

## **Chief Tahgee Elementary Academy No. 483**

### **INSTRUCTION**

**2420P**

#### Parent and Family Engagement Guidelines

In order to achieve the level of parent and family engagement outlined in Charter School Policy 2420 these procedures guide the development of the school's annual parent-family involvement plan designed to foster a cooperative effort among parents and family, school, and community.

#### Guidelines

Parent and family involvement activities will include opportunities for:

1. Volunteering;
2. Parent and family education;
3. Home support for the child's education; and
4. Parent and family participation in school decision-making.

The Charter School will provide opportunities for professional development and resources for staff, parents and/or family members, and the community regarding effective parent and family involvement practices. The Charter School also encourages the inclusion of family literacy when a substantial number of students have parents and/or family members who do not have a secondary school diploma or its recognized equivalent or who have low levels of literacy.

#### Roles and Responsibilities

It is the responsibility of the student to:

1. Cooperate with school personnel and be responsible for his or her behavior;
2. Complete all homework assignments on time;
3. Participate to the best of his or her ability in all classes;
4. Read independently or with family on a regular basis;
5. Let teachers, school counselors, and family know when he or she needs help.

It is the responsibility of the parent and/or family to:

1. Actively communicate with school staff;
2. Be aware of rules and regulations of school;
3. Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school;
4. Take an active role in assuring that the child is prepared to attend school each day;
5. Utilize opportunities for participation in school activities.

It is the responsibility of staff to:

1. Work with parents and family to develop and implement a school plan for parent and family involvement;
2. Promote and encourage parent and family involvement activities;
3. Effectively and actively communicate with all parents and/or family members about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement; and
4. Send information to parents and/or family members of Title I children in a format and, to the extent practicable, in a language the parents and family can understand.

Community members who volunteer in the schools have the responsibility to:

1. Be aware of and follow all rules and regulations of the school; and
2. Utilize opportunities for participation in school activities.

It is the responsibility of the administration to:

1. Provide coordination, technical assistance, and other support necessary to plan and implement effective parent and family involvement activities that foster improved student academic achievement and school performance;
2. Provide training and space for parent and family involvement activities;
3. Provide resources to support successful parent and family involvement practices;

4. Provide in-service education to staff regarding: the value and use of contributions of parents and family; strategies for reaching out, communicating, and working with parents and family as equal partners; the implementation and coordination of parent and family programs; and building ties between parents and/or family members and the school;
5. Provide information to parents and family of Title I children in a format and, to the extent practicable, in a language the parents and family members can understand;
6. Develop jointly with, agree upon with, and distribute to parents and family of participating children a written parent and family engagement policy; and
7. Coordinate and integrate Title I parent and family engagement strategies with the parent and family engagement strategies of the Charter School's other relevant programs;
8. Create and support a Parent and Family Engagement Advisory Board for the purpose of developing, revising, and reviewing the Charter School's Parent and Family Engagement Policy. The advisory board shall be comprised of a representative group of parents and family members in order to adequately represent the needs of the population served by the Charter School;
9. Ensure that each school in the Charter School jointly develops with the parents of Title I children a school-parent-family compact that describes how parents and family, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact will: (1) identify the means by which the school along with parents and family will build and develop a partnership to help children achieve the challenging state academic standards and (2) include the requirements of Charter School Policy 2420.

Procedure History:

Adopted on: 12/19/2017

Revised on: