Harbor Learning Center

Parent and Family Engagement Policy/Plan and Procedures

2026-2027

The Harbor Learning Center, (HLC), is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with families and with the community. Everyone gains if HLC and home work together to promote high achievement by our children. Neither home nor HLC can do the job alone. Families play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

The Harbor Learning Center recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. HLC intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN **REQUIRED** COMPONENTS

A. HLC will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.
   HLC collects Family input from:
   - Parent / Family Surveys
   - During Fall and Spring conferences
   - During Family orientation meetings before school starts
   - During the school year as new students enroll

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.
   At HLC, we have two Student Led Conferences, October 8-10 and March 11-13. During SLCs families will have an opportunity to provide input and feedback regarding our program as well as receive information regarding the Title 1 program in our building. Online surveys are made available in Spanish and English throughout the year for family input.

C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.
   - Families have the opportunity to schedule fall and spring conferences during daytime or evenings
   - Teachers are available for additional meetings as requested

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
   - School Improvement Plan is shared on the school website
   - Family surveys are active all year in Spanish and English so that input can be provided at a convenient time

E. Provide parents of participating children—

1. Timely information about programs under this part.
    i. Title 1 flyers are available in the school office
    ii. Information about the Title 1 program and MTSS are available on the school website
2. 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.
    i. Monthly newsletters provide information about assessments and curriculum
    ii. During conferences Teachers share student progress and grade level expectations
    iii. Skyward family access allows families to track student progress, grades, schedules, etc.

3. 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.
    - Staff is available to meet with families upon request
    - As needed school staff will reach out to families regarding their student

F. If 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 district.
    - Our school district has a formal complaint process
    - Family surveys offer another opportunity for caregivers to submit comments and provide input

PART II-**REQUIRED** SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-Provide frequent reports to parents on their child's progress.

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

- Through Skyward Family Access, Families have ongoing access to student progress
- Staff are available to meet with families upon request and during conferences in Fall and Spring
- Families are encouraged to participate in our school activities
- The School District has guidelines / process for volunteering in our schools
- Spanish translators are provided as needed for conferences and meetings
- The office has a "Translate Live" device to help staff communicate with our non english speaking families
- Progress reports are sent home at the end of January and the end of June each year.

BUILDING **CAPACITY** FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must**:

1) Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
    - Family information packets were shared with parents during conferences. These packets included information about how to monitor student progress toward grade level expectations, grades, and assignment completion.
2) Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
    - Families were provided information to access online reading and math programs from home.
    - Each student is assigned an electronic device.
3) Coordinate and integrate parent engagement 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 parent engagement.
    - Native Education Parent Advisory Meetings are held in February, April, and May
4) 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 the parents can understand.
    - Spanish translators are provided as needed for conferences and meetings
    - The office has a “Translate Live” device to help staff communicate with our non english speaking families

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

- Spanish translators are provided as needed for conferences and meetings
- The office has a “Translate Live” device to help staff communicate with our non english speaking families
- The district employs a liaison for migrant families to help keep them informed and provide support
- Spanish translators are in the building once a week and are available everyday via phone to help with family communication.

PART IV-ADOPTION – This Harbor Learning Center Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.