

COMMONWEALTH HIGH SCHOOL
PARENT AND FAMILY ENGAGEMENT POLICY

PART I. GENERAL EXPECTATIONS

Commonwealth High School will implement the following statutory requirements:

- The school will utilize programs, activities and procedures for the involvement of parents, consistent with the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- The school will work to ensure that the required parent and family engagement policy meets the requirements of ESSA, and includes, as a component, a school-parent compact.
- The school will incorporate this parent and family engagement policy into our school plan.
- The school will, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This will include providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language such parents understand.
- The school will carry out programs, activities and procedures in accordance with the following definition of parent and family engagement:

Parent and family engagement means participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- *that parents play an integral role in assisting their child's learning;*
- *that parents are encouraged to be actively involved in their child's education at school;*
- *that parents are full partners in their child's education and are included, as appropriate, in decision-making to assist in the education of their child; and*
- *that parents participate in other activities, such as those described by ESSA.*

PART II. SCHOOL-WIDE PARENT AND FAMILY ENGAGEMENT PLAN IMPLEMENTATION

Commonwealth parents and families collaborated to develop the Parent and Family Engagement Policy to be distributed annually to parents and families of all students. This document will be distributed to parents and families during new student enrollment meetings. A copy of the policy will be provided to students at the beginning of the school year to take home to parents/families. Review of the policy will occur annually at the Spring Meeting with opportunities for input at the school throughout the school year.

1. Commonwealth High School will involve parents in the joint development of its parental involvement plan under Section 1112 of the ESEA by:
 - a. Publicizing and holding an annual fall Title I Parent meeting in conjunction with the school's Open House to:
 1. Inform parents and families about the school's program and Title I Schoolwide designation
 2. Inform parents and families of summary results of the prior year's accountability rating, if available
 3. Provide parents and families with an overview of the Title I Program
 4. Provide parents and families with information concerning parent and family engagement requirements, assessment data, mental health and family support programs, and forms or methods of measuring students' progress
 5. Seek feedback on the school's Title I Plan
 - b. Holding Title I Parenting Meetings during the school year, typically after school, to provide continued information, support and resources for all parents and families. Examples include Reading Parent and Family Night, Career and College Fairs and other Parent and Family events. Flexible times, childcare, and transportation will be provided as needed.
 - c. Encouraging parents to be involved and play an active role in their child's academic progress. Parents and families will be strongly encouraged to attend other school events and schedule and

attend parent-teacher conferences as needed.

2. Commonwealth High School will involve parents in the process of school review and improvement under Section 1116 of the ESEA by:
 - a. Publicizing and holding an annual Spring meeting in conjunction with another family event:
 1. To evaluate and/or make improvements on current program or upcoming activities.
 2. To solicit input from parents and families in the design and implementation of the School Improvement Plan and the Parent and Family Engagement Policy for the upcoming year.
 3. To share over-all preliminary EOC results, if available and alert parents and families that individual reports, if available, will be sent home at the end of the year in report cards.
 - b. Administering to parents and students an annual Satisfaction Survey to assess School performance, with the results considered by the Board as important input regarding the success of the School. A corrective action plan will be developed, if necessary, after Board review and discussion.
3. Commonwealth High School will coordinate and integrate parental involvement strategies to improve student achievement and school performance. Strategies include maintaining communication with other school programs and other related external agencies and organizations through collaboration and coordination through the following actions:
 - a. Notifying parents and families of available assistance from outside agencies, such as mental health programs, church programs which provide assistance, recreation/sports/arts opportunities, etc.,
 - b. Inviting participation by adults from the community into school events and programs with notification via flyers and social media.
 - c. Enabling distribution of food donated by local businesses or food banks supervised by our Family Support Specialist.

- d. Hosting Clinical Teacher Interns and Social Work students from local universities, as available, in our classrooms and school to help prepare them as highly qualified teachers and clinical supervision.
 - e. College and Career Fairs which include participation from local universities and employers.
 - f. Accessing services, as needed, through the Crisis Center in Children and Youth Programs.
4. Commonwealth High School will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents in parental involvement 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 will use the findings of the evaluation about its parent and family engagement policy and activities to design evidence-based strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parent and family engagement policy. Once the evaluation has been completed:
- a. Training topics will be determined by our needs assessment data and parent and family suggestions. Meetings will be scheduled on a regular basis.
 - b. Reading and math training events will each be held during the year between the Annual Fall Meeting and Annual Spring Meeting dates so administrators and teachers can:
 - 1. explain state standards in curriculum and EOC assessments
 - 2. provide strategies to improve student achievement
 - 3. explain ways to monitor student progress, i.e. Student Dashboard, progress reports, report phone communication, and conferences
 - c. Parents and families will be notified in advance of the scheduled activities.
 - d. Parents and families may request additional meetings with staff members to address questions or comments.
 - e. Assessment information will also be communicated to parents and families through newsletters, school website, and phone communication.

- f. Materials available for parent and family information and for use with their student will be available in the Parent and Family Resource Center.

Once a need is identified to assist parents and families with Limited English Proficiency and/or parents and families with disabilities, we will attempt to assist them in the opportunity to participate in their children's education in these ways:

- a. Spanish versions of district forms will be provided through Federal Programs.
 - b. The ECP department provides Spanish versions of all forms and documents.
 - c. All parents will be invited to participate on school committees, including our School Improvement Team.
5. Commonwealth High School will build the School's and parents' capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the School, parents, and the community to improve student academic achievement, through the following activities specifically described below:
- a. Parents will be involved in the development, review and revision of the Parent and Family Engagement Policy.
 - b. A Student-Teacher-Parent Contract, a voluntary agreement between home and school, will:
 - 1. Be reviewed with the Governing Board and the School Improvement Team in the spring of each year, or earlier, for suggestions for improvement.
 - 2. Be distributed at the beginning of each school year and during new student enrollment meetings.
 - 3. Define expectations and shared responsibilities of all parties.
 - 4. Identify parents and families as equal partners with the school for student learning.
 - 5. Be discussed and signed at Open House
 - c. Copies of the signed contracts:

1. Will be given to parents and families
 2. Will be kept at the school for each student to be placed a file in the main office and referenced during student/parent/teacher conferences throughout the year. Signature spaces for documentation are located on each Contract.
- d. Opportunities for input will be included during
1. Open House
 2. New student enrollment meetings.
 3. Monthly Charter Board meetings

Parents will be informed of opportunities, expectations, and requirements of the program. This will set the stage for student progress and achievement. This will be supplemented by mailings to homes, newsletters, phone calls from staff, and student/parent conferences. Throughout the year, parents will be encouraged participate in school functions, including open houses, school sponsored workshops, parent nights, student award ceremonies, and other events led by School staff and community partners on topics including post-secondary readiness, and personal development.