

## **Harlem Children's Zone Promise Academy Charter School Parent & Family Engagement Policy**

The Harlem Children's Zone Promise Academy Charter School (HCZPACS) believes that all parents and families want the best for their children and acknowledges research showing that children do best when parents are enabled to play four keys roles in their children's learning:

1. Teachers – Helping children at home
2. Supporters – Contributing their skills to the school
3. Advocates – Helping children receive fair treatment
4. Decision-Makers – Participating in joint problem-solving with the school

HCZPACS recognizes parents/guardians are full partners with educators, administrators and the Board to achieve the best possible learning experience for each child. A strong program of communication between home and school must be encouraged, continually evaluated and maintained so the school and community and connected in meaningful and productive ways.

### **Harlem Children's Zone Promise Academy Charter School Parent Compact**

The Harlem Children's Zone Promise Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### **SCHOOL EXPECTATIONS**

Each school must establish the expectations for Parent and Family Engagement Reserve

Harlem Children's Zone Promise Academy Charter School agrees to implement the following statutory requirements:

- HCZPACS will put into operation programs, activities and procedures for the involvement of parents, in all of its schools with Title I programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- HCZPACS will work with it's schools to ensure that the required school-level parental involvement policies meet the Title I requirements, and include, as a component, a school-parent compact.
- HCZPACS will incorporate this Parent and Family Engagement Policy into its school plan.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, HCZPACS will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If the school plan for Title I is not satisfactory to the parents of participating children, the HCZPACS will submit any parent comments with the plan when it submits the plan to the State Department of Education.
- HCZPACS will involve the parents of children served in decisions about how the 1 percent of Title I, Part A Parent and Family Engagement Reserve is spent, should the Title IA allocation exceed \$500,000. To allocated 90% of those funds to Title I schools for Parent and Family Engagement activities. These funds must be clearly identified in the Title I budget.

## **PART II.**

### **SCHOOL PARENT & FAMILY ENGAGEMENT POLICY REQUIRED COMPONENTS**

#### **1. HCZPACS will take the following actions to involve parents in the joint development of it's parent & family engagement policy:**

- Establish parental participation in the development and annual review of the Parent and Family Engagement Policy.
- Recruit and select one or more parents to participate on the PAPA Board, which is responsible for creating and reviewing annually the Parent and Family Engagement Policy. The composition of this committee will include parents, teachers, administrators and others.
- Additional parent input in the development and review process will be solicited at general meetings of the parent advisory organization, and through questions included in parent opinion surveys.
- Seek parent opinion from meetings and dialogue with parent members of the PAPA, and PAPA Board.

#### **2. HCZPACS will provide the following necessary coordination, technical assistance and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:**

- Establish parental participation in process of school review and improvement by ensuring the presence of parents on the school's PAPA Board, which includes responsibilities for parent feedback and generation of the school's Parent Survey for the Annual Report.
- Complete the school's Accountability Plan, which includes performance measures for student achievement, parental involvement, and other topics that gain the authorizer's approval.
- Gather data and other information, then conduct an annual review of accomplishments as compared with performance measures, prepare and forward an annual report.

#### **3. HCZPACS will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involving parents, and the community to improve student academic achievement, through the following activities specifically described below:**

- Hire and support a Parent Coordinator whose responsibility is to manage parental involvement activities and serve the needs of parents so they may support their children to learn more effectively.
- Establish parental participation in the coordination, technical assistance, and other support in planning and implementing effective parental involvement activities by ensuring the presence of parents on the school's PAPA Board, which includes responsibilities for creating and monitoring the school's Parental Involvement Plan, contained in its annual consolidated application.
- Develop, implement, and assess the outcome of educational, volunteer, and family support activities provided in the annual Parental Involvement Plan.
- Conduct performance and process assessments to determine the effectiveness of parental involvement activities. Analyze assessment outcomes and use results to inform follow up planning.

**4. HCZPACS will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (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). HCZPACS will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies:**

- Establish parental participation in the development and annual review of the Parent and Family Engagement Policy by ensuring the presence of one or more parents on the school's PAPA Board, which includes responsibilities for developing the school's Parent and Family Engagement Policy and evaluating its content and effectiveness.
- Recruit and select one or more parents to participate on the PAPA Board, which is responsible for the annual evaluation of the Parent and Family Engagement Policy. The composition of this committee will include parents, teachers, administrators and others. Minutes of PAPA Board meetings will be kept on file.
- Committee members administer a parent satisfaction survey, which is consistent with Parent and Family Engagement performance measures presented in the school's Annual Report. They analyze the survey opinion, create venues for the presentation of survey outcomes to parents, their comments and combine them, and make recommendations concerning retentions and modifications to the policy, and offer strategies for improvement of parental involvement to the BOT each year in June.
- Members of the PAPA Board and Parents will be given the opportunity to provide feedback and conclusions from parent opinion survey analysis.

**5. HCZPACS will take the following actions to involve parents in the process of school review and improvement:**

- Parents will contribute to the creation of Parent and Family Engagement performance measures, the Parent and Family Engagement Policy Plan. They will participate in the refinement, administration, analysis and presentation of the parent opinion survey.
- All parents will have the opportunity to express their opinions about the Parent and Family Engagement Policy, plan, and programs in the survey.

**PART III.**

**DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

The Harlem Children’s Zone Promise Academy Charter School Parent and Family Engagement Policy includes other discretionary activities that the school, in consultation with its parents, which it has chosen to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities:

- Involving parents in the development of training for teachers, principal, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents;
- In order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a school wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

**PART IV.**

## **ADOPTION**

This Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of Harlem Children's Zone Promise Academy

This policy was adopted by the Harlem Children's Zone Promise Academy Charter Schools on the first day of school and will be in effect for the period of 2018-2019. The school will distribute this policy to all parents of participating Title I children on or before the Annual Title I Meeting.



