



## **TITLE 1-PARENT AND FAMILY ENGAGEMENT POLICY**

Promontory School of Expeditionary Learning recognizes the vital positive impact that parental involvement has on student achievement. The following Parent and Family Engagement Policy—created in consultation with parents, staff, and administration and approved by the governing board—sets forth the parameters and conditions for parental involvement in the educational programs at Promontory which are supported in part by Title I program funds.

### **PARENT COMMUNICATION**

Promontory School builds a capacity for strong parental/familial engagement by communicating clearly and consistently with families. Communication is sent out about Promontory's parent/family organization, Parents of Promontory (POP), and ParentSquare for volunteering in classrooms and on fieldwork, information about the annual Title I information meeting, other parent meetings, and additional information pertinent to parents and families. Communication will be sent by the following means as appropriate: email, school website posts, social media posts, hard paper copies, and phone calls. Translated documents (available within 24 hours of request), and reading assistance are available upon request.

Teachers send notifications to parents concerning their student's academic performance and need for extra help facilitated through the Title I program. Parents then will have the opportunity to accept or reject the extra help for their student.

### **ACCESS TO BOARD**

Promontory School's board will consist of at least two parents of children who currently attend the school as stated in the bylaws. This will give parents the opportunity to influence the operations of the school. These meetings are open to the public and are well publicized. Parents, teachers, students and members of the community are encouraged to attend and offer comments. Families are also encouraged to email board members with comments if they desire.

### **BOARD MEMBERSHIP**

As vacancies become available on the governing board, parents and community members will have the opportunity to volunteer to be considered for nomination to the board.

### **PARENTS OF PROMONTORY (POP) VOLUNTEER ORGANIZATION**

Parents of Promontory (PoP!) is the parent/family organization for Promontory School. Regular Membership is automatically granted to all parents and guardians of Promontory students, and will remain in effect for the duration of their family/household enrollment at Promontory.

Volunteer Crews will be created by the PoP! Board as needed to promote the purpose and interests of the PoP! Organization. The need for specific crews will be reviewed annually. Families will have the option each year to sign-up for individual volunteer crews. Members will have the option to join or be



removed from any crew at any time. We cultivate our value of service and encourage parents to volunteer at least 30 hours per year to the school.

Regular membership will be open, without discrimination, to any parent, legal guardian, or adult family member of current Promontory students, and current Promontory teachers, administrators, support staff, and Charter School Board members interested in the objectives of this organization and willing to uphold its policies and bylaws.

Crew leaders are voted into office by the general membership in April. They serve for a term of 1-2 years. PoP! Board Members are elected at the same time and serve for a term of 2 years.

### **PARENT LIAISON**

Every two years, a parent is nominated and elected by POP! members to serve as the POP! President, who also fulfills the role of Parent Liaison during their term. The Parent Liaison will become a non-voting member of the Governing Board, and will attend board meetings as a representative of parents of Promontory School students. The Parent Liaison will have the dual role of communicating to parent crews the needs and desires of the Governing Board, as well as being available to work with parents who wish their own concerns to be heard at board meetings. While all parents are invited to attend open board meetings, it can be helpful to parents to have an advocate sitting on the board as well.

### **TITLE I-PARENT MEETINGS**

The Annual Title I Parent Information Meeting is held during back-to-school night, or as scheduling allows. Information about Title I requirements and the parents' right to be involved in the school's academic programs is provided to all who attend.

Parents have the opportunity to schedule time with administration to voice concerns, and to express ideas.

Parents will be informed about planning, development, and review meetings and given opportunities to help develop and revise the parent and family engagement programs and policies.

Parents have the opportunity to schedule time with the administration and/or teachers to discuss their child's education when desired.

### **CONFERENCES AND CELEBRATIONS**

Promontory School holds activities throughout the year that bring parents into the school to participate in their students' learning. Student-led Conferences are held each semester where parents listen and ask questions as their child presents his/her learning progress and goals. Accommodations will be made for an alternative conference date for those who have schedule conflicts.

Promontory also holds Celebrations of Learning events open to families and the public each semester. At these celebrations, students spotlight their high-quality work and final products to visitors.

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### THE COMPACT

The School-Student- Family Compact is a written agreement between the student, parents, and school outlining how each will share the responsibility to increase student academic achievement. It forms a framework for strong parent/family engagement and addresses the importance of communication between teachers and parents on an ongoing basis. The compact is distributed to all parents with annual online registration, which they are required to sign in acknowledgement of having read the document.

### REVIEW OF PARENT AND FAMILY ENGAGEMENT POLICY

The Policy was created with the input of parents, staff, administration, and is approved by the governing board. It is evaluated at the end of each school year with a school-wide questionnaire which makes inquiries about the following possible difficulties parents may have:

- Barriers to parent and family involvement (especially families who are economically disadvantaged, disabled, of limited English or literacy proficiency, or of any racial or ethnic minority).
- Needs that parents and families have that may prevent them from helping with their children's learning and from engaging with school staff.
- Strategies to support successful family-school interactions.

A team including parents, staff, administration, and the governing board review questionnaire data. The team evaluates and makes changes to the Parent and Family Engagement Policy as needed.

### TRAINING

With input from the parent organization and governing board, administration educates teachers and support staff during scheduled faculty and aide meetings. These trainings cover:

- The value and usefulness of parent/family contributions
- How to communicate, work, and build ties with parents
- How to implement and coordinate parent programs

This information will also be communicated to employees, families, and the community through emails, newsletters, and social media posts.

### CURRICULUM

Promontory School will provide additional materials and tools to parents about strategies they can use with their children to improve academic achievement. Specifically, the school uses an online reading development program the students can use at home to further develop their skills and help identify learning gaps. Promontory School uses educational software that parents/families can access from home via the internet to see the math lessons, homework, and tutorials. Additional materials and parent training is provided as needed and to the greatest extent possible through additional digital media, teacher/parent meetings, tutorials, and written information when requested.

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