

School Wide Family/Community Engagement Policy**PART I. GENERAL EXPECTATIONS**

Create Academy agrees to implement the following statutory requirements:

- The school will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school will work to ensure that the required school-level Family/Community Engagement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school will incorporate this Family/Community Engagement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A Family/Community Engagement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school submits the plan to the State Department of Education.
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for Family/Community Engagement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school.
- The school will be governed by the following statutory definition of Family/Community Engagement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Family/Community Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that 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) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE FAMILY/COMMUNITY ENGAGEMENT POLICY COMPONENTS

1. Create Academy will take the following actions to involve parents in the joint development of its district wide Family/Community Engagement plan under section 1112 of the ESEA:
 - Establish a parent engagement group
 - Involve parents in the planning of school activities and community events
 - Meet bi-monthly with parents
 - One meeting will be for the parent engagement group to discuss the state of the school and develop plans to further engage their peers and direct the positive culture of the school.
 - The other meeting will be with the school Principal to hear about the status of the school, its programs, and to respond with questions and concerns.
2. Create Academy will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Meet bi-monthly with parents
 - One meeting will be for the parent engagement group to discuss the state of the school and develop plans to further engage their peers and direct the positive culture of the school.
 - The other meeting will be with the school Principal to hear about the status of the school, its programs, and to respond with questions and concerns.
 - Create a community liaison with the school board to involve parents in the school strategic planning processes and the implementation of said plan.
 - The school will survey parents about the quality of their family's experience.

3. Create Academy will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective Family/Community Engagement activities to improve student academic achievement and school performance:
 - Translation of all materials sent home
 - Provision of translation during any and all school meetings, parent-teacher conferences and impromptu conversations
 - Homework assistance programs to empower parents in working with their children at home.
 - Online access to supplemental curriculum products for use at home
 - Math and ELA curriculum events
4. Create Academy will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this Family/Community Engagement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents in Family/Community Engagement 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 school district will use the findings of the evaluation about its Family/Community Engagement policy and activities to design strategies for more effective Family/Community Engagement, and to revise, if necessary (and with the involvement of parents) its Family/Community Engagement policies.
 - Parent focus groups in English and Spanish to collect opinions and ideas
 - Online survey (bi-lingual) for all families in the spring of the school year
 - Board hosted open venues for parents to share their experiences and for the school to analyze anecdotal data.
1. Create Academy will build the schools' and parent's capacity for strong Family/Community Engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - A. The school district will provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
 - the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators:

This information will be provided in written format via our school assessment brochures and at several curriculum nights throughout the school year, specifically in the months prior to major testing initiatives.

- B. The school will, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster Family/Community Engagement, by:
- Hosting semi-annual curriculum nights where students and parents learn about the program and the various supplemental teaching tools available outside of the school day, including, but not limited to; summer school offerings, online individualized programs, parent education seminars, etc.
- C. The school with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.
- E. The school will take action to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

PART IV. ADOPTION

This District wide Family/Community Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by several parent meetings, monthly newsletters and one-on-one conversations with involved parents.

This policy was adopted by Create Academy on December 1, 2017 and will be in effect for the period of the 2017-2018 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before January 1, 2018.

(Signature of Authorized Official)

(Date)

SCHOOL-PARENT COMPACT

Create Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2017-2018 school year.

School Responsibilities

Create Academy will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - The school will offer extended days for enhanced and enriched learning opportunities Mondays through Thursdays, with a class schedule that prioritizes ample amounts of time for Math (at least 90 minutes per day) and ELA (at least 120 minutes) instruction.
 - Our teachers will have access to adequate time for training to remain at the leading edge with our instructional strategies. These strategies will not only be in line with our school mission, but will be focused at differentiating and individualizing instruction to the best of our abilities so that we meet the needs of every student.
 - Create Academy recognizes that social and emotional learning is equally important, if not a precursor for maximum student achievement. We will foster a safe, welcoming school community where every voice is valued and where students learn how to express themselves with eloquence and reassurance.
 - We will employ to full-time paraprofessionals to assist in classrooms for specified and targeted instruction for those students in need.
 - We will regularly assess student performance and modify curricular designs to address deficiencies individually and in class-wide contexts.
 - We will use assessment data to help students understand their strengths and areas for growth as a meta-cognitive tool.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

August 3-4, 2017

October 4-5, 2017

March 7-8, 2018

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

The school will provide progress reports in conjunction with parent-teacher conferences as well as at the end of each semester (January, 2018 and May 2018). Additionally, teachers will provide information on the classroom curriculum and individual student progress at least bi-monthly in anecdotal fashion.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Staff will be available for consultation in person any day before or after school, with a minimum of 24 hours of notice from the parent. We maintain individual voice mail accounts, accessible 24 hours per day as well as frequent and reliable electronic communication via email and text messaging.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Our parents are frequently invited to volunteer in the school, including but not limited to:

- *Book buddies (a shared reading program)*
- *Career day*
- *Field trip chaperones*
- *Art projects*
- *Musical performances*
- *Specialized units of study as co-teachers*

Parents are welcome to observe in classes at any time with 24 hours of advance notice to the classroom teacher. Observations may be limited to 60 minutes or less, depending the rationale for the visit. In consideration of all observation requests, the school will reserve the right to protect the interests of the student, the classroom and the professional educator.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Engaging with our children in their homework*

- *Monitoring our children's screen time.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Supporting the school faculty and staff.*
- *Proactively channeling our concerns through the appropriate person.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

Create Academy will:

1. Involve parents in the planning, review, and improvement of the school's Family/Community Engagement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional Family/Community Engagement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.