

## **Title I, Part A 2018-2019 Parental and Family Engagement Plan Harlem Heights Community Charter School**

I, Debra A Mathinos, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### **Assurances**

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1116
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116)];
- If the plan for Title I, Part A, developed, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1116)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified [Section 1116)
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1116)].

*Debra A. Mathinos*

Signature of Principal or Designee

*May 15, 2018*

Date Signed

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### **Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116)].

The School Accountability Team, consisting of teachers, administrators, parents and community members, meets regularly to analyze data from parent surveys, workshop/training evaluations and summary student achievement data. Using this data analysis, the SAT develops a list of recommendations for improving parent programs, improving instructional programs and identifying new areas to be addressed to increase family involvement in support of student achievement.

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### **Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116].

count	Program	
1	1 IDEA (Students with Disabilities)	All programs and activities will seek to educate families on how to provide home support to students falling under IDEA so that these children can increase their level of success in the classroom.
2	2 ESOL/ELL (Title III)	All programs and activities will be available to all parents. All invitations, flyers, and messages are translated into Spanish.

The school, in collaboration with The Heights Center, offers a program called Teach.Learn.Connect. This program provides monthly classes to parents to help them develop the skills needed to support their children's academic development. Classes are taught by charter school staff, who work first with parents on skills and then in the final 20 minutes of each session, guides parents as they implement the skills with their child. Additionally, once every quarter a family program is offered on such topics as literacy development, writing, mathematical development, or positive behavior support.

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### **Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Title I meeting during Fall Open House	Administrator, teachers, support personnel	August	Flyers, Agenda, handouts, sign-in sheets, workshop comments forms

### Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1116)].

Meetings and workshops are offered at a variety of times (morning, afternoon, and early evening) to increase opportunities for parent involvement. Spanish and English translators are available during all parent and family engagement opportunities.

Teachers schedule parent/teacher meetings at flexible times during the day, throughout the year.

No Title I funds are budgeted for transportation, child care or home visits. Childcare and home visits are donated to the school by The Heights Center. The Heights Center offers after school programming available to all children enrolled in the Charter School, and child care during family engagement activities is provided by the Center's after school staff. Additionally, the full time social worker employed by The Heights Center facilitates home visits as a courtesy to the Charter School.

### Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1116)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title 1 Annual Meeting during Fall Open House	Director, Staff	Provide information to parents about the Title I program, about expectations and how they can support their children at home.	August	Flyers, Agenda, handouts, sign-in sheets, workshop comments forms
2	SAT Meeting	Director, Staff	Invite all families to attend meeting to discuss school progress, improvement, identify needed activities	September	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations

4	Parent-Teacher Conferences	Director, Staff	Provide information to families on progress of students and how families can support student	October	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations
5	Positive Behavior Support/Homework without tears	Director, Staff	Provide information to families on strategies they can use to facilitate student behavior toward learning both in school and at home, including the role of homework	November	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations
6	SAT Meeting	Director, Staff	Invite all families to attend meeting to discuss school progress, improvement, identify needed activities	December	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations
7	Reading and Writing Fun	Director, Staff	Provide information to families on strategies they can use to facilitate literacy skill development	January	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations
8	SAT Meeting	Director, Staff	Invite all families to attend meeting to discuss school progress, improvement, identify needed activities. Begin planning for upcoming year	February	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations
9	Student led Conferences	Director, Staff	Provide information to families on progress of students and how families can support student	March	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations
10	Math Around Us	Director, Staff	Provide information to families on strategies they can use to facilitate skill development in mathematics	April	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations
11	Sensational Summer	Director, Staff	Provide information to families on strategies they can use to help their student maintain skill growth over the summer	May	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations



### Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents 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 parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Strategies for effective family communication	Director, Ena Fuentes	Building communication with parents	August in-service	Parent and Faculty surveys
2	Increasing parent involvement and Engagement	Director, Ena Fuentes	Increasing parent involvement in workshops & trainings as well as engagement in educational process	Monthly during whole school staff meetings	Numbet of families attending Parent involvement opportunities

### Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1116)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Family Resource Center	Ena Fuentes	Provide parents access to materials and activity booklets that can be used at home	On-going across the school year	Notification Flyers, Sign-out Sheets, Evaluations
2	Family Fun night	Ena Fuentes	Provide families with game ideas, materials for use at home	January, May	Notification Flyers, Sign-in Sheets, Evaluations

### Communication

Describe how the school will provide parents of participating children the following [Section 1116]:

Timely information about the Title I programs [Section 1116];

Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;

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[Section

If the schoolwide program plan is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1116]

The school distributes information about Title I programs to parents in a format and language accessible by the parents. The annual Back to School Open House also serves as the first Title I Family Night when the purpose of Title I is shared with parents. Monthly newsletters including upcoming activities, meetings and important dates are provided in both English and Spanish. This information is also posted on the School website. The school provides an overview of standards and grade level curriculum at the beginning of the year Open House/ Title I Family Night. In addition, the school utilizes a standards-based report card. The report card, and specific standard expectations, is explained in more detail to parents/families at parent-teacher conferences in October, and at Student Led conferences in March. Each teacher sends home a folder containing student papers and work samples on a weekly basis. Teachers also routinely contact families on an individual basis to communicate information regarding student progress. Interim reports and report cards are also provided to parents. In the event parents have found the school-wide plan unsatisfactory, they will be provided contact information for the Lee County School District Title I office.

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### **Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116)].

Activities are scheduled at a variety of times to allow for the participation of families with different work schedules. Activities and information are provided in both English and Spanish to accommodate home languages of parents. The school distributes information to parents in a format and language accessible by the parents. All information, including upcoming activities, meetings and important dates is provided in both English and Spanish. This information is also posted on the School website. A translator is also available for in person communication.

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### **Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

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## Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.to the Title 1 Crate for the 2018-2019 school year

## Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116].

Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the 2018-2019 school year

## Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116)].

Upload evidence of parent input in the development of the compact to the Title 1 Crate for the 2018-2019 school year

## Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1116)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title 1 Annual Meeting/Open House	1	68	Provide information regarding school progress, Title I Program, Curriculum, Standards and progress monitoring
2	SAT Meetings	4	17	Invite all families to attend meeting to discuss school progress, improvement, identify needed activities
3	Parent-Teacher Conferences	1	71	Provide information to families on progress of students and how families can support student

4	Positive Behavior Support/Homework without tears	1	26	Provide information to families on strategies they can use to facilitate student behavior toward learning both in school and at home, including the role of homework
5	Reading and Writing Fun	1	33	Provide information to families on strategies they can use to facilitate literacy skill development
6	Student led Conferences	1	71	Provide information to families on progress of students and how families can support student
7	Math Around Us	1	34	Provide information to families on strategies they can use to facilitate skill development in mathematics
8	Sensational Summer	1	Happening in May, 2018	Provide information to families on strategies they can use to help their student maintain skill growth over the summer
9	Family Fun Night	2	68	Provide families with game ideas, materials for use at home to support literacy and math skills

### Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Strategies for effective family communication	1	7	Building communication with parents
2	Increasing parent involvement and Engagement	8	7 each session	Increasing parent involvement in workshops & trainings as well as engagement in educational process

### Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116)].



count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Scheduling	Flexibility in times events are planned
3	Language	Parent involvement specialist who is bilingual will translate
4	Lack of Child Care	Child care will be provided during the parent and family engagement events

### Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity

