PARENT AND FAMILY ENGAGEMENT POLICY

Discovery Charter School ("DCS" or the "Charter School") has developed a written Parent and Family Engagement Policy ("Policy") with input from Title I parents and families. DCS has distributed the Policy to parents of Title I students by [describe how the charter school distributes the Policy –e.g., copies available in the office, posted on the website, included in the handbook, etc.] This Policy describes the means for carrying out the following Title I parent and family engagement requirements.

Charter School Expectations and Objectives

In establishing the Charter School's expectations and objectives for meaningful parent and family involvement, DCS has established the following practices:

1. DCS involves parents and family members in the joint development of the Charter School's Parent and Family Engagement Plan.
    - DCS hosts monthly Coffee with the Principal and Tea with the Principal to solicit recommendations and feedback from families and share important information and updates about the school.
    - DCS supports the following parent organizations, that at least quarterly, meet to participate in the development of the Plan as well as other projects:
        - **English Learner Advisory Committee (ELAC) –** This Committee represents the interests of English Learners. The ELAC makes recommendations to the school for allocation of Title III funds for students identified as English Learners. The ELAC monitors the implementation of programs and involves parents in meaningful ways that help increase language and achievement.
        - **Parent Teacher Committee (PTC) -** The purpose of the PTC is to promote the welfare of children in our school, at home, and within our community. It provides a forum for dissemination of information, coordinates parent volunteer programs, creates and supports programs that enhance the educational experiences of Discovery's students and provides parent education. PTC meeting times and dates are listed on the school marquee and in our weekly parent information packet.

2. DCS provides the coordination, technical assistance, and other support necessary to assist and build the capacity within the Charter School in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.
    - The DCS IT department is available as a resource for parents struggling with computer and internet connectively issues, to facilitate participation in online/Zoom meetings with teachers, Board meetings, or parent committee meetings.
    - DCS hosts meetings of the school/parent community (including coffee and tea with the principal, parent committee meetings, MTSS parent trainings, etc.) that involve discussion of where to access charter information, LCAP, board policies, etc.
    - DCS provides afterschool childcare and tutoring, which includes physical activities and homework time.
    - Every week DCS sends out the *Weekly Parent Bulletin* to inform families of these opportunities – through class dojo, via email, and postings on the website.

3. DCS coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs.
    - The DCS ELAC discusses strategies for English Language Learners.

4. DCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the Policy in improving the academic quality at the Charter School.
    - DCS will revisit the Plan annually or more frequently with a focus on how the measures taken affected achievement data.

5. DCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of barriers to greater participation by parents/families (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).
    - DCS supports the following parent organizations, that participate in identifying and addressing barriers to achievement:
        i. **ELAC) –** This Committee represents the interests of English Learners. The ELAC makes recommendations to the school for allocation of Title III funds for students identified as English Learners. The ELAC monitors the implementation of programs and involves parents in meaningful ways that help increase language and achievement.
        ii. **PTC -** The purpose of the PTC is to promote the welfare of children in our school, at home, and within our community. It provides a forum for dissemination of information, coordinates parent volunteer programs, creates and supports programs that enhance the educational experiences of Discovery's students and provides parent education. PTC meeting times and dates are listed on the school marquee and in our weekly parent information packet.
    - DCS hosts "Multicultural" nights and fairs – to help families learn about each other, and foster community inclusiveness.
    - DCS engages parents in the MTSS and SST processes to address needs of students struggling academically or socially.

6. DCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of the needs of parents and family members to assist with the learning of their children, including engaging with Charter School personnel and teachers. While a meeting to discuss and evaluate the Plan will occur annually, DCS solicits input on various aspects of school functioning throughout the year, via the following events and opportunities:
    - Board meetings.
    - DCS evaluates the needs of parent throughout the school year as follow:
        a. MTSS coordinator works with parents on how to bridge gaps between school and home.
        b. DCS holds regular parent meeting on how to support children at home, better engage, etc. DCS hold regular parent trainings on academic programs and platforms the school uses, and how to assist the students on these platforms, etc.
    - LCAP includes monthly meetings with parent body
    - DCS encourages parent volunteerism and a hosts a Volunteer Orientation.
    - DCS hosts a "Discovery Night" meeting at the beginning of the school year –where parents can get info and sign up for committees, events, and meeting teachers, staff, etc.
    - DCS hosts a "Curriculum Night" – where the parents get more information about the academic programing in the classroom, how parents can be engaged, etc.

7. DCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of strategies to support successful Charter School and family interactions.

- DCS conducts the "thought exchange" and Hanover surveys, which surveys parents on how the school is meeting parent and student academic, social, administrative needs.
- DCS conducts informal parent surveys throughout year to engage family needs regarding new or revised programs or how best to allocate funding.

8. DCS uses the findings of the annual evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the Parent and Family Engagement Policy.

9. DCS involves parents in the activities of the Charter School to adequately represent the needs of the population.
    - Parent advisory committees like ELAC and PTC work to identify and represent the needs of the student population as whole, as well as special populations, for the purpose of developing, revising, and reviewing family engagement and student success.
10. DCS engages parents and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to develop knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible future members of our society.
    - DELAC meetings
    - Coffee with the Admin meetings
    - Curriculum Night
    - Informational letters about local and state assessments and student results

11. DCS informs parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home.
    - Curriculum Night
    - Weekly parent newsletters
    - DELAC
    - District parent trainings
12. Parents and family members of children receiving Title I, Part A services shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities.
    - District parent trainings

Involvement of Parents in the Title I Program

To involve parents in the Title I program at DCS, the following practices have been established:

1. DCS convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.

2. DCS offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
    - Coffee with the principal (morning), tea with the principal (afternoon meeting).
    - Home visits by the principal, nurse for truancy or mental health/welfare check in.
    - DCS will sometimes offer rides for families who cannot arrange transportation to campus.

- Parent teacher conferences – mandatory in the first quarter for all students; encouraged for all students in the spring quarter but required for at risk students.

- Appointment with the teacher or principal available upon request.

3. DCS involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the Charter School's Title I programs and the Parent and Family Engagement Policy.

4. DCS provides parents of Title I students with timely information about Title I programs via:
   - Student Handbook,
   - Weekly bulletin,
   - Class dojo,
   - Coffee/tea with Principal meetings,
   - Email blasts,
   - Website.

5. DCS provides parents of Title I students with a description and explanation of the curriculum used at the Charter School, the assessments used to measure student progress, and the proficiency levels students are expected to meet. This is done through the following events/programs:
   - "Curriculum Night" - where the parents get more information about the academic programing in the classroom, how parents can be engaged, etc.
   - "Discovery Night" - meeting at the beginning of the school year –where parents can obtain information and sign up for committees and meeting teachers, staff, etc.
   - Board of Directors meetings -these are open to parents. DCS they advertise Board meetings every month at coffee/tea with the Principal, and share agendas with parents.
6. If requested by parents of Title I students, DCS provides opportunities for regular meetings that allow the parents to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. These meetings include but are not limited to:
   - Coffee with the principal (morning), tea with the principal (afternoon meeting).
   - Board meetings
   - ELAC
   - Parents can also request meetings.

7. If the school wide program plan is not satisfactory to the parents, DCS provides a means by which parents may make comments on the plan when it is made available. These meetings include but are not limited to:
   - Coffee with the principal (morning), tea with the principal (afternoon meeting).
   - Board meetings
   - ELAC
   - Parents can also request meetings.

The Policy must be updated periodically to meet changing needs of parents and the Charter School. If DCS has a process in place for involving parents in planning and designing the Charter School's programs, the school may use that process if it includes adequate representation of parents of Title I children.

School-Parent Compact

DCS distributes to parents of Title I students a School-Parent Compact (the "Compact"). The Compact, which has been jointly developed with parents, outlines how parents, the entire Charter School staff, and students will share the responsibility for improved student academic achievement. It describes specific ways

the Charter School and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students:

1. DCS's responsibility is to provide high-quality curriculum and instruction in a supportive and effective learning environment to meet the challenging State academic standards.

2. The ways parents will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

3. The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences during which the compact will be discussed as it relates to the child's achievement; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities and ensuring regular two-way meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Please see the School-Parent Compact enclosed with this Policy as "Attachment A."

Building Capacity for Involvement

DCS engages Title I parents in meaningful interactions with the Charter School. The Charter School supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, DCS has established the following practices.

1. DCS provides Title I parents with assistance in understanding challenging state academic standards, state and local assessments, and how to monitor and improve the achievement of their children.
    - Curriculum night is designed to educate and inform parents about the academic program,
    - DCS offers MTSS trainings for parents on certain aspects of the curriculum and how to support students at home
    - MTSS and SST meetings are also held with individual families of at-risk students.
    - The ELAC discusses the ELPAC assessment for English learners.

2. DCS provides Title I parents with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement, to help them work with their children to improve their children's achievement.
    - Curriculum night is designed to educate and inform parents about the academic program,
    - DCS offers MTSS trainings for parents on certain aspects of the curriculum and how to support students at home
    - MTSS and SST meetings are also held with individual families of at-risk students.
    - The ELAC discusses the ELPAC assessment for English learners.
    - The DCS IT department is available as a resource for parents struggling with computer and internet connectively issues, to facilitate participation in online/Zoom meetings with teachers, Board meetings, or parent committee meetings.
    - DCS hosts meetings of the school/parent community (including coffee and tea with the principal, parent committee meetings, MTSS parent trainings, etc.) that involve discussion of where to access charter information, LCAP, board policies, etc.
    - Every week DCS sends out the *Weekly Parent Bulletin* to inform families of these opportunities – through class dojo, via email, and postings on the website.