

## **School-Level Title I Parent Involvement Policy and School/Parent/Student Compact**

This policy and compact has been jointly developed and agreed upon by Propel Charter School and parents of Propel Students. The parent is the child's first teacher and even after entering school, the continued involvement of the parent is critical to the success of the child while in school. In order to accomplish this goal all parents will be given the opportunity to participate in the education of their children. Each parent will receive a copy of the Parent Involvement Policy and Parent/Student/School Compact at the beginning of the school year.

### Visitation Policy

**Building Visitation:** Upon entering the building, please stop in the office and secure a visitor's pass. Parent Visitation The administration and faculty of Propel Schools wish to support home/school cooperation. In order to make your visit to school more profitable to you and to us, and safe for all students, we ask: 1. Please schedule your visit in advance. A phone call to the principal's office will alert all staff of your presence. 2. Classroom visits are scheduled through the respective teachers. 3. If you desire a conference with a teacher, make an appointment through the office. Classes will not be interrupted for this purpose. 4. All visitors must register in the office and obtain a visitor's ID.

### Parent Involvement Policy

**Statement of Purpose:** Propel Charter School is dedicated to providing quality education for every student. To accomplish this objective, we will develop and maintain strong partnerships with parents. Parents and teachers working as partners increase student achievement and develop positive attitudes about self and school. Teachers will keep parents informed of grade level learning objectives. All students will be expected to work toward mastering these objectives. Our school recognizes the fact that some students will need extra assistance to achieve their full potential. The extra assistance is available to students through the Title I program. Propel School intends to include parent in all aspects of the Title I program. Students will be given every opportunity for success through the development and enhancement of the home/school partnership. Parent Involvement in Developing the Policy Parents, members of the community, and school staff will meet to discuss the design and implementation of the Parent Involvement Policy. Propel will recruit participation through various avenues of publicity. Meetings will be planned at convenient times and locations for all concerned parents. Meetings for Parents about Title I Propel will hold two meetings during each school year. Parents will be informed of Title I guidelines. Copies of the Parent Involvement Policy will be distributed. Parents will be encouraged to become involved in revising and updating the policy as necessary. The meetings will be held at a convenient time and location. Childcare will be provided to ensure parent participation and attendance. Written notices will be directed at attracting as many parents as possible. **School/Parent/Student Compacts** In accordance with Title I regulations, the school must develop a parent/student compact with the parents of students participating in the program. This compact will enable the school and parents to share responsibility for student performance and success. The compact must explain how students, parents, and staff will share responsibility for promoting student performance and success. All parents will be given a copy of the compact detailing the responsibilities that teachers, parents

and students have in helping students accomplish their goals. Parents are asked to discuss the contents of the compact with their child. 17 Compacts are signed at the beginning of each school year by the Parent/Guardian, the Student, the Teacher, and the Principal. Types of Parent Involvement There are many ways in which parents can be involved with their children's education. Propel values both the at-home contributions and those which take place at school. Many types of parental involvement are needed in a home-school partnership that will help all our children to succeed.

Parent involvement opportunities include:

- Supporting their child/children's learning at home.
- Volunteering in the classroom (must possess appropriate clearances).
- Volunteering to help with field trips, and other Title I Reading projects and activities.
- Parent/Teacher conferences throughout the year.

#### Matching Programs to the Needs of Our Parents and Students

Parent and student needs will be assessed through questionnaires and parental suggestions as well as a variety of other measures targeted at creating a successful school environment. Workshops and programs will be tailored to meet the unique needs of our students and parents. Parents will be informed of involvement activities through the school office. The school will welcome and promote parent suggestions. Staff/Parent Communication Parents will be welcomed through various avenues of communication throughout the school year. Newsletters, conferences, personal contacts, and written notices will be utilized to establish and maintain an open line of communication. Staff members will be trained in positive communication activities as well as effective ways to work with parents and community members. Evaluation Parents will be questioned about the effectiveness of the program and offer suggestions for improvement. The evaluation procedure will include assessment of successes in the Parent Involvement Policy as well as recommendations for improvement. The school will revise its Parent Involvement Policy based on the results of this annual review.

#### Title I Program

The Title I program is designed to help each student reach the state's academic standards. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

#### **Stakeholders Responsibilities**

Student Responsibilities:

- Read the Code of Conduct and Related Policies
- Attend school regularly and on time
- Complete and return homework assignments
- Read every day at home
- Respect the rights of others to learn without distraction and disruption
- Accept responsibility for my own actions
- Make an effort to do my best work
- Respect the cultural differences of other students, their families, and staff

- Work to resolve conflicts in positive nonviolent ways
- Comply with school rules at all times and during off campus school functions
- Deliver all reports and notices sent by the school to my parent/guardian

#### Parent Responsibilities:

- Assure my child gets to school on time and attends regularly
- Provide adequate rest, food, and medical attention for my child
- Monitor the completion of homework by establishing a time for homework, reviewing it regularly, providing a well-lighted and quiet place for study, encouraging my child's efforts and being available for questions
- Monitor television watching
- Encourage positive use of extracurricular time
- Encourage my child to read for about 30 minutes each day at home
- Participate in school activities on a regular basis
- Communicate with school staff regarding my child's needs and circumstances
- Stay aware of what my child is learning and his/her progress in school
- Be aware of and follow rules and regulations of the school. Encourage my child to follow the rules and regulations of the school
- Support the school in its efforts to maintain proper discipline
- Update contact information to maintain communication with the school

#### Teacher Responsibilities:

- Maintain and foster high standards of academic achievement and positive behavior
- Serve as a positive role model
- Respect the cultural differences of students, their families, and other staff.
- Assist the administration in facilitating and implementing the Title I Parent Involvement policy and parent involvement activities
- Provide a safe, caring and pleasant environment that promotes active learning
- Explain assignments clearly and provide homework that supports the curriculum
- Help students learn how to resolve conflicts in an appropriate and positive manner
- Advise parents of their student's progress on a regular basis
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education
- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities
- Demonstrate exemplary attendance as a model for the students
  - Provide necessary assistance to parents so that they can help with the assignments
- Continue efforts to develop professionally

#### Principal Responsibilities:

- Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet
- Involve parents in the planning, review and improvement of any Title I programs at the school
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs
- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student
  - Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parent involvement.
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a clear and understandable format.