

**Title I School Parent and Family Engagement Policy
2022 – 2023**

HARVEY BROWN ELEMENTARY

1. Harvey Brown Elementary School shall 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 ESSA Section 1116 subsections (c) through (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. Section 1116 (b)(1) & (e)(5)
 - i. The Harvey Brown Elementary Parent and Family Engagement Policy is jointly developed with and agreed on by the Campus Education Improvement Committee (CEIC). The committee, composed of parents and school staff, annually reviews and revises this policy during the month of May. Then, the approved policy is distributed and explained to parents at the beginning of each school year.
 - ii. The policy will be emailed to parents, posted on the school/district website, distributed at the back-to school Open House event, and given/discussed at the Parent-Teacher Conferences during the fall semester.
 - iii. The campus policy will be available to the local community through a direct link on the campus/district website.
 - iv. The mission of the Harvey Brown Parent and Family Engagement (PFE) Program is to provide support for parents and families so that children are prepared socially, emotionally and intellectually to achieve the State’s high academic standards in a supportive and effective learning environment. All of the documents that will be provided in English and Spanish include the School Policy, School-Home Compact, Campus Improvement Plan, Parent and Family Engagement event flyers, progress reports, report cards, monthly calendar, informative flyers, and school emails. Parents/families needing oral interpretation or written translations into other languages should contact the school principal.
2. Harvey Brown Elementary School shall 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; Section 1116 (c)(1)
 - i. Two annual meetings for parents/families will be conducted in August/September to provide information about the Title I program at Harvey Brown Elementary. Copies of the current policy will be available. Parents/families will be notified of these meetings by email, text message, flyers sent home with students, and Month-at-a Glance calendar posted on the school website. The campus Principal is responsible for conducting these meetings.

3. Harvey Brown Elementary School shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement; Section 1116 (c)(2)
 - i. Harvey Brown Elementary School will offer a variety of meetings at convenient times throughout the year to meet the identified needs of parents/families, such as: monthly parent meetings (coffee with the principal) and meetings about various other topics including, but not limited to, informative meetings regarding math, reading/writing, and science curriculum, STAAR assessments, parenting skills, and health/wellness. The school may assist with needed Family Engagement supports to promote active participation in the meetings, such as transportation, childcare, or home visits when requested.
4. Harvey Brown Elementary School shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan under section 1114(b) (Campus Improvement Plan), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children; Section 1116 (c)(3)
 - i. Parents/families jointly develop the PFE program and activities by electing to participate in our parent/family surveys. The Site-Based Decision Making (CEIC) Committee, including parents, will study the parent evaluation responses and compile trends. The Harvey Brown Elementary Parent and Family Engagement Policy is jointly developed with and agreed on by the Campus Education Improvement Committee (CEIC). The committee, comprised of parents and school staff, annually reviews and revises this policy during the month of May. Then, the approved policy is distributed and explained to parents at the beginning of each school year. Additionally, the CEIC will jointly develop the Title I CIP School Wide Plan with the active participation of parents.
5. Harvey Brown Elementary School shall provide parents of participating children: (A) timely information about programs under this part; (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 achievement levels of the challenging State academic standards; and (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 practicably possible; Section 1116 (c)(4)
 - i. Additional parent information meetings, both formal and informal, will be held to explain and discuss Harvey Brown Elementary School's accountability rating, assessments used to monitor and measure student progress, curriculum, as well as Principal forum /coffee chat on topics or concerns expressed by parents.

6. If the school wide program plan (Campus Improvement Plan, CIP) under section 1114(b) 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.

Section 1116 (c)(5)

- i. The CIP is explained to parents during the annual Title I Parent meetings in the fall and the Site Based Decision Committee Meeting in fall.
 - ii. If the parents have negative comments, the comments will be given to the school principal who will submit the comments to the District's State and Federal Programs office.
7. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, Harvey Brown Elementary School shall: Section 1116 (e)

- i. provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging State academic 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; Section 1116 (e)(1)
 - Parent-Teacher conferences will be offered at Harvey Brown in the Fall semester and on an individual as-needed basis and at a variety of times to increase parent awareness/involvement. These may be requested by the parent or teacher.
 - Newsletters, personal contacts, written notices, marquee, school and teacher's web pages will be utilized to establish and maintain open communication. Weekly folders will keep parents informed of classroom activities and student progress. Students receive progress reports mid-way through each nine weeks period.
 - Parents are always encouraged to request opportunities for regular meetings to offer suggestions and to participate, as appropriate, in decisions relating to the education of their children. The school will respond to suggestions as soon as is practically possible.
 - ii. 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 (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; Section 1116 (e)(2)
 - Harvey Brown employs a full-time Family Engagement Liaison who is fluent in English and Spanish who can assist parents/families with questions or concerns. The Family Engagement Liaison provides materials and trainings to support parents/families throughout the year, including, but not limited to:
 - Literacy trainings (i.e. Come Read with Me)
 - Math training (i.e. Come Count with Me)
 - Nutrition/Wellness Classes
 - Math, reading, and science nights
 - iii. educate teachers, specialized instructional support personnel, principals, and other school leaders, 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; Section 1116 (e)(3)

- Harvey Brown Staff participate in professional development trainings offered during professional development and faculty meetings from the district and school counselors, the district and school behavior coach and the district Parent Involvement coordinator. These trainings focus primarily on the social and emotional growth of children.
 - Harvey Brown Staff receive on-going training from district and campus instructional support personnel and math and reading consultants in order to improve the classroom instruction to meet the needs of more students.
- iv. to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; Section 1116 (e)(4)
- District parent/family/community events (i.e. Special Education, English Learner, Gifted and Talented, Health/Wellness fairs)
 - Community social service agencies such as HAAM and Legacy
- v. Provide such other reasonable support for parental involvement activities as parents may request. Section 1116 (e)(14)
- Other types of PFE programs/services that may be provided by the school or requested by parents/families include computer classes and English classes.

This “Title I School Parent and Family Engagement Policy” was developed jointly with and agreed upon by staff and parents of children participating in our school’s Title I Part A program as evidenced by meeting agendas, sign-in sheets, and minutes. The policy was adopted by Harvey Brown Elementary School on September 26, 2022 and will be effective for the entire 2023-2024 school year. The plan is reviewed annually and revised as necessary. The school will distribute this policy to all parents of participating Title I Part A children on or before October 31, 2023. For more information about this plan, please contact the campus Principal at 281-860-1400.