

VOA HIGH SCHOOL
School Family Involvement Plan
2016 - 2017

PART I. SCHOOL FAMILY INVOLVEMENT PLAN REQUIRED COMPONENTS

A. VOA HIGH SCHOOL will jointly develop/revise with parents the school parent involvement plan and distribute it to parents of participating children and make available the parent involvement plan to the local community.

Activity	Date Due	By Whom?
Formation of Family Involvement Team for 2015-2016 School Year	9/30/2015	Wendy Smith
Family Involvement Team FIP and SIP review meetings	10/13/2015	Wendy Smith and Sara Grant
Distribute FIP at annual T1 meeting, SIP meetings, conferences, in first newsletter mailings, and in school registration materials.	10/13/2015	Wendy Smith and Sara Grant ongoing strategy
Plan available in Parent Resource area	Ongoing 2015-2016	Wendy Smith, Sara Grant and Jess Sapp
Distribute FIP to community partners	10/15/2015	Wendy Smith, Sara Grant and Jess Sapp

B. 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	Date Due	By Whom?
Title 1 Annual Meeting in the evening (time when most families are available)	10/13/2015	Wendy Smith
Enrollment meetings with families	Ongoing 2015-2016	Wendy Smith, Jess Sapp

C. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

Activity	Date Due	By Whom?
Title 1 Annual Meeting	10/13/2015	Wendy Smith
Activities which provide opportunities for teachers and staff to connect with families: African American Family Involvement day, Senior Night, Latino Heritage night, Native American family breakfast	Throughout school year	Wendy Smith, Sara Grant, Jess Sapp, VOA High School Staff, family volunteers
Future Planning: College counseling, financial aid informational meeting (Senior Night) and counselor and family appointments	as needed, at times requested by families	Jess Sapp, Wendy Smith and staff
Restorative Measures meetings: District partnership with legal services to place and support students	As needed, at times requested by families	Wendy Smith, Sara Grant, Jess Sapp, MPS District Social Worker, Legal Rights Center
Conferences-District Scheduled	evening and day conference options-fall and winter	Entire VOA High School staff
Conferences-Family or staff scheduled (either in person or over phone)	As needed, at times requested by families	Entire VOA High School staff

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, schoolwide under section 1114 and the process of the school review and improvement under section 1116.

Activity	Date Due	By Whom?
Title 1 annual meeting	10/13/15	Wendy Smith, Sara Grant, Jess Sapp, & VOA High School Staff
Family Involvement Plan and School Improvement Plan review meetings	6/3/15, 10/13/15 and at quarterly meets.	Wendy Smith, Sara Grant, Jess Sapp, & VOA High School Staff and families

E. Provide parents of participating children –

- a. timely information about programs under this part;
- b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
- c. 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.

Activity	Date Due	By Whom?
Title 1 Annual Meeting	10/13/2015	Wendy Smith
Newsletter- Family Informer Quarterly reporting to families (all school mailing in three languages and included in registration folder)	Oct 2015, Jan 2016, June 2016	Wendy Smith, Muna Ahmed, Brenda Castellano
Conferences-District Scheduled and Family or staff requested	10/13 & 14 /15 and 2/11-12/15 and ongoing	VOA High School Staff
Information Folder-Distributed at Registration and at all parent/family contact events	Ongoing 2015-2016	Wendy Smith, Sara Grant, Jess Sapp, & VOA High School Staff

F. If the schoolwide 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 educational agency.

Activity	Date Due	By Whom?
Family Involvement Plan and School Improvement Plan review meetings	6/3/15,10/13/2015 and 2/11-12/2015	Wendy Smith and Sara Grant
Feedback invited during district scheduled conferences, parent and staff requested conferences in person and via telephone.	10/13/15 and 2/11/16 and ongoing 2014-2015	VOA High School staff

G. VOA HIGH SCHOOL will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

Activity	Date Due	By Whom?
Information included in the quarterly newsletter, at the T1 and Family events, in the information folder given at registration time, on the school's website and in the family registration area at the school.	10/13/15 and ongoing	Wendy Smith, Sara Grant and Jess Sapp

PART II. REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parent 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	Date Due	By Whom?
School Family Compact-discussed and signed	Upon enrollment and ongoing 2015-2016	Wendy Smith, Jess Sapp, & families
Conferences-district scheduled and Family or staff requested	10/13-14/2015 and 2/11-12/2015 and ongoing	VOA High School Staff
3 week progress reports	At completion of three week grading periods	Wendy Smith & Jess Sapp
Activities which provide opportunities for parent/family and staff contact, listed in part IC	Throughout 2015-2016 school year	VOA Ed Center staff
Family contact requirement for all teaching staff every 3 week grading period	Throughout 2015-2016 school year	All VOA teachers

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part –

- a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children;

Activity	Date Due	By Whom?
Newsletter- Family Informer Distributed quarterly by all-school mailing and within the registration folder distributed at enrollment	Oct 2015, Jan 2016, June 2016	Wendy Smith & Jess Sapp
Academic Counseling-during 2 organized information nights and as requested by families.	10/13-14/2015, 2/11-12/2016 and ongoing 2015-2016	Wendy Smith & Jess Sapp
Conferences-district scheduled or requested by families and staff	10/13-14/2015 & 2/11-12/2016 and ongoing	VOA High School Staff
Information Folder	Upon registration and ongoing 2015-2016	Wendy Smith & Jess Sapp

Testing outcome reports shared with students when received or available	As standardized testing is completed	Wendy Smith, Sara Grant, Jess Sapp, Math and Language Arts Staff
PLC (Professional Learning Community). Forum for teachers to learn how to access and use testing outcomes to effectively communicate progress to families.	Through out year 2015-2016	Wendy Smith, Sara Grant, VOA High School Staff

b. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

Activity	Date Due	By Whom?
Newsletter-Family Informer distributed quarterly by all-school mailing and in registration materials	Oct 2015, Jan 2016, June 2016	Wendy Smith & Jess Sapp
Conferences-District scheduled and as requested by families and staff	10/13-14/2015 and 2/11-12/2016 and ongoing	VOA High School Staff
Information Folder-distributed at enrollment and at all events throughout the year	Ongoing 2015-2016	Wendy Smith & Jess Sapp
District offered parent and family programming-VOA High partners families with these programs if available	As available	Wendy Smith & Jess Sapp

c. Shall educate teachers, pupil services personnel, principals, and other 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	Date Due	By Whom?
Leading and attending events which provide opportunities for parent staff contact, listed in Part IC	Throughout 2015-2016 school year	VOA High School Staff
Communication- Call log expectations, involvement with families when they visit the school for any reason.	ongoing 2015-2016	VOA High School Staff
Serving on SIP and FIP teams	May 2015, September 2015, May 2016	VOA Ed High School Staff
Attending Family Involvement area and district meetings	As able and needed	Jess Sapp, Wendy Smith, Sara Grant
Conferences-district scheduled and family or staff requested	10/13-14/2015 & 2/11-12/2016 and ongoing	VOA High School Staff
Parent Observation and Volunteering	Ongoing 2015-2016	VOA High School Staff
Contributing to IEP meetings, student assessments and ELL exiting	As needed	VOA High School Staff
Title 1 Annual information session	10/13-14/2015	VOA High School Staff
Academic Success Contract distributed and signed during times when VOA High School Staff has contact with families	Ongoing 2015-2016	VOA High School Staff

d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;

Activity	Date Due	By Whom?

e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand;

Activity	Date Due	By Whom?
Communication in appropriate languages via e-mail, telephone (school messenger) and in person. VOA High School employs bilingual receptionists that are fluent in Somali and Spanish.	Ongoing at all events, during the day as requested	Wendy Smith, Jess Sapp, Muna Ahmed, & Brenda Castellanos

f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

Activity	Date Due	By Whom?
Childcare and Transportation provided upon request for all meetings, conferences and events as well as interpreters	Available upon request	Wendy Smith & Jess Sapp

g. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training;

i. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

j. May train parents to enhance the involvement of other parents;

k. May 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 such conferences at school, in order to maximize parental involvement and participation;

l. May adopt and implement model approaches to improving parental involvement;

m. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;

n. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and

PART III ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

Activity	Date Due	By Whom?
Written Communication provided to families: Quarterly newsletter, Family Friendly SIP containing school goals, School Messenger calls, credit and testing information, information about future planning, credit acquisition, and parenting information.	8/25/2014 and ongoing	Wendy Smith, Jess Sapp, Muna Ahmed, Brenda Castellanos, and translators hired by VOA High School and district translators.

PART IV. ADOPTION