



# School Parent, Guardian, and Family Engagement Policy 2024-2025

## Highland Renaissance Academy

**Directions:** The Every Student Succeeds Act (ESEA) requires each Title I school to develop a written parent and family engagement policy. Use the outline below to ensure your school’s policy includes all of the required components.

### I. Parent and Family Engagement Policy

- A. Imani Harper- Principal  
Lonna Holbrook- Assistant Principal  
Ayisha Haskins- Dean of Students  
Glenda Johnston- Teacher  
Lydia Lorenzo- Teacher  
Jessica Secondi- Teacher  
Carole Drummond-Johnson-Teacher  
Shiree Powell- Teacher Assistant

B. Briefly describe the process your school used to:

1. Elected staff and family on the SIT team help develop HRA’s Parent and Family Engagement Policy. Input was provided during the SIT meeting and via email.
2. Developed and Reviewed Policy (1-2 pages max) (to ensure the policy reflects components II through taken from Parental Engagement Section 1116 of the Every Student Succeeds Act (ESSA))
3. SIT along with administration ensure that the policy is implemented

### II. Annual Information Meeting

A. HRA will hold an annual meeting on September 21, 2022 to inform parents of the school’s participation in Title I and the right of parents to be involved. The school will convene the meeting at a time convenient for parents and will share the information with those unable to attend via Class Dojo, Parent Square and HRA Website. The school will invite all parents to this meeting, and will encourage them to attend, by:

- Using Class Dojo and Parent Square to invite parents
- Promoting Event via Newsletters, Flyers, E-mails and Marquee

### III. Flexible meeting times

A. Parent meetings and events will be held both during the school day and after the school day, at times childcare may be offered

- All shared information will be available and shared with those who are unable to attend via Class Dojo, Parent Square and the HRA website

- Information regarding times and locations will be communicated well in advance via Class Dojo, Parent Square, Flyers, Connect Ed message, school marquee

#### **IV. Title I Part A Planning**

A. The school will work to ensure that the required school level parental involvement policies meet the requirements of Title I; and each include, as a component, a school parent compact.

- HRA will notify parents of the policy in an understandable and uniform format, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency and other needs.
- If the program plan for Title I is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I schools in decisions about how Title I funds are reserved for parental involvement is spent.
- The school will build parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities as the parents may request

#### **V. Parent Information and Opportunities**

A. Describe how you will provide parents and families with the following:

1. Timely information about Title I Part A Programs

- HRA will provide parents of participating children information in a timely manner about Title I programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
  - Scheduling parent-teacher conferences (Fall & Spring)
  - Scheduling parent meetings and workshops
  - Providing information on school website (to the extent practicable)
  - Providing information in school & teacher newsletters
  - Scheduling academic workshops for parents
  - Corresponding through student agendas (as applicable)

2. School performance profiles

- Information regarding school performance profiles will be communicated during SIT meetings, parent information sessions

3. Assessment results of their child's performance

- Information regarding student performance will be communicated through progress reports, report cards, Class Dojo, parent phone calls and parent teacher conferences, state report letters, use of Powerschool for 3rd -5th graders

4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities

- Information regarding curriculum and assessments will be shared during an Open House Event, Curriculum Night, Parent Conferences, Grade Level Newsletters (All events will host translators and documents sent home will be translated)

5. Opportunities for regular meetings to participate in decision making
  - All parents are invited to participate in our SIT meetings. These meetings occur monthly and notes will be shared on the school website
6. Timely responses to suggestions and questions raised by parents
  - HRA will take the following actions to involve parents in the process of school review and improvement under Title I:
    - Parent Involvement of School Improvement Plan
    - SIT Meetings
    - Provide opportunities for meetings with flexible times and schedules
    - Evening meetings as mentioned throughout the policy
  - HRA will at the request of parents, provide opportunities for regular meetings. The school will respond to any such suggestions as soon as practicably possible by:
    - Responding by phone calls
    - Responding by email, letters, notes in agendas, or other written communication
7. Reasonable access to staff, opportunities to volunteer and participate in child's class
  - HRA will educate staff in how to reach out to, communicate with, and work with parents as equal partners and in how to implement and coordinate parent programs and build ties between parents and schools, by scheduling meetings:
    - Monthly Parent and Community Involvement Committee meetings

## **VI. School-Family Compact**

**A.** Learning Compact will be sent home to families in September, It will be reviewed with families during the Annual Title I Meeting and in classrooms. The Title I Annual Meeting will include a translator to ensure all parents are informed.

## **VII. Building Parent and Family Engagement Capacity**

**A. Briefly discuss how you will address the following:**

**1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child**

● HRA will provide parents of participating children information in a timely manner about Title I programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by

- Scheduling parent-teacher conferences (Fall & Spring)
- Scheduling parent meetings and workshops
- Providing information on school website (to the extent practicable)
- Providing information in school & teacher newsletters
- Scheduling academic workshops for parents
- Corresponding through student agendas

**2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.)**

● HRA will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy, math and technology training, as appropriate, to foster parental involvement, by scheduling:

- September 2024 – Title I Annual Meeting
- October- Parent Conferences

- Monthly Student Celebrations
- EOG and STEM Night
- Beginner's Day
- Literacy and Math Nights

**3. Educate teachers and other staff to work with parents**

- HRA will educate staff in how to reach out to, communicate with, and work with parents as equal partners and in how to implement and coordinate parent programs and build ties between parents and schools, by scheduling meetings:
  - Monthly Parent and Community Involvement Committee meetings

**4. Coordinate and integrate parental involvement programs/activities**

- HRA will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with the PTO and other programs. The school will also conduct other activities that encourage and support parents in more fully participating in the education of their children, by scheduling meetings for our parents:

- September 2024 – Title I Annual Meeting
- October- Parent Conferences
- Monthly Student Celebrations
- EOG and STEM Night
- Beginner's Day
- Literacy and Math Nights
- Monthly SIT Meetings
- School Dance
- Art Night
- Music Concerts
- Student of the Month Celebrations
- Quarterly Awards

**5. Develop appropriate roles for community-based organizations and businesses**

- HRA will engage community -based organizations and businesses through
  - HRA Partnership Meetings
  - Participation/Invitation to SIT meetings
  - Donations of goods and services
  - Volunteering opportunities (Tutoring, Read Roar Soar Reading)
  - Participation in family events
  - STEAM academies and Robotics Club

**6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child**

- HRA will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with the PTO and other programs. The school will also conduct other activities that encourage and support parents in more fully participating in the education of their children, by scheduling meetings for our parents:

- September 2024 – Title I Annual Meeting
- October- Parent Conferences
- Monthly Student Celebrations
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**7. Ensure that information related to parent involvement is sent home in the language used in the home**

- **HRA will ensure that information related to parent involvement is sent home in the language used in the home (all materials will be translated)**
  - **Class Dojo**
  - **Website**
  - **Newsletters**
  - **Agendas**
  - **Connect Ed Messages**

**VIII. English Learners and Disabled Parents and Families**

**A.** HRA will provide full opportunities for the participation of English Learner parents or with disabilities through the use of translation services and platforms that translate information sent home.

**IX. Parent/Family Requests**

**A.** HRA will provide reasonable support for activities requested by parent and Families through

- SIT meetings
- Respond through phone calls, Class Dojo, agenda books, parent meetings, or other written communication

**X. Annual Evaluation**

**A.** HRA will involve parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving academic quality of the Schools through School Improvement Meetings that are held monthly. All parents and community members are invited to participate in the monthly meetings. Monthly meetings are posted on our school website, communicated through Class Dojo and Connect Ed messages.