

**Harambee Institute of Science & Technology Charter School
Parent and Family Involvement Policy
2017-2018**

Mission Statement

To build self-respect, self-reliance, and empowerment through practical, educationally sound and culturally relevant curricula and services embedded in science and technology.

Overarching Vision

Our core belief is *“The teacher opens the door to the universe that the student may shine like a star”* (Chike Akua).

Harambee Institute of Science & Technology Charter School will put into operation programs, activities and procedures for the involvement of parents in its school with a Title I, Part A program, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

PART I. SCHOOL PARENT AND FAMILY INVOLVEMENT PLAN COMPONENTS

A. HISTCS will jointly develop/revise with parents the school parent involvement plan and distribute it to parents of participating children and make available the parent involvement plan to the local community.

- Create a *Parent Action Committee* comprised of parent volunteers
- Schedule a committee meeting to review current policy and send out notifications
- Incorporate parent input from committee meeting and revise plan
- Distribute revised policy to parents with feedback form

B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

- Schedule an annual Title I meeting and send out notifications
- Review school's participation in Title I and its requirements

C. Offer a flexible number of meetings, such as meetings in the morning or evening, and may spend Title I funds to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, child care, or home visits to enable parents to participate in school meetings and training sessions;

- Schedule quarterly report card conferences at a variety of times (afternoon, evening)
 - Offer multiple methods for participation, including phone conference, live web-chat, and home visits
- Offer quarterly parent workshops at various times
- Offer to provide transportation and/or home visit and child care if necessary for parent to participate in school meetings or training sessions

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I plan under section 1112, the Schoolwide Program Plan under section 1114, and the School Improvement Plan under section 1116.

- Conduct annual parent engagement survey and needs assessment
- Review survey and needs assessment results and consider in plan creation
- Form plan development committee to include parents
- Schedule meeting and send out notifications

- Revise plan based on input of meeting attendees
- Distribute revised plans to parents with feedback form

E. Provide parents of participating children –

- a. timely information about the Title I program;
 - Hold annual Title I meeting for parents
 - Provide updates via school website and/or mailing
- b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - Provide information at annual Title I meeting for parents
 - Review information at each individual student’s intake meeting
- c. 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, and respond to any such suggestions as soon as practically possible.
 - Hold regularly scheduled *Parent Action Committee* meetings open to all parents to elicit suggestions and input (at least quarterly)
 - Hold quarterly report card conferences at which time parents can provide suggestions
 - Schedule meetings with staff upon parent request within 10 days

F. If the Schoolwide Program Plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

G. Inform parents and parental organizations of the existence of a parent resource center, if one exists.

PART II. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parent involvement plan, HISTCS shall jointly develop with parents for all children served in a Title I school a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Review and revise compact at *Parent Action Committee* meeting
- Review and distribute compact at annual Title I Meeting/Back-to-School Night
- Review and distribute compact at each individual student’s intake meeting
- Provide frequent reports to parents on their children’s progress and discuss compact at conferences when necessary

BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership between HISTCS, parents, and the community to improve student academic achievement, HISTCS:

- a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children;

- Hold annual Title I/Back-to-School Night and discuss method for reviewing child's progress through web portal with parents
- Provide information and parent resources on school website, including instructions on how to access your child's grades and progress through web portal
- Hold quarterly report card conferences, at which time standards and assessments can be discussed with parents
- Hold annual parent training on state standards and assessments

b. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

- Conduct annual parent survey to generate training topics
- Hold regularly scheduled parent trainings, at least quarterly
- Hold regularly scheduled *Parent Action Committee* meetings open to all parents, at least quarterly
- Provide information and parent resources on school website, including strategies and tools for parents to improve their child's achievement
- Provide Student-Parent Handbook at annual Title I/Back-to-School Night and at each individual student's intake meeting
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's education

c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value 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;

- Conduct training for staff on improving and increasing parent engagement
- Conduct annual parent survey to elicit input regarding school's engagement and communication with parents

d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children; and have parents participate in the development of the Transition Plan.

- Hold an annual *Parent Action Committee* meeting to review and revise school's Transition Plan
- Invite the *Office of Vocational Rehabilitation (OVR)* to meet with families of children with a disability in preparation for post-secondary employment and education
- Invite parents to participate in quarterly school activities, such as college and career fairs

e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand;

- Review Home Language Surveys annually to determine parent language needs
- When necessary, translate all school communication documents into parent's native language
- When necessary, provide translator for parent meetings or activities

f. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

- g. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training;
- h. May train parents to enhance the involvement of other parents;
- i. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- j. May adopt and implement model approaches to improving parental involvement;
- k. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- l. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and

PART III. ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements of Title I, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with Limited English Proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

- Parent meeting/training invitations and notifications will be distributed in a variety of ways including: mailing, school website, email, and phone call/phone blast
- When necessary, invitations and notifications will be translated into parent's native language and translators will be provided
- When necessary, accommodations will be provided for parents with disabilities

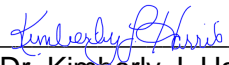
PART IV. ADOPTION

This Harambee Institute of Science & Technology Charter School Parent and Family Involvement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes.

The following parents were involved with the development of this document:

Ms. Kiesha Creighton
Ms. Charis Jackson

The Parent and Family Involvement Plan was developed by Harambee Institute of Science & Technology Charter School 03/17 and will be in effect for the period of one school year. The school will distribute this Parent and Family Involvement Plan to all families of participating Title I children and make it available to the community on or before 05/29/18.

 03/22/18

Dr. Kimberly J. Harris, CEO
(Signature of Title I Authorized Representative)

March, 2018