

School Parent and Family Engagement

Atlanta Heights Charter School Parent and Family Engagement Plan

School Year 2023-2024

Revision Date 12/01/23

In support of strengthening student academic achievement, Atlanta Heights Charter School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the Georgia Department of Education.

Atlanta Heights Charter School agrees to implement the following requirements as outlined by Section 1116:

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- The school will ensure that the required parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA and include a school-parent compact consistent with federal law.
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the school (LEA) plan for Title I, Part A, developed under Section 1112 of the ESSA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state Department of Education.
- The school district will be governed by the following definition of parental involvement/family engagement and will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:
Family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) **Parents play an integral role in assisting their child's learning**
 - (B) **Parents are encouraged to be actively involved in their child's education at school**
 - (C) **Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child**
 - (D) **Other activities are carried out, such as those described in Section 1116 of the ESSA**

Atlanta Heights Charter School implements the required components of ESSA Section 1116 Parent and Family Engagement involvement and opportunities for stakeholder input through the following:

- Annual Title I Parent Meeting held each year before November 1.
- Multiple Parent Learning Events designed to educate parents on how to help their child(ren) succeed academically are held each year
- Multiple Parent and Family Engagement activities are held throughout the school year
- Parent Teacher Conferences are held in the Fall and Spring
- Annual Parent and Family Engagement Program Evaluation and Input Meeting
- Parent School Improvement Planning and stakeholder input meeting
- Joint development with parents and families the School-Parent Compact and Parent and Family engagement Policy/Plan
- Provide information and Communication, to the extent practical, in a language parents understand

TECHNICAL ASSISTANCE

National Heritage Academies (NHA) will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of Atlanta Heights Charter School in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

Annually, the Service Center provides to the school, a School Improvement Planning Workbook for the School to conduct a comprehensive needs assessment and design supplemental programs for the following school year utilizing applicable federal and state funding. The SIP Workbook includes data sets as well as templates designed to illicit stakeholder input for applicable federal and state funding and other supplemental grant programs

Each Spring NHA staff meets with School staff to solidify applicable federal and state supplemental grant program design plans for the upcoming school year based on the comprehensive needs' assessment.

By June 30, NHA staff submits the School Improvement Plan (CLIP).

By October 1, NHA staff submits the Consolidated Application and/or other supplemental grant applications to the State Education Agency

Annually, the Service Center School Finance team publishes a Grants Compliance Requirements and Guidance with timeline and updates which outlines all of the School's compliance responsibilities and houses forms, templates, and legislation for their use, as a means of providing guidance and technical assistance related to ESSA, Title I, Title I SIP, Title IIA, and Title IV, CARES/CRSSA/ARP, Schoolwide/School Improvement revision processes and federal and state program requirements, etc.

The Service Center School Finance team utilizes an online platform for submission and retention of grant-funded compliance documentation. Weekly, monthly, and past-due reminders for compliance tasks are sent to the school. These email reminders include due dates for the corresponding compliance requirements. This online platform is available for schools to upload, view, and retrieve their supporting documentation.

The School and NHA communicate on an ongoing basis regarding findings determined throughout the monitoring process and implementation period including but not limited to

UpPeriscope Newsletter Articles

Office Hours for Programmatic Technical Assistance

Weekly and Monthly Compliance reminder emails from OnBase and the Principal Task Management System

The NHA Service Center staff as well as the SpEd accountant and SpEd supervisor work with the School to provide guidance and technical assistance via phone, email, virtual meetings and/or formal and informal in-person visits to answer questions, provide clarification, and collect documentation to ensure compliance requirements are met.

NHA provides the School access to on demand data reports via the myNHA website to assist the School with their efforts to evaluate supplemental programs. The School reviews a variety of data to evaluate applicable federal and state programs, including but not limited to student achievement data, demographic data, program and process data, and perceptions data.

The School Quality team at NHA works with the School to discuss program data, including the comprehensive needs assessment, and to analyze the effectiveness of supplemental programs prior to finalizing plans for the following school year.

JOINTLY DEVELOPED

Atlanta Heights Charter School will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESSA:

Atlanta Heights Charter School annually involves parents in the development, review and revision of the Parent and Family Engagement Policy/Plan, School-Parent Compact, Consolidated LEA Improvement Plan (CLIP) and Schoolwide Title I School Improvement Plan by providing the following opportunities for all parents to provide input and feedback via surveys or other means.

- Fall Title I Parent Meeting -held prior to November 1st
- Annual Parent and Family Engagement Program Evaluation and Input Meeting
- Annual School Improvement Planning Meeting
- Review of School-Parent Compact during Fall Parent-Teacher Conferences
- Parent -Teacher Organization (PTO) Meetings

ANNUAL TITLE I PARENT MEETING

Atlanta Heights Charter School will hold an annual meeting, prior to November 1st, at a convenient time, to which all parents shall be invited and encouraged to attend, to inform parents of their school's participation with Title I and to explain the requirements and right of parents to be involved under ESSA section 1116(c)(1).

Annually and prior to November 1st, Atlanta Heights Charter School will hold a Title I Parent Meeting. As a Schoolwide School, all parents will be invited and encouraged to attend.

The meeting will include at a minimum a review/explanation of the following 5 required topics

1. How Title I funds are used to support students
2. The schools current year Continuous School Improvement Plan
3. The Title I Parent Involvement Policy -from the Parent Handbook
4. School-Parent Compact
5. Homeless Dispute Resolution Policy

SCHOOL-PARENT COMPACT

As a component of ESSA Section (d) Atlanta Heights Charter School shall develop, jointly with parents, a School-Parent Compact. The compact will outline how parents, school staff and students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help their child(ren) achieve the State's high academic standards.

During the Annual Parent and Family Engagement Program Evaluation and Input Meeting (see next section below) the school will collaborate with parents to review the School-Parent Compact and be provided an opportunity for input on revisions to the School-Parent Compact to be implemented the upcoming academic school year.

The School-Parent Compact will also be reviewed with parents by their child's homeroom teacher during fall conferences.

ANNUAL EVALUATION

Atlanta Heights Charter School will take the following actions to conduct, with the meaningful engagement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A program. The evaluation will include identifying barriers to greater participation by parents in 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). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental engagement, and to revise, if necessary, its parent and family engagement policies.

Annually the school will hold a Parent and Family Engagement Program Evaluation Meeting to review the effectiveness of the school's Parent and Family Engagement Programs and provide parents the opportunity to provide feedback/input into the plan for the next year. All parents will be invited to this meeting with include the following:

- Review of Parent and Family Engagement Policy/Plan
- Review of Parent-School Compact
- Review of Parent and Family Engagement Activities Calendar
- Review of 1% Reservation of Funds for Parent and Family Engagement
- Question-Answer Session
- Survey for input on any requested changes to the policy/plan/procedures/use of funds

In addition, parents are asked for their input on the Parent and Family Engagement Policy/Plan and Parent-School Compact during the annual fall Title I Parent meeting and the Spring Parent Continuous Improvement Plan Meeting.

The results of the surveys are analyzed by a committee of various stakeholders including but not limited to school leadership, staff and parents. If needed the Parent and Family Engagement Policy/Plan will be revised by the committee and published for the upcoming school year.

RESERVATION OF FUNDS

Atlanta Heights Charter Academy will involve the parents and family members of children served in Title I, Part A program in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent.

Parents will have multiple opportunities to provide input as to how the 1% Reservation of Funds for Parent and Family Engagement are spent including:

- During the Annual Parent and Family Engagement Program Evaluation Meeting
- During the Annual CLIP Parent Meeting

COORDINATION OF SERVICES

Atlanta Heights Charter School will coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs that encourage and support parents in more fully participating in the education of their children. ESSA Section 1116(e).

Atlanta Heights Charter School provides Coordination of Services in the following ways:

- **Community Partnerships:** Atlanta Heights Charter School has established Community partnerships with the following businesses/organizations:
 - Communities in School-provides community resources for students and families
 - Art in the Paint-Beautification projects for the school (i.e., refurbish basketball court)
 - Publix-Provides food and snacks for families
 - Adamsville Health Center-provides health support to families
 - PAWKids Foundation-Provides incentives for academic success and/or positive behaviors

BUILDING CAPACITY OF PARENTS

Atlanta Heights Charter School will build parents' capacity for strong family engagement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators

At least two times each year the school will host parent teacher conferences to give parents the opportunity to discuss and receive information regarding their child's academic progress

Parents will be invited to various Parent Learning Event opportunities/workshops to assist them in understanding state and academic standards, school curriculum and state assessments along with how to monitor their child's progress and resources to help them at home.

These Parent Learning Events will be held at days, time, locations and formats that are convenient for parents to attend. In addition, if needed interpreters and or materials will be provided in a language that parents understand.

The Parent Room has educational resources and materials available for parents to checkout and use to aid in improving their student's academic achievement at home.

Parent Learning Events will be communicated to parents in various ways including but not limited to Newsletters, U.S. Mail, Email, Texts, School Messenger (phone announcements), flyers, the school website and social media. Parents may follow the school on Twitter, Facebook, Instagram and YouTube for more information and announcements.

Parents will be provided multiple opportunities to provide feedback on Title I and other school programs including:

Fall Title I Parent Meeting

Spring School Continuous Improvement Planning Meeting

COVID Fund Stakeholder Input Meetings

Annual Parent and Family Engagement Program Evaluation Meeting

Various Parent and Family Learning Events and Engagement Activities held throughout the year.

The school supports the efforts of the newly formed Parent Teacher Organization (PTO) to aid in building parent capacity.

BUILDING CAPACITY OF SCHOOL STAFF

Atlanta Heights Charter School will, with the assistance of its parents, educate its teachers, specialized instructional support personnel, school leaders, and other staff 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 schools.

Atlanta Heights Charter School leadership is responsible for providing technical assistance and support to staff on how to increase parent capacity and engagement in student education including but not limited to the following:

- Providing technical assistance on the review and development of the Parent-School Compact during fall conferences
- At least two times annually the school will host parent teacher conferences
- Coordinating programs and activities that encourage parents to more fully participate in the education of their children
- At least four times per year school leadership will discuss with staff strategies to build school staff capacity on relevant topics as determined by needs assessments, leadership observations, school board and/or NHA recommendations and staff or parent feedback.

BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and support partnership among the school, parents and the community to improve academic achievement Atlanta Heights Charter Academy in consultation with parents has chosen to undertake the following programs/activities to further build capacity for parent involvement.

Atlanta Heights Charter School offers the following additional opportunities for building capacity for parent and family involvement:

- Flexible Options: Atlanta Heights Charter School will arrange parent meetings, events and provide opportunities for Parent input at a variety of times and formats (in-person, virtual, email, surveys etc.) and work with parents who are unable to attend in-person conferences to maximize family engagement and participation.
- Parent-Teacher Organization: Atlanta Heights has established a school wide Parent-Teacher Organization (PTO) to provide input on all matters related to family engagement in Title I Part A programs.

ADOPTION

This LEA parent and family engagement policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs as evidenced by

the Annual Parent and Family Engagement Program Evaluation and Input meeting held on 09/27/23

This policy was adopted by Atlanta Heights Charter School on 09/27/23 and will be in effect for the period of the 2023-2024 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before 1/31/2024.