

# Chatham Charter School



## **Title I** **Parent & Family Engagement Plan** June 29, 2023

### **PART I. GENERAL EXPECTATIONS**

Chatham Charter School will implement the following statutory requirements:

- Utilize programs, activities and procedures to engage parents/guardians consistent with the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents/guardians of participating students.
- Work to ensure that Chatham Charter's required parent and family engagement policies meet the requirements of ESSA, and each include, as a component, a school-parent compact.
- Incorporate the Parent & Family Engagement Plan into the school plan.
- To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students. 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 parents/guardians understand.
- Involve the parents/guardians of students served in Title I, Part A in decisions about how the one percent of Title I, Part A funds reserved for family engagement is spent.
- Will be expected to carry out programs, activities and procedures in accordance with the following definition of parent and family engagement which is:

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

1. Parents/guardians play an integral role in assisting their student's learning;
2. Parents/guardians are encouraged to be actively involved in their student's education at school;

3. Parents/guardians are full partners in their student's education and are included, as appropriate, in decision-making and are seated on advisory committees to assist in the education of their student; and
4. Parents/guardians participate in other activities, as described in ESSA.

**PART II. DESCRIPTION OF HOW CHATHAM CHARTER SCHOOL WILL IMPLEMENT REQUIRED PARENT & FAMILY ENGAGEMENT POLICY COMPONENTS**

1. Chatham Charter School will take the following actions to engage families in the joint development of the Parent & Family Engagement Policy:
  - a. Staff will discuss the Title I program each year during open house when school opens in August.
  - b. All parents will be encouraged to join the school's social media pages in order to receive frequent updates on school events.
  - c. A parent's/guardian's email and phone number will be entered into the SchoolMessenger rapid communication system so they receive communication detailing important information and meeting dates.
  - d. Chatham Charter will have at least three parents/guardians to serve as representatives on the School Improvement Team.
2. Chatham Charter School will take the following actions to engage families in the process school review and improvement:
  - a. Have at least three parents/guardians to serve on the School Improvement Team.
  - b. Use the Booster Club and PTSA meetings to solicit input from parents/guardians who are not on the School Improvement Team.
  - c. Use results of a Board of Directors parent/guardian survey to review parent/guardian concerns and suggestions.
3. Chatham Charter School will provide the following necessary coordination, technical assistance, and other support to assist with the planning and implementation of effective parent and family engagement activities to improve student academic achievement and school performance:
  - a. Hold formal and informal meetings with parents to gauge preferences for tools and resources that would assist them as they help their children at home.
  - b. Announce parent meetings through teacher newsletters and/or other electronic communication tools, school newsletters, social media, website, and campus marquee.
4. Chatham Charter School will coordinate and integrate parent and family engagement strategies in Part A with parent and family engagement strategies in its School Improvement Plan by meeting regularly with parents/guardians and ensure that staff share information in planning sessions so that efforts will be effective.

5. Chatham Charter School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of its Parent & Family Engagement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by stakeholders in parent and family engagement activities (with particular attention to those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Staff will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective family engagement through the following mechanisms:
  - a. The evaluation instrument will be a survey provided by the Board of Directors.
  - b. at a School Improvement Team meeting and a written compilation of the results will be shared through the school newsletter.
  
6. Chatham Charter School will build its capacity for strong parent and family engagement, in order to ensure involvement of families and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities:
  - a. Staff will provide assistance to parents/guardians in understanding topics such as:
    - The State's academic content standards;
    - The State's student academic achievement standards;
    - The State and local academic assessments including alternate assessments;
    - The requirements of Part A;
    - How to monitor their student's progress; and
    - How to work with educators:

- b. Chatham Charter School will provide materials and training to help parents work with students to improve their student's academic achievement, such as literacy training and using technology, as appropriate, to foster parental and family engagement by:
  - Hosting sessions to make parents/guardians aware of reading strategies that can help their students be successful;
  - Educating parents/guardians on the reading mastery and blending techniques used on a regular basis in the classrooms so that families can implement the same strategies at home; and
  - Sharing internet sites which may be used at home to supplement instruction.
  
- c. Chatham Charter will educate its 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, by,
  - Leadership will provide training during professional development days throughout the year in order to help teachers and other staff remain aware of the importance of involving parents and to provide them with examples of outreach methods.
  - The school will continue to focus on the importance of positive relationships with parents/guardians.
  
- d. Chatham Charter School will take the following actions 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:
  - Continue to update social media and the school website.
  - Use the SchoolMessenger parent/guardian rapid communication system and provide messages in alternate language when necessary, as practicable.
  - Include information in *Knightsbridge* newsletter.

### **PART III. ADOPTION**

This Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. The policy has been approved by the Chatham Charter Board of Directors.

This policy was adopted by Chatham Charter School on July 29, 2021 and revised on June 19, 2023. The signature page for the 2023 meeting is attached.

## Signature Page

Tim Murray Teacher 6-29-23  
Name Title Date

Heather S. Craven Parent 6-29-23  
Name Title Date

Bruce Baswell Parent 6-29-23  
Name Title Date

Tom Duffin Administrative 6-29-23  
Name Title Date

Katie English teacher 6-29-23  
Name Title Date

King Ben teacher 6/29/23  
Name Title Date

Erik Christenbury <sup>Attended</sup> Board member 6/29/23  
Name Title Date

Michelle Hayward title 1 coordinator 6/29/23  
Name Title Date