

# Jacqueline Harris Preparatory Academy

## Title I, Part A Parental and Family Engagement Plan

### Involvement of Parents

Describe how the school will involve parents and families 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 {ESEA Section 1116}.

Parent involvement is a vitally important component of Jacqueline Harris Preparatory Academy. Annually, a Title I Parent Meeting will be held to provide parents with information regarding the school's performance, a description and explanation of the school's curriculum; information regarding the types of academic assessment used to measure student progress; explain that they have the right to make suggestions and participate, as is fitting, in the education of their children, and notify them of available resources and educational activities for parents. Additionally, during the Title I meeting, parents will be notified of their parental rights, and input submitted by them will be documented in the minutes of the Title I parent meeting.

### Coordination and Integration with Other Federal Programs

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home {ESEA Section 1116}.

#	Program	Coordination
1	Survey Parents to see what topics may be of interest to them for engagement purposes.	Pat Dixon
2	Invite Parents to participate in school events.	Pat Dixon

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families 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, and the rights of parents are covered at the annual meeting.

#	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop meeting materials	Patricia Dixon	August 2018	Agenda, handouts, etc.
2	Advertise/publicize event	Patricia Dixon	September 2018	Flyer/invitation and Sign-In sheet
3	Title I Parent Meeting	Patricia Dixon	September 28, 2018	Sign-In sheet
4	Maintain documentation	Patricia Dixon	September 28, 2018	Sign-In sheets/Parent Input/Agenda/Meeting Minutes

## 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 engagement {ESEA Section 1116}.

At the beginning of each school year, Jacqueline Harris Preparatory Academy will host Orientation Day prior to the beginning of school. Letters will be mailed to parents, notifying them of this meeting. Additionally, information about orientation will be posted on our school website. Orientation will be offered in the afternoon to accommodate parents' work schedules. Parents are invited to meet their child's teacher prior to the first day of school.

Parents will be notified of the APTA meetings in early fall and the activities scheduled to increase parent participation. It is the goal of Jacqueline Harris to involve all parents in the education of their children.

Topics under consideration will include the following:

- Title I meeting
- Family, Home and School Compacts
- Parental Involvement
- Evening APTA meetings
- Curriculum meetings

## Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement, and building relationships with the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents assist parents/families to work with their child. Include information on how the school will provide other reasonable support for parent/family engagement activities under {ESEA Section 1116}.

#	Building Capacity Activity for Families	Person Responsible	Materials/Training Provided to Parents/Families	Timeline	Evidence of Effectiveness
1	Family Education	Patricia Dixon	Training provided to families to support learning at home	September - May	Sign-In Sheets & Website

## Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents/families, and in how to implement and coordinate parent/family programs, and build ties between parents/families and schools {ESEA Section 1116}.

#	Building Capacity Activity for Staff	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Communication Tool for Teachers on something positive that their student has done during the week.	Pat Dixon/Mamie Curry	Parents welcome positive feedback and like to hear from staff about positive things and not always negative things.	Weekly	Feedback from Parents and Students

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children {ESEA Section 1116}.

Inform parents of the annual Title Workshop put on by the ECSD.

## Communication

Describe how the school will provide parents of participating children the following:

- Timely information about the Title I programs;
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to obtain;
- If requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and
- If the school wide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency {ESEA Section 1116}.

Jacqueline Harris will provide opportunities for parents to fully participate in the school's activities. Parents will be notified in ample time to gain access to school events through monthly activity calendars, flyers, newsletters and telephone con

## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents. Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable, uniform format and in a language that parents/families can understand.

Flyers, progress reports, report cards, weekly phone calls or notes on Life Skills Sheet. Also, utilize the school automated call-out phone system to keep families and parents informed.

## Discretionary Activities

Activities that are not required, but will be paid for through Title I. Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

#	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Home Visits	To make contact with parents.	Pat Dixon	Let student know that the school is concerned,	As needed

## 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 disabled, have limited English proficiency, and parents/families of migratory children) {ESEA Section 1116}.

#	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation	School will offer rides via school buses or provide taxi fee when necessary. Home visits when necessary.

# Assurances about the Parent and Family Engagement Plan

I, **Celestine Lewis**, 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

- Describe how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent;
- Plan was jointly developed/revised with parents and distributed to our families and the local community;
- Involve parents and families in the planning, review, and improvement of the school wide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to review, if necessary, the school's parent and family engagement plan;
- Provide to each parent an individual student report about the performance of their child on the state assessment {ESEA 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 out of field;
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

---

Signature of Principal or Designee

***Celestine Lewis***

---

Date Signed (2018/19)

**09/25/2018**

---

(typed signature denotes approval of PFEP)