**(5.12) Title I School-Level Parental Involvement Policy**Harlem Heights Community Charter School (HHCCS)  has developed a written Title I Parental Involvement Policy with input from Title I parents. HHCCS’s charter was created to meet the needs of the students that Title one supports. With this in mind, the Parent Involvement Policy was a work in process with the School Accountability Team. It has been distributed the policy to parents of Title I students. A copy of the Parent Involvement Policy will be included in the student handbook and in one newsletter at the beginning of each school year. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

**(5.12.1) Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Harlem Heights Community Charter School, the following practices have been established:

**(5.12.1.1)** The school convenes an annual meeting to inform parents of Title I students bout Title I requirements and about the right of parents to be involved in the Title I program. HHCCS combines this meeting with the beginning of the year open house to make attending multiple events more convenient for families.

**(5.12.1.2)** Over the course of the school year the school offers a flexible number of meetings for Title I parents at a variety of times to meet the needs of families.

**(5.12.1.3)** The Title I School Accountability Team, consisting of teachers, administrators, parents, and community members, will meet to analyze data from parent surveys as well as program feedback from teachers, administrators, parents, and community members. Using this data, the committee develops a list of recommendations for improving programs and the Title 1 Parental Involvement Policy.

**(5.12.1.4)** The school provides parents of Title I students with timely information about Title I programs. The school will hold parent meetings, conferences, and activities regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts.

**(5.12.1.5)** The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

* Each teacher will send home a folder containing student papers and work samples each week.
* Teachers will routinely contact parents on an individual basis to communicate about their child’s progress.
* The school will provide to parents reports/report cards every four weeks with information regarding their child’s academic progress and upcoming classroom and school events.

**(5.12.1.6)** The school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

**(5.12.2) School-Parent Compact**

Harlem Heights Community Charter School distributes to parents of Title I students a School-Parent Compact. The Compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State’s high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

* The school’s responsibility to provide high-quality curriculum and instruction
* The ways parents will be responsible for supporting their children’s learning
* The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child’s class; and opportunities to observe classroom activities

HHCCS used the compact created by Lee County School District (the LEA) and presented it to the Title I families of the school. This allows the Charter school to establish consistency between the school district as well as present the same requests that many parents have received for older students attending other district schools. This information is distributed with other documents during the parent meeting.

**(5.12.3) Building Capacity for Involvement**

Harlem Heights Community Charter School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

**(5.12.3.1)** The school provides Title I parents with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children. The student report cards reflect the FLDOE standards for each grade level. This is explained to the parents, with the help of an interpreter if needed, in relation to their child’s actual academic performance.

**(5.12.3.2)** The school provides Title I parents with materials and training to help them support their children's achievement. This includes literacy and math events and family reading and math packets.

**(5.12.3.3)** During professional development and staff meetings, with the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. 

**(5.12.3.4)** The school coordinates and integrates the Title I parent involvement program with other programs, such as a parent resource center, and family literacy activities to encourage and support parents in more fully participating in the education of their children. 

**(5.12.3.5)** The school provides programs independently and in connection with the Heights Center for families including but not limited to English Language Learning, GED programs, family literacy and math events.

**(5.12.3.6)** The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. The school will distribute a monthly newsletter to parents that is developed with participation of the administration, staff, and parent volunteers. It includes school news, and a calendar of school activities. The school also will post parenting tips relating to school achievement such as homework tips, organizational skills, and study skills on their Facebook page in English and Spanish to support the home language of students.

**(5.12.4) Accessibility**

Harlem Heights Community Charter School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

HHCCS is handicapped accessible, all information is provided in parents first language and interpreters are available when needed and/or present at all meetings for limited English proficient parents.