

# **Title I, Part A 2020-2021 Parent and Family Engagement Plan for 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**

### **Parent Consultations**

The school shall conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

### **Certifications**

The school will inform/notify parents (in a timely manner) of each student attending a Title I school that they have the right to request information about their child's classroom teacher and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals qualifications.

The school will notify parents when a child is taught for 4 or more consecutive weeks by a teacher who is non-state certified or state-certified but teaching out-of-field by providing a written notification to each parent in a timely manner. This notification should be timely and in letter form on school letterhead. Newsletters are not always timely and bring about providing information about a teacher's qualification for a specific classroom or grade that does not affect all parents. Notification may be disseminated via student backpack, U.S. mail, and meeting with parents.

### **School Parent and Family Engagement Policy**

The school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurance 11c-f. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

## Accessibility

The LEA ensures in carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

Debra A. Mathios

Signature of Principal or Designee

August 28, 2020

Date Signed

*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. Additionally, beginning and end of year parent surveys are used to identify topics parents would like to see addressed in trainings.*

## **ANNUAL TITLE I MEETING**

**Harlem Heights Community Charter School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement plan, the schoolwide plan (SIP).

*Annual Title I Meeting is typically scheduled for late August. The meeting is advertised by flyers, newsletters, and posting on the school website. Information related to the purpose of Title I, assessments used, parental rights, the Parent and family Engagement Plan and School Improvement Plan is presented in both English and Spanish during the meeting so all families can understand the program. The meeting is led by the School Administrator with additional information being provided by classroom teachers and support personnel. Families are asked to complete both sign-in and workshop comment forms as a means of tracking family participation and garnering feedback as to the effectiveness of the Title I Meeting.*

## **COMMUNICATIONS**

**Harlem Heights Community Charter School** will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

*The school distributes information about Title I programs to parents in a format and language accessible by the parents. The first Title I Family Night provides an overview of the purpose of and activities associated with Title I. 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. 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.*

*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.*

## **Evaluation of the 2019-2020 Parental Involvement Activities**

### **2019-2020 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.

<b>Activity</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Impact on Student Achievement</b>
1	Title I Annual Meeting	1	79	Provide information to parents about the Title I program, about expectations and how they can support their children at home.
2	SAT Meeting	3	8/meeting	Invite all families to attend meeting to discuss school progress, improvement, identify needed activities
3	Parent Teacher Conferences	1	104	Provide information to families on progress of students and how families can support student
4	Workshop: Positive Behavior Support	1	71	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	Workshop: Reading & Writing Everyday	1	86	Provide information to families on strategies they can use to facilitate literacy skill development
6	Family Fun Night	1	85	Provide information to families on strategies they can use to facilitate skill development in English Language Arts and Mathematics
7				

#	Barrier (Including the specific subgroup)- Be specific	Steps you put in place to overcome barriers - Be specific
1	Scheduling	Flexibility in times events are planned
2	Language	Staff member who serves as parent involvement contact is bilingual and translates
3	Lack of Child Care	Child care will be provided during the parent and family engagement events

## Evidence-Based Interventions/Strategies

Evidence-based interventions are practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. The kind of evidence described in ESSA has generally been produced through formal studies and research. Under ESSA, there are four tiers, or levels, of evidence:

- Tier 1 –Strong Evidence:** supported by one or more well-designed and well-implemented randomized control experimental studies.

- Tier 2 –Moderate Evidence:** supported by one or more well-designed and well-implemented quasi-experimental studies.

- Tier 3 –Promising Evidence:** supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).

- Tier 4 –Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a SEA, LEA, or outside research organization to determine their effectiveness.

					Evaluations <b>Tier 4</b>	
4	Positive Behavior Support	Director, Staff	Provide information and materials 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, workshop comments forms <b>Tier 4</b>	\$35.00 copying
5	SAT Meeting	Director, Staff	Discussion of school progress, improvement, identify needed activities for parent engagement	December	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations <b>Tier 4</b>	\$0.00
6	Reading and Writing Everyday	Director, Staff	Provide information and materials to families on strategies they can use to facilitate literacy skill development	January	Notification Flyers, Agenda, Sign-in Sheets, minutes, workshop comments forms <b>Tier 4</b>	\$35.00 copying
7	SAT Meeting	Director, Staff	Discussion of school progress, improvement, identify needed activities for parent engagement. Begin planning for upcoming year	February	Notification Flyers, Agenda, Sign-in Sheets, minutes, Evaluations <b>Tier 4</b>	\$0.00
8	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 <b>Tier 4</b>	\$50.00 (paraprofessional pay for translation services)
9	Math Around Us	Director, Staff	Provide information and materials to families on strategies they can use to facilitate skill development in mathematics	April	Notification Flyers, Agenda, Sign-in Sheets, minutes, workshop comments forms <b>Tier 4</b>	\$35.00 copying

