# Parent and Family Engagement Plan 2023-2024

**Hapeville Charter Career Academy**

***Mr. Richard Fowler, Principal***

*6045 Buffington Road, Atlanta, GA 30349*

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[*www.hapevillecharter.org*](http://www.hapevillecharter.org)

*Revised: March 16, 2023*

Who does Title I BENEFIT? All Hapeville Charter Career Academy students and families benefit. Hapeville Charter participates in the “Every Student Succeeds Act” (ESSA), Title I, Part A, Section 1116, which supports state, district, and school efforts to challenge academic standards to improve teaching and learning for all students. Hapeville Charter Career Academy’s Title I school wide goals foster family engagement and increase student proficiency in Math and Literacy.

**PARENT AND FAMILY ENGAGEMNET PLAN**

* **Description:** This plan describes how Hapeville Charter supports family engagement and how parents and families can participate in activities and events to promote student learning. Hapeville Charter is committed to involving our parents in all aspects of our school-wide program and offers man opportunities to get involved. The school encourages parents and families to partner with faculty, staff, and the community to support student success by playing an integral role in their child’s education at school and home.
* **Distribution:** The plan is distributed on the school’s website, social media, emailed, available with new registration, and in the Parent Resource Center. When possible, the school will share the plan with community sponsors, i.e., local churches and business partners.
* **Jointly Developed:** The Parent and Family Engagement Plan was reviewed and revised using stakeholder input. All families, parents, teachers, staff, students, and community members were invited to provide input through the Input survey (from March 30 to May 1). The input survey was available in the newsletter, social media, and the school’s website. Additional input was accepted during the school year at family engagement events and parent workshops. Parents and families gave feedback on the school-wide program at the Input Meeting on April 29,2023 at 5:00 p.m. to 7:00 p.m. The input was used to update the school’s Parents and Family Engagement Plan, School-Family Compact, School-wide Plan, and Title I Budget (consolidated Title I funds, family engagement 1% Set Aside fund, and any carry-over funds from the district).
* **Meetings and Opportunities:** Please join us at our Annual Title I Parent Meeting, Curriculum Nights, School-wide, and Input Meetings. Contact the school if you want to volunteer in the classroom or set up a meeting with the parent liaison, a teacher, or administrator.
* **Satisfactory Rating:** Feedback from the Input meetings and surveys received an overall good rating. If the Title I School-wide Plan is unacceptable or gets any unsatisfactory parent comments, the school will notify the Fulton County Schools district Title I Program Designee assigned to Hapeville Charter Career Academy.
* **Update Process:** The plan is updated annually to meet the changing needs of families, parents, students, and our school. In the spring, all stakeholders are invited to give input for the 2023-2024 school year.

**COMMUNICATION**

* **Communication Methods:** Hapeville Charter website, newsletter, social media, (Twitter, Instagram, and Facebook), Constant Contact, (email, phone, text), Campus Portal (Infinite Campus: Campus Parent and Campus Student), report cards/ progress reports, and emails, and REMIND text messages.
* **Family-Friendly Language:** The school will send information in English and Spanish as needed.
* **Hot Spots or Technology:** If your family needs help with Internet service or technology training, contact the front office, your child’s teacher, or parent liaison.
* **Meetings:** Title I Meetings, Parent workshops, conferences, and Title I Meetings are offered at different times: morning and evening. Sessions will be in person and online on Google Meet. Meetings may occur in the school’s cafeteria, or on the telephone. Please contact the school if a parent/guardian or family member would like to request a meeting. \*Online parent workshops are recorded. With the consent, they may be shared in a secondary method, i.e., YouTube video.

**Contact Information**

***Imani Dennis, Parent Liaison***

*If you have any questions or suggestions contact info:* ***Phone:*** *(404) 766-0101 EXT: 1221 /* ***Fax:*** *(404) 953-6079* [*www.hapevillecharter.org*](http://www.hapevillecharter.org)

**ANNUAL TITLE I PARENT MEETING**

**Hapeville Charter Career Academy will** take the following actions to conduct an Annual Title I Parent Meeting, at a convenient time, and encourage and invite ALL parents of participating children to attend to inform and disseminate information them about the school’s Title I program, the nature of the Title I program, parents’ rights, the school’s parent and family engagement plan, the Title I school wide improvement plan, and the school-family compact.

• *The Annual Title I Parent Meeting will be held in the beginning of the school year* ***virtually****, in the fall, prior to November 1st, with flexible times, for parents to be informed about the guidelines, purpose, goals, and expectations of the Title I Program.*

Hapeville Charter Career Academy will ensure that the plan is written in an understandable language for all parents. We will provide ***translation of Title I documents in English and Spanish, and other languages to a practical extent. Interpreters may be available for other languages, as necessary. Information will be posted on our school website, flyers, Infinite Campus, school app, and placed/ shared in the local community.***

• Hapeville Charter Career Academy will offer meetings at various times *(such as in the morning and evenings)*, as well as offer different formats such as individual meetings and parent teacher conferences.

• As a means of addressing language barriers, HCCA will build parent capacity to support student learning at home and increase academic achievement by offering Rosetta Stone, an online language program to our parents and families with limited English proficiency.

**SCHOOL-FAMILY COMPACT**

**Hapeville Charter Career Academy** will take the following actions to jointly develop with parents of participating children a school-family compact that outlines how parents, the school staff, and students will share the responsibility for improved student academic achievement and the means, by which the school and parents will build and develop a partnership to help children achieve the state’s high standards.

*The School-Family Compact is an outlined agreement that parents, guardians, students and staff jointly developed. It explains how we as a community of stakeholders will share responsibility for student achievement. This compact will help build a unified bridge towards increasing student achievement and working toward State Standards.*

*The parents, students and staff of Hapeville Charter Career Academy work together to review and revise our School-Family Compact. This compact is uniquely developed to meet the needs and goals of our school and students.*

*Each school year, meetings are held for parents/guardians, community, and teachers to provide valuable suggestions to aid in student learning and to compare the compact with school data to review our progress and assess our goals.*

*Hapeville Charter Career Academy is open to parent feedback on the compact at any time during the school year. Our school will also implement meaningful consultation with parents, family members, students, school staff, employers, business leaders, philanthropic organizations, and other stakeholders throughout the school year.*

**RESERVATION OF FUNDS**

If applicable, **Hapeville Charter Career Academy** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

• *Hapeville Charter Career Academy will host an Annual Title I spring Parent Input Meeting for parents to be given an opportunity, each school year, to determine areas of need for 1% of parent engagement funds, as well as throughout the school year.*

**COORDINATION OF SERVICES**

**Hapeville Charter Career Academy** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities, with other Federal, State, and local programs, including public preschool programs and conduct other activities, such as parent source. We will conduct other activities, such as parent resource office, that encourage and support parents in more fully participating in the education of their children by:

• *Transitional Parent meetings to improve the transition from Middle to High School and from High School to College*

• *Virtual Cluster Meetings (to coordinate and distribute information) to and for parents at other grade levels that will eventually transition into Hapeville Charter Career Academy*

• *Preparing virtual presentations for ALL parents to learn and understand Infinite Campus to follow students HS progress*

• *Parents and students will receive information from HCCA administrators and teachers on:*

*Academic resources, activities, schedules and strategies that will enable parents to assist their children in the transition from middle school to high school. In addition, Hapeville Charter Career Academy will provide senior students and their parents with 12th grade exit transition to post-secondary education activities. During our annual Senior Parent Night (Virtually), at Hapeville Charter Career Academy, parents will receive materials and information on post-secondary options, college applications, and financial aid/Hope Scholarships.*

**BUILDING CAPACITY OF PARENTS**

**Hapeville Charter Career Academy** will build the parents’ capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

• Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and

• Materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement

• The Residential Facilities in the Hapeville Charter Career Academy attendance area are included in the Family engagement correspondence and activities.

• Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:

• The challenging State’s academic standards.

• The State and local academic assessments including alternate assessments. • The requirements of Title I, Part A.

• How to monitor their child’s progress.

• How to work with educators to improve the achievement of their child. ***Hapeville Charter Career Academy School*** *will host the following events virtually to build the Capacity for parental/ family engagement…*

• ***HCCA ELA Curriculum Night, September 27, 2023 @5:00PM***

*All grades, especially Freshmen parents, are invited to attend and participate in understanding the curriculum of their child's courses.*

•  ***Annual Title I Parent Meeting, September 28, 2023 @ 5:00PM ALL*** *parents, families, community members, stakeholders, and families are invited to attend and hear important Title I information (How our school participates in the Title I program, Family Engagement: Parents Rights, Parent Family Engagement Plan, and School-Family Compact, the school Title I Budget and how we spend it, Curriculum and Assessments, and Teacher Qualifications, and Parents’ Right- To-Know.*

• ***How do I help my child succeed in English/Language Arts? - Parent Literacy Night, November 15, 2023 @5:00PM***

***ALL*** *parents and community members are invited to learn about Literacy resources that will be helpful for your child at home and through online learning.*

• ***Parent/ Family Workshop: Meet Your Liaison November 2023 /TBD In*** *celebration of National Parent Involvement Month, we will have cluster activities for all**families (parents, students, and community members are invited to attend)!*

• ***Parent Technology Night, November 9, 2023 @5:00PM*** *This night is an opportunity for All Parents & community partners to learn about all the ways our school is using technology to assist parents with staying abreast of academics at home.*

• ***How do I help my child succeed in Math? - Parent Math Night, November 15, 2023 @5PM***

***ALL*** *parents and community members are invited to learn about Math resources that will be helpful for your child at home through an evening of hands-on activities.*

• ***College & Career Expo - January 2024 (TBD)***

*Learn about our graduation requirements & transition to post-secondary education and/ or employment opportunities.*

• ***Georgia Milestone Family Night, February 2024 TBD***

*Gain knowledge and resources to help your child prepare for the Georgia Milestones/ EOC’s.*

• ***Spring Title I Input Meeting, March 2024 @10 AM & 5 PM HCCA (TBD)***

*All parents and community members are invited to attend and participate in the planning meeting to hear important Title I information and share in the decision- making/revision process for Title I school-family compact, Parent & Family Engagement Plan, family engagement, budget, and staff training.*

• ***Rising 9th Grade Orientation, April 2024 (TBD)***

*Meet the HCCA administrator, counselors, parent liaison and teachers for your student transitioning from 8th grade to 9th grade. Academic resources, strategies, and activities will be provided to assist your child in the transition from middle school to high school.*

• ***District Title I Parent Meeting 2024 (TBD)****Gain knowledge and provide input about the District Title I Program and Plans.*

***\*\*All workshop titles and times are subject to change. Efficient notice will be sent if changes are made.***

***\*\*Parent Liaison: Hours Mon-Friday 8:30am-3pm (some hours and days will vary) Title I Parent Liaison Contact Information: Imani Dennis***

***idennis@hapevillecharter.org or (404) 766-0101 EXT 1221***

**BUILDING CAPACITY OF SCHOOL STAFF**

**Hapeville Charter Career Academy will** provide training to educate the teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in the value of 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 by:

• *Title I Parent Liaison will present a Building Staff Capacity in-service to all HCCA Staff and school personnel each semester (Fall and Spring), to focus on core communication and partnerships with parents.*

• *Staff will have continuous communication training, websites, videos, surveys, etc.*

• *Staff will also be educated on the value and unity of contributions from parents as well as a better understanding of how to reach out to, communicate with (in a timely manner) and utilize parents as equal partners in their child’s education in order to build a bridge or strong connections between home and school.*

• *On-going collaboration within grade levels and with other support staff to continue review or application of practice to follow up on training (including surveys, assignments, and applicable practice) to work with and view parents as equal partners.*

**Hapeville Charter Career Academy will** provide other reasonable support for parent and family engagement activities under Section 1116(e) (14) as parents may request by:

• Offer a flexible number of meetings at convenient times

• Involve parents and the community in the development of effective building staff capacity training

 • Provide opportunities for regular meetings requested by parents to participate in two-way communication relating to the education of their child such as:

• Parent-Teacher Conferences (via Request for a singular or multiple teachers)

• Standard Monthly Parent Conferences

• Title I Planning Meetings/ Surveys

• Title I Annual Parent Meeting

• District Title I Parent Meetings

• Individualized Education Program Meetings

• Quarterly partnership meetings (Parents, Student Representatives, and Community members)

REVISION DATE:

March 16, 2023

SY 2023-2024

**SHARE YOUR THOUGHTS….**

We want to hear from you! If you have any suggestions or if there is **any** part of this plan that you feel is not satisfactory with the students or schools goals for academic achievement, please feel free to provide us with your comments or feedback in the space provided below. This form can be returned to the Hapeville Charter Career Academy Parent Resource Office (PRO) or the HCCA Front Office.

\*\*We thank you in advance for your support!

Name (Optional):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number (Optional):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address (Optional):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEEDBACK:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions/Concerns:**

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