**H. E. Charles Middle School  
Campus Parent and Family Engagement Involvement Policy 2023 – 2024**

**You may access the H. E. Charles Family Engagement Policy in English/Spanish by visiting the H. E. Charles Website at episd.org/charles and clicking on the following tabs and links:**

* **H. E. Charles Website**
* **Parent Tab**
* **H. E. Charles Title 1 Required Documents – Family Engagement Policy**

**Puede acceder a la Política de participación familiar de H. E. Charles en Inglés / Español visitando el sitio web de H. E. Charles en episd.org/charles y haciendo**

**clic en las siguientes pestañas y enlaces:**

* **Sitio Web de H. E. Charles**
* **Ficha padre**
* **H. E. Charles Título 1 Documentos Requeridos - Política de Compromiso Familiar**

**Family Engagement Policy**

**H. E. Charles Middle School is committed to the goal of providing quality education for every child in EPISD. To this end, we want to establish partnerships with parents and with the community. Everyone gains if H. E. Charles and our Parents work together to promote high achievement of our children. Neither home nor H. E. Charles can do the job alone. Parents 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.**

**H. E. Charles recognizes that some students may need extra assistance available through the Title I program to reach the state’s high academic standards. H. E. Charles intends to include parents in all aspect 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**

**H. E. Charles will jointly develop/revise with parents the H. E. Charles Parent and Family Engagement Policy. H. E. Charles staff, parents, and community members may provide input through the CIT Committee, Parent Meetings and the Campus Feedback Survey. The H. E. Charles Family Engagement Policy will be distributed in many ways to include; posting on School Website, printed copies in Parent Center and Teacher Classrooms. The Family Engagement Policy will be available to H. E. Charles Staff, Parents, EPISD and Community Members. H. E. Charles will also;**

1. **Convene an annual meeting, at convenient times, to which all parents of participating children shall be invited and encouraged to attend. The annual meeting will be offered on two separate days and two separate times. Parents will be informed of their school’s participation, requirements, and parent right to be involved in the Title 1 Program. This annual meeting will be held before September 30th.**
2. **Offer flexible Parent Meeting times, such as meetings in the morning and/or evening so that parents may choose the time that works best for their schedule.**
3. **Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the CMS Family Engagement Policy, under Section 1112, school wide under Section 1114, and the process of the school review and improvement under section 1116.**
4. **Provide parents with the following information through Parent Meetings, Parent-Teacher Conferences, the H. E. Charles Website and CMS News, and Notifications through Text and Email;**

**\*Timely information about testing, curriculum, and programs.  
 \*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.  
 \*Opportunities for regular parent 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.**

1. **If the Campus Improvement Plan (CIP) is not satisfactory to the parents of participating children, H. E. Charles will submit any parent comments on the plan (CIP) when it makes the plan available to H.E. Charles, EPISD, and the Local Education Agency (LEA).**

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

**As a component of the H. E. Charles Parent and Family Engagement Policy, H. E. Charles 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.**

1. **Provide frequent report to parent on their child’s progress.**
2. **Provide parents with reasonable access to staff through conference, phone, e-mail, or parent portal.**
3. **Ensuring regular, meaningful communication between family members and school staff, and to the extent practicable, in a language that family members can understand.**

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

**To ensure effective involvement of parents, and to support a partnership with H. E. Charles  
and the community to improve student academic achievement, the following strategies will be utilized;**

1. **Assist parents in understanding the challenging State academic standards, how to monitor a child’s progress and how to best work with teachers. Up to date information may be found on the H. E. Charles Website (episd.org/charles), the Parent Portal and through Parent Meetings.**
2. **Provide Parent Meetings and materials to help parents work with their children, such as literacy training and using technology to include- Laptop Distribution & EPISD Power Up Agreement, Parent Portal, Schoology, Parent-Teacher Conferences, HB5, Principal Chat Monthly Meetings, Read Across the District, Academic Events and Family Nights, Social Emotional Learning(SEL), Apps teachers use to communicate with parents, State Assessments, and HB1416 which provides accelerated instruction for students who do not meet expectations on the STARR Assessments.**
3. **Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent/family contributions and how to effectively communicate with parents/families to increase academic achievement.**
4. **Coordinate and integrate parent engagement programs and activities with other Federal, State, and Local programs and conduct other activities, such as parent resource centers, that encourage and support parent engagement.**
5. **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.**
6. **Parents may always contact H. E. Charles Administration, Counselors, Teachers, Staff, or the Parent Engagement Liaison for any information or support that they may need. Please contact by phone (915) 236-6550 or by e-mail on the H. E. Charles Webpage at episd.org/charles**

**PART III-ACCESSIBILITY REQUIREMENTS**

**In carrying out the Parent and Family Engagement Accessibility Requirements, H. E. Charles will, to the extent practicable, 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). H. E. Charles will provide information and school reports required under section 1111 in a format and, to the extent practicable, in a language that parents understand.**

**PART IV-ADOPTION OF CHARLES PARENT AND FAMILY ENGAGEMENT INVOLVEMENT POLICY**

**The H. E. Charles Parent and Family Engagement Policy was jointly developed and revised by the H. E. Charles C.I.T. Committee on April 28, 2023 and Parent Meetings on April 12, 2023 at 10:00 a.m. and April 18, 2023 at 5:30 p.m. The H. E. Charles Parent and Family Engagement Policy was approved by the H. E. Charles C.I.T. Committee on August 25, 2023. It will remain in effect for the 2023-2024 School Year. H. E. Charles will distribute the H. E. Charles Family Engagement Policy to all parents of participating Title I children and make it available to the community on or before September 30, 2023.**

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**Signature of Title I Authorized Representative**

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**Date**