



Pat Wright  
Chief Executive Officer

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# THE PREPARATORY CHARTER SCHOOL OF MATHEMATICS, SCIENCE, TECHNOLOGY & CAREERS

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## PREP CHARTER HIGH SCHOOL SCHOOL-LEVEL PARENT & FAMILY ENGAGEMENT POLICY AND GUIDELINES 2025-2026

Jo Ann P. Moore, M.Ed.  
Principal

*In support of strengthening student academic achievement, Prep Charter High School receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children, a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the "Every Student Succeeds Act" (ESSA). The policy establishes the LEA/school's expectations for parent and family engagement and describes how the LEA/school will implement specific parent and family engagement activities. This document is incorporated into Prep Charter High School's Annual School-wide Plan submitted to the Pennsylvania Department of Education, Division of Federal Programs.*

The Prep Charter High School (PCHS) School-wide Title I Program promotes the belief that all children can learn and acknowledges that parents share the school's commitment to educational success for all students. Prep Charter High School recognizes that a student's education is a responsibility shared by school, family, and community.

Prep Charter High School follows the parent and family engagement guidelines listed below. Prep Charter High School will distribute and/or make this policy available to all parents for our schoolwide Title I program annually in a format and language that parents can understand.

### **Guidelines**

Prep Charter High School will **involve parents in the planning, review and improvement of the Parent & Family Engagement Policy** and the Schoolwide Title I Plan. The invitation to participate may be extended through any of the following Parent or Community Events or channels of parent communication

- Back To School Night
- "Community/Parent Advisory Meetings (CPAC)
- Annual School-wide Events
- Posting of Current School-wide Plan/Comprehensive Plan
- Email/ Website / School Calendar
- Parent/Teacher Conferences
- 1 % Set Aside
- School Social Media Accounts
- Schoolwide Informational Calls/Updates
- Other Parent Communications/Activities

Parents may participate by reviewing the current policy and plan, engaging in Q&A sessions at Parent or Community Events, attending Community/Parent Advisory Council (CPAC) meetings, scheduling one-to-one conversations with teachers, reviewing on-line, or submitting ideas and suggestions to the school administration. As previously stated, the policy will be:

- Jointly developed and agreed upon by parents and family members of Title I students
- Written in an understandable format and provided in a language parents can understand
- Distributed to all parents of Title I students at Prep Charter High School

- Made available to the local community via the school website.
- Updated annually to meet the changing needs of families and schools.

Parents will have multiple opportunities to review the current engagement plan and provide input/feedback.

**Prep Charter High School** will **provide the necessary support** to its administration, teachers and staff to plan and implement effective family engagement activities.

**Prep Charter High School** will use **parent engagement strategies** that are integrated and coordinated with other applicable Federal State, and local laws and programs.

**Prep Charter High School** will **conduct an annual evaluation/ PSD Survey** of the effectiveness of the content and effectiveness of the Parent Involvement Policy in improving the academic quality of the school and success of its students, including identifying barriers to greater participation by families and the needs of parents to assist their students' learning. The findings will be used to design strategies to support successful school and family interactions and to revise the policy.

**Prep Charter High School** will involve **families in school activities** by fostering effective collaboration with the Community/Parent Advisory Council, and by using the above listed communication channels to **provide parents with timely information** about school activities, about the Title I program and about the overall education of their child(ren), including but not limited to:

- Description and explanation of curriculum to be used
- The forms of academic assessment used to measure student progress
- Proficiency levels that students are expected to meet (standards)
- Opportunities for decision-making related to the education of their children
- Opportunities for decision-making related to classroom management policies
- Materials and training on how parents can improve their child's achievement

**Prep Charter High School** will ensure, to the extent possible, that information sent home is **in a language and form parents can understand**, providing opportunities for the informed participation of parents and family members who have limited English proficiency, parents with disabilities, and parents of migratory children.

**Prep Charter High School** will convene a **Planning and Review Meeting** in the Spring (**May or June**) and an **Annual**

**Meeting (Back-to-School Night)** in September of each year, during which parents will continue to be informed of the school's participation in the Title I schoolwide program, the requirements of the program, and their right to be involved in the planning, review, and improvement of the program. Prep Charter High School will do its best to accommodate parents' schedules by offering flexible methods of participation in each of these annual meetings and by posting meeting(s) information shared on the school website.

**Prep Charter High School** will include a jointly-developed and annually-reviewed **School-Parent Compact**, which is a written agreement of school, parent, and student responsibilities for helping students achieve.

**Prep Charter High School** will support, educate and encourage school staff to **build and expand ties between home and school**, by educating teachers, specialized support personnel and other staff – with the assistance of parents – in the value of family contribution and providing them with strategies for reaching out, communicating with, and working with parents and families as equal partners. will develop appropriate roles for **partnerships** with community-based organizations.

**Prep Charter High School** will **respond to any parent** suggestions and provide such other reasonable support for parental involvement as soon as practicably possible

**Prep Charter High School agrees to implement the following statutory requirements:**

Prep Charter High School will put into operation programs, activities and procedures for the involvement of Title I, Part A parents, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, The school will submit any parent comments on the plan when the school makes the plan available to the PCHS stakeholders.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practical, Prep Charter High School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and *parents of migratory children, including providing information and school reports required under section 1111 of the ESEA* in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- Prep Charter High School will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent.
- Consistent with section 1118, Prep Charter High School will ensure that it will meet the requirements of federal and state laws, and include, as a component, a school-parent compact consistent with these requirements. All information will be provided to stakeholders in a timely manner.
- Prep Charter High School will be governed by the following statutory definition of parental and family engagement, and expects that its school will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two way, and meaningful communication involving student academic learning and other school activities, including ensuring:*

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) that parents and staff have consistent, meaningful, and open communication.*

**Prep Charter High School will actively implement its' Parental and Family Engagement Policy components/ Prep Charter High School and will take the following actions to involve parents in the joint development of its Title I parental LEA/School Policy under section 1112 of the ESEA:**

- A Title I parent workshop and/or ZOOM meeting will be held each spring/early summer. At this time the administration/staff and parents will work collaboratively to review and revise the Parent and Family Engagement Policy and the school's current Parent Compact. Information will be distributed to parents via e-mail and web posting to attend the workshop and/or ZOOM meeting.

Prep Charter High School will take the following actions to involve parents in the process of school planning/review, improvement, and implementation under section 1116 of the ESEA:

At the annual Fall Title I parent meeting (Back to School Night) Title I requirements will be explained by the CEO/Title I Federal Programs Coordinator via a PowerPoint presentation and Q&A period. The reading/language arts,



mathematics, and science programs will be fully explained. Opportunities for parents to formulate suggestions for school improvement will be provided.

**Prep Charter High School will adhere to all requirements regarding the use of Title I funding—including the minimum 1% set-aside for parent engagement and parent trainings/materials/communications:**

- Prep Charter High School parents will be consulted regarding the use of Title I funds and any required set-asides.
- The 1% set-aside for parent involvement will be used to fund the activities included in the Parent and Family Engagement Policy.
- The activities included in the Parent and Family Engagement Policy will be aligned with the school's student achievement goals as outlined in the Title I Schoolwide Plan.

**Prep Charter High School will do the following in order to plan and implement effective parental/stakeholder involvement activities to improve student academic achievement and school performance:**

- Conduct a needs assessment in the spring of school year.
- Arrange a parent meeting each fall to address results of needs assessment and plan accordingly.
- Implement "Back-to-School Nights" (on-line / on-site) to provide strategies and techniques to help parents work with their child in all subject areas as well as provide an experience for parents to actively engage in their child's education.
- Plan a Spring Parent/Stakeholder Workshop to provide strategies and techniques to help parents work with their children throughout the summer months. At this time, the Parent Involvement Policy and School Parent Compact will be reviewed and revised.

- Provide on-going information in via letters, PCHS website, e-mail blasts, and social media.

**Prep Charter High School will coordinate and integrate parental engagement strategies with:**

- Prep Charter High Citizens/Parents Advisory Council (CPAC)
- Ongoing Staff / Parent Communications (documented)
- Parent/Guardian – Conferences, and availability of additional conferences as needed
- “Meetings” with the principal, teachers and staff, as needed, to facilitate open communication (on-line / on-site)
- Transition Plan
- Discussion of transferability of Title II and IV funds into Title I / allocations
- Other contacts by e-mail, phone, or letter

**Prep Charter High School will take the following actions to conduct, with the involvement of parents:**

An annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A school will be completed. This 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 engagement policy and activities to design strategies for more effective parental engagement, and to revise, if necessary (and with the feedback/input of parents) its Parent/Family Engagement Policy based on current needs.

- A parent evaluation form will be conducted in the spring by the school principal and the CEO.

- Results will be tabulated by the school principal/CEO/Federal Programs Coordinator/Reading Specialist
- Results will be reviewed by the Title I Coordinator, school administration, school instructional staff, and the Parent's Association/Parent Advisory Board.
- Parent suggestions will then be shared at the Annual Fall Meeting and at administrative leadership meetings. Feedback and suggestions will be encouraged.

Prep Charter High School will build the schools' and parent's capacity for strong parental engagement, in order to actively support effective involvement of parents and to maintain a strong partnership with Prep Charter High School, parents, and the community so as to improve student academic achievement.

**Prep Charter High School will provide assistance to parents of children served by the Title I Schoolwide Program in understanding topics such as the following, by undertaking the actions described in this paragraph --**

- the State's academic content standards,
- the State's student academic achievement standards and benchmarks,
- the State and local academic assessments including alternate assessments,
- the requirements of Title I, Part A,
- how to monitor their child(ren)'s progress, and
- how to work with educators:

**Prep Charter High School will provide instructional materials (and technology as needed) and training to help parents work with their children to improve their children's academic achievement, such as literacy training, using technology, and as appropriate, to foster parental engagement.**



**Prep Charter High School**

<b>TITLE I REQUIREMENT</b>	<b>ACTIVITIES / STRATEGIES</b>	<b>PARTICIPANTS</b>	<b>TIME / DATE</b>	<b>EVIDENCE OF COMPLIANCE</b>
Include parents in developing and implementing the school's <i>Title I Parent/Family Engagement LEA/School Policy/Plan</i> . This plan can be found on the Prep Charter High School website and will be sent to parents via an e-mail blast.	<p>~Invite parents to the Title I Parent Open House at the beginning of the school year</p> <p>~Provide parents a draft of the plan for their comments and approval at the Title I Parent Open House and/or ZOOM Meeting</p>	<p>~ Parents</p> <p>~ Staff</p> <p>~ CEO / School Administration</p> <p>~ Federal Programs Administrator</p> <p>~ICSWest Board of Trustees</p>	<p>September 2024</p> <p>Fall/Winter 2024</p>	<p>Invitation to parents</p> <p>Attendance form</p> <p>Draft of Parent Involvement Plan</p> <p>Evidence of distribution to parents for review</p> <p>Board of Trustees minutes addressing the approval of this document.</p> <p>Evidence of distribution of Board Approved Copy of LEA/School Policy to Parents</p>
Offer parent meetings/ workshops at different times of the day.	<p>~Back-to-School Night</p> <p>~Title I Parent Meeting (Annual)</p> <p>~ZOOM Meetings</p>	<p>~ Parents</p> <p>~ Staff</p> <p>~ CEO / School Administration</p>	~Ongoing (On-line / On-site)	<p>~Invitations sent to all parents</p> <p>~Attendance forms</p>
<p>Provide parents with:</p> <p>Timely information about Title I Schoolwide program.</p> <p>The opportunity for open communication</p>	<p>~Title I Compact</p> <p>~Program Updates provided a minimum of two times per year.</p> <p>~Title I</p>	<p>~ Parents</p> <p>~ Prep Charter High School Staff</p> <p>~ CEO / School Administration</p> <p>~ Teachers</p>	<p>~Compacts home beginning of school year</p> <p>~Student progress (on-going) shared with parents (report</p>	<p>~E-mail and proof of distribution</p> <p>~School website posting</p> <p>~Communication Logs (if applicable)</p>

**Prep Charter High School**

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with Prep Charter High School staff and administration.  If requested by parents, input in planning and/or developing meeting & workshop topics	information sent to parents. (planning year)  ~PCHS website	~ Federal Programs Coordinator ~Parent Advisory Board	cards, staff contacts)  ~Title I information and updates sent home during the school year	
Provide parents with assurances that core curricular staff are certified/qualified and receive continued PD training	~Right-to-Know Letter	~Parents ~ Prep Charter High School Staff ~CEO / School Administration	September, 2024  Ongoing	~Attendance Sheet and/or Log-in Data  ~Handout materials  ~Web posting
Develop a school – parent compact that addresses how parents, staff, & students will share responsibility for improved academic achievement and proactively foster a true working partnership.	~Compact distributed at beginning of school year, provided in native language if necessary (via e-mail and web posting)	- Parents - Prep Charter High School Staff - CEO / School Administration	August 2024 and/or Beginning of school year	~Web posting of Title I Compact  ~E-mail and proof of distribution
Plan effective involvement of parents and staff.	~Back-to-School Night/Open House  ~Parent Involvement School Plan  ~LEA/School Parent and Family	- Parents - Prep Charter High School Staff - School Administration ~Workshop facilitators	On-going -- throughout school year and summer	~Invitations to all workshops, Open Houses, and on-line ZOOM meetings and trainings  ~All communication between parents and staff (email, documentation of

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	<p>Engagement Policy available for review on the Prep Charter High School website</p> <p>~Parents provided with multiple points of contact with staff, including email addresses and telephone contact information</p> <p>~Parents offered training through Back-to-School / Individual Conferences</p> <p>~Staff participates in ongoing Program Staff Meetings</p>			<p>telephone calls, and written communication) in each student's file</p> <p>~District Parent Involvement Policy posted on PCHS website</p> <p>~Staff participation in regular Staff Meetings</p> <p>~Staff included in workshops throughout the school year</p>
Provide yearly professional development, both intentional and embedded, in ways to appropriately engage with students and/or parents/guardians to build capacity, student self-	<p>~Staff orientation program</p> <p>~Ongoing professional development programs throughout the school year and summer</p>	~ALL Prep Charter High School staff	Ongoing	

**Prep Charter High School**

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efficacy and enhance the self-esteem of such children to administration and instructional staff.				
Integrate parent /family engagement programs into the school's master plan for academic accountability.	~PCHS annually develops a School-wide Plan for Student Achievement which includes goals, actions, strategies, and expenditures for family engagement in addition to goals to improve academic achievement and the learning environment.	- Parents  - Prep Charter High School Staff  - School Administration  ~Workshop facilitators  ~Federal Programs Coordinator	Ongoing	PCHS Mission and Vision  PCHS Annual School-wide Plan  PCHS Comprehensive Plan

**Schoolwide Program Overview:**

~ Meet Federal and State laws and guidelines and provide parents and staff with appropriate documentation that includes the Right-to-Know Letter, the Parent/Staff Compact, and the LEA/School Policy.

~ Continue to review the school's Math, Language Arts, and Science curriculum as it relates to the PA Core Standards, update curriculum guides for all subjects, provide

targeted professional development in Wonders, Investigations, TCI, iReady, formative assessments, and implementing a standards-aligned curriculum in all core content areas.

~ Provide targeted professional development that actively supports quality instruction.

~ Establish and implement a comprehensive benchmarking system to identify struggling students for interventions and additional supports. Benchmarks will be used to address specific deficits in Mathematics and Reading/Language Arts.

Prep Charter High School's Title I School-wide Program will implement:

- an in-class or on-line support
- intervention opportunities
- technology accessibility

~ Prep Charter High School incorporates special education teachers in at least one class for every subject. Reading and math specialists and an EL teacher provide additional needed instructional supports.

~ Key parent/staff information will continue to be distributed on Prep Charter High School's website, e-mail blasts, ZOOM meetings, mailings, personal communications, etc.

**School-Parent Compact:**

Incorporated as a component of the Prep Charter High School Title I School-wide Program, the school distributes to parents/guardians the current School-Parent Compact (key documents are posted on the LEA/school website). This School-Parent Compact outlines how parents/guardians, staff/administration, and students will share the responsibility for improved and consistent academic achievement and describe specific ways that Prep Charter High School and families will partner to actively support students as they strive to achieve the benchmarks of the State and the school's high academic standards. It addresses not only items suggested by parents/guardians and staff members, but also the following legally required items:



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### **Prep Charter High School**

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- Prep Charter High School'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 on-going communication between parents/guardians and staff through, at a minimum, annual parent-teacher conferences, frequent reports on classroom progress/report cards, Robo Calls/Messages, ZOOM meetings, additional conferencing (on-line and/or in-person), and opportunities for parents/guardians to participate in school programs and activities.
- Prep Charter High School's Title I School-wide Program welcomes and encourages input/feedback from parents and guardians.
- The LEA/School works to build capacity through parent/guardian training and support and actively works with staff members to consistently communicate (and document) parent/staff communications and contacts and value their contributions/feedback.

#### **Community Outreach/Collaboration:**

The LEA/School staff and families at Prep Charter High School will seek ideas, suggestions, opportunities, and partnerships from/with, and seek to develop appropriate roles for, community-based organizations and/or businesses, and will coordinate parental involvement with such community outreach efforts.

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**Parent Reviewed -**  
**Updated -**  
**Posted – School Website -**  
**Leadership Team Review -Parent/Staff/Board Review July, August. September**  
**2025**