TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

Independence Charter School - West is committed to providing a quality education for every student. Academic success increases significantly when Parents/Guardians are engaged and form strong partnerships with their student's school. Independence Charter School - West therefore will implement programs, activities, and procedures for the involvement of Parents/Guardians in accordance with Title I of the Elementary and Secondary Education Act of 1965 (ESEA). This federal statute defines "parental involvement" as the participation of Parents/Guardians in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- that Parents/Guardians play an integral role in assisting their student's learning;
- that Parents/Guardians are encouraged to be actively involved in their student's education at school;
- that parents are full partners in their student's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their student; and
- the carrying out of other activities, such as those described in Section in 1118 of the ESEA.

Independence Charter School - West adopts this Title I Parent and Family Engagement Policy, which will be distributed to Parents/Guardians at the Annual Title I Parent Meeting, and is intended to be revised and/or refined with input from Parents/Guardians. This policy will be posted on Independence Charter School - West’s website for accessibility to Parents/Guardians and members of the community, and will be placed in the Student-Parent/Guardian Handbook.

Communication with Parents/Guardians

Ongoing communication providing information about Independence Charter School - West’s curriculum, state and local assessments, measurement of individual progress, intervention program and how students are selected for intervention services will be conveyed to Parents/Guardians through:

- Back to School Night
- Parent/Guardian - Teacher Conferences, and availability of additional conferences
- Meetings with the Principal, teachers and staff, as needed, to facilitate open communication
- Regular communication by the classroom teacher
- Other contact by email, phone or letter
Report cards
Website postings

**Parent/Guardian Involvement**

Independence Charter School West will take the following actions to involve Parent/Guardians in Title I planning, review and improvement of school programs:

- By convening an annual Title I meeting to inform Parents/Guardians of the School's participation in the Title I program, program overview and requirements, and Parents/Guardians' involvement and rights.

- Including Parent/Guardian representatives to serve on a committee to plan, review and update the School's Title I program including development of all School plans such as the Parent Involvement Policy and the School-Parent Compact, which outlines how responsibility for learning will be shared. The Parent Involvement Policy and the School-Parent Compact will be reviewed annually and updated as needed.

- Holding Parent/Guardian Partnership meetings to provide recommendations, materials, and training to help Parents/Guardians work with their student to improve academic achievement, and to help Parents/Guardians better understand the State’s academic standards and results of State and Local assessments.

- Providing opportunities throughout the school year in which Parents/Guardians will be encouraged to participate in school events and volunteer in activities.

- Ensuring full opportunities for participation and involvement of all Parents/Guardians, regardless of whether they or their student have disabilities, migratory status, or limited English proficiency, by providing information about Independence Charter School West’s Title I Program and other programs, school meetings and activities to all participating families in an understandable format and language that Parents/Guardians can understand.

- When appropriate and necessary, allowing use of Title I funds to pay reasonable and necessary expenses associated with parental involvement activities including transportation, childcare, or home visits to enable Parents/Guardians to participate in school-related meetings and training sessions.

**School-Parent Compact**

Incorporated as a component of the Title I Parental Involvement Policy, Independence Charter School - West distributes to Parents/Guardians of participating students the School-Parent Compact, which will be signed by all parties responsible for academic achievement. Jointly developed with parental input, the School-Parent Compact outlines how Parents/Guardians, the entire school staff, and students will share the responsibility for improved student
academic achievement, and describes specific ways that Independence Charter School - West and families will partner to help students achieve the State's and the School's high academic standards. It addresses not only items suggested by Parents/Guardians of Title I students, but also the following legally required items:

- Independence Charter School West’s responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet State academic standards;
- The ways that Parents/Guardians will be responsible for supporting their student's learning; and
- The importance of ongoing communication between Parents/Guardians and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff for additional conferencing in person, by telephone or email; and opportunities for Parents/Guardians to volunteer and participate in the Student’s School.

**Parent/Guardian Input**

Independence Charter School West's Title I program welcomes input from Parents/Guardians, and will take the following actions:

- Administer family satisfaction questionnaires every Spring, not only to evaluate the effectiveness of the Title I program, but also to assess levels of parental involvement and barriers, which will serve as a basis for planning and the improvement of the program
- Administer a family needs/interest survey during the school year
- Offer a variety of parental meetings and workshops
- Obtain feedback from Parents/Guardians of workshop content and delivery, with opportunity for Parents/Guardians to suggest workshop topics

**Building Capacity Through Parent/Guardian Training and Support**

In order to build the capacity of Independence Charter School West and Parents/Guardians for strong parental involvement, to support a partnership among the School, Parents/Guardians and the community to improve student academic achievement, Independence Charter School - West will provide, as appropriate, assistance, training and materials to Parents/Guardians in order to assist in their understanding of:

- Title I program overview, including an explanation of the program requirements and the rights of Parents/Guardians to be involved
- Independence Charter School - West's curriculum
- The School's report card
• State and Local academic assessments used to measure student progress, and expected proficiency levels
• Common Core standards
• How to monitor student progress
• Strategies for helping students learn, especially in literacy and mathematics

In addition to the annual Title I meeting, Parents/Guardians will be invited to attend:

• Back to School Night
• Report card conferences at least twice a year
• Parent/Guardian Partnership meetings and workshops tailored to specific grade levels

Independence Charter School - West will provide, if requested by Parents/Guardians, additional meetings for the School to receive suggestions from Parents/Guardians, and will respond to these as soon as practically possible.

Independence Charter School - West will disseminate to Parents/Guardians data regarding their student's achievement, progress reports, and classroom and standardized assessment results to enable Parents/Guardians of participating students to know of, and to take steps to improve, as needed, individual academic achievement levels and to remain actively engaged in their student's educational progress. Parents/Guardians also will be provided with materials and training to help them to improve their student's academic achievement through use of parental home activities and materials.

**Building Capacity Through School Staff**

To support a partnership with Parents/Guardians for improving student academic achievement, Independence Charter School - West will:

• Employ highly qualified teachers who will be provided with professional development, and will continually update resources and maintain an environment that facilitates learning; and

• Provide professional development training to school staff to strengthen parental involvement efforts relating to:
  -- The value and utility of contributions of Parents/Guardians
  -- How to reach out to, communicate and work with, Parents/Guardians as equal partners
  -- Implementing and coordinating parental programs
  -- Building ties between Parents/Guardians and Independence Charter School - West

**Community Outreach/Collaboration**
The staff and families at Independence Charter School - West will seek ideas and suggestions from, and will develop appropriate roles for, community-based organizations and/or businesses, and will coordinate parental involvement with such community outreach efforts.

**Adoption**

This policy was adopted by the Board of Trustees of Independence Charter School - West on March 8, 2018 and will be in effect for the period of one year.