs, activities, and procedures will be planned and operated in consultation with families of participating children.
		2. NMA will ensure that the required school-level parental/family involvement policies meet the Title I requirements, and include, as a component, a school-parent compact.
		3. NMA will incorporate its parental/family involvement policies/procedures into its district plan.
		4. In carrying out the Title I parental involvement requirements, to the extent practicable, NMA will provide full opportunities for the participation of families with children with limited English proficiency, families with children with disabilities, and families of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
		5. If the district plan for Title I is not satisfactory to the families of participating children, NMA will submit any parent comments with the plan when NMA submits the plan to the Minnesota Department of Education.
		6. NMA will involve the families of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than $500,000.)
3. **DISTRICT/SCHOOL PARENTAL/FAMILY INVOLVEMENT POLICY REQUIRED COMPONENTS**
	1. NMA will take the following actions to involve parents/families in the joint development of its district parent/family involvement policy/procedures:
		1. Families were involved in the development of the Parent Involvement Policy. The policy will be disseminated to parents through parent meetings, Title I parent meetings, and will be available at NMA offices and on the NMA Title I website. Families are encouraged to be involved in all the activities of the schools including training, activities, workshops and conferences.
	2. NMA will involve parents/families in the process of district plan, review and improvement.
		1. NMA’S policy on parent/family involvement has been developed jointly with, agreed upon with, and distributed to, parents/families of participating children. NMA has high regard and much respect for our parents/families and:
			1. NMA will involve parents/families to attend Parent Advisory Council meetings where they will serve on committees to assist in developing and reviewing the Academy Improvement Plans in concert with the state Improvement Plan. All parents will continuously be informed about the Academy's progress through report cards and notices.
			2. NMA and parents/families will develop compacts that will be used to build strong and meaningful parental/family relationships. The agreement will establish how all will share the responsibility for each student's achievement. Parent surveys are sent to all parents/families for input on programs, training, materials and functions.
			3. An annual evaluation of the content and effectiveness of the parental/family involvement policy in improving the academic quality of the school including identifying barriers to greater participation by parents in activities will be conducted to determine the effectiveness of the parental/family involvement policy by comparing attendance records of previous years. Parent surveys will be conducted, questionnaires distributed, and phone calls made to gather information. Particularly, attention will be paid to our many parents who are economically disadvantaged, disabled, have limited English proficiency, or have limited literacy. Also, efforts will be made to determine why parents/families do not participate, including barriers to greater participation such as lack of transportation, absence of child care, work schedules, unsuitable meeting times or locations, traditional and cultural learnings toward school involvement, or lack of interest. The findings of the annual parental/family involvement evaluation surveys will be used to dictate what changes should be implemented to make the parental/family involvement programs more effective and, if needed, to revise the parental/family involvement policies.
			4. Involve parents/families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school parental/family involvement policy;
				1. NMA holds family nights/parent meetings. Advance notices of the meetings are posted on the website and followed by a phone call. NMA uses School Messenger to call the parents.
			5. NMA will offer a flexible number of meetings and may provide, with funds provided under this section, transportation, child care, or home visits, as such services related to parental/family involvement;
			6. NMA will provide the necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
			7. NMA will build the schools’ and parents’ capacity for parental/family involvement, in order to ensure effective involvement of parents/families and to support a partnership among families and the community to improve student academic achievement.
				1. NMA seeks to fully engage their families through the active participation of their parents through activities shared with their children. By becoming part of the parent-teacher process, parents observe the potential of education and how to participate through school and at home. According to the plan, parents seek education for its own sake to fully participate in reading and writing. Language, culture, education, and career for youth and adults alike merge to form the family connection.
				2. To achieve this paramount goal of educating families, we seek to accomplish these steps:

Parent-Teacher Conferences - Parent-teacher conferences are scheduled in October and February each school year. Families are contacted to explain the basic process of the conferences and how each parent can help prepare for the meeting and then support their children after the conference. Additional meetings may be called by the teacher, or, in the case of discipline or extenuating circumstances, by school administrators. In all meetings, the goal is to build a rapport between school and families and each child.

Home School Communication - School Messenger is used repeatedly as a mechanism to engage families in school policy meetings.

Parent Engagement Program: To empower, involve and educate parents - When parents participate and complete parent engagement classes, they will gain the knowledge and skills to effectively support their children’s education. When progress is made, parents are educated, resourceful, and confident in supporting their children. We work to ensure that the progress of each family is reached and to have the opportunity to recruit more parents to attend parent engagement classes.

* + - 1. Administrators attend all NMA family meetings and bring forward any and all family comments on the plan. Review of these comments is done by the Title I committee and administrators, as appropriate. If further action is needed by the Board, the Board will be notified.
	1. NMA will provide assistance to families of children served by the Charter School, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:
		1. the state’s academic content standards;
		2. the state’s student academic achievement standards;
		3. the state and local academic assessments including alternate assessments;
		4. the requirements of Title I;
		5. how to monitor their child’s progress;
		6. how to support their children at home;
		7. how to partner with educators.
	2. Given the language barriers and the great variance in formal education of NMA’s parents, NMA may assist by providing open discussion sessions on rules and laws by bringing speaker(s) from the outside to speak with parents. Meetings are conducted in English and will be translated in native languages, as needed.
	3. NMA will provide families 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 possible.
	4. NMA holds regular annual parent-teacher conferences in the fall and the spring to consider the needs and development plans for each student.
	5. NMA will provide materials and training to help families work with their children to improve their children’s academic achievement, such as literacy training and using technology, as appropriate, to foster family involvement.
	6. NMA will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with families 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 families and schools.
	7. NMA will take the following actions to ensure that Title I information related to the school and families - programs, meetings, and other activities, is sent to the families 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.
		1. NMA sends flyers home with students to alert upcoming meetings and activities. Families who cannot read the flyers will contact Family Engagement Liaison personnel to receive oral instructions on the activity date, time and place.
			1. NMA will convene an annual meeting, at a convenient time, to which all families of participating children shall be invited and encouraged to attend, to inform families of their school’s participation under this section and to explain the requirements of this section, and the right of the families involved.
			2. NMA’s management team along with the support of families will review the Parent/Family Involvement Policy at the first meeting.
		2. NMA will involve parents/families in the decisions regarding funds reserved for family involvement activities:
			1. Families are advised that the limited funds received under Title I are entirely committed to educational activity of teachers within NMA. Funds for meetings, transportation, child care and other supporting activities have been provided by NMA.
1. **SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**
	1. As a component of the school-level parental involvement policy, NMA 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.
		1. Conduct a 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;
		2. Provide frequent reports to parents on their children’s progress; and
		3. Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.
	2. NMA holds regular conferences in the fall and the winter to consider the needs and development plans for each student. Student Report Cards are sent home four times annually.
2. **DISCRETIONARY DISTRICT/SCHOOL PARENTAL/FAMILY INVOLVEMENT POLICY COMPONENTS**
	1. NMA Parental/Family Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its families, chooses to undertake to build family capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:
		1. Involve families in the development of training for teachers, principals, and other educators to improve the effectiveness of the training.
		2. Provide necessary literacy training for families from Title I, Part A funds, if the Charter School has exhausted all other reasonably available sources of funding for that training.
		3. Pay reasonable and necessary expenses associated with family involvement activities, including transportation and child care costs, to enable families to participate in school-related meetings and training sessions.
		4. In order to maximize family 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 families who are unable to attend those conferences at school.
		5. Adopt and implement model approaches to improving family involvement.
		6. Establish a family advisory council to provide advice on all matters related to family involvement in Title I, Part A programs.
		7. Provide other reasonable support for family involvement activities under section 1118 as families may request.
3. **ACCESSIBILITY**
	1. In carrying out the parental/family involvement requirements of this part NMA to the extent practicable, shall provide full opportunities for the participation of families with children with limited English proficiency, families with children with disabilities, and families of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.
	2. NMA provides bilingual interpreters and Family Engagement Liaison personnel for all meetings. Our building is E2/ADA rated and fully accessible to all people regardless of physical challenges.