



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

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DISTRICT-WIDE PARENT & FAMILY ENGAGEMENT POLICY

Purpose

The Preparatory Charter School of Mathematics, Science, Technology and Careers (the District) recognizes that a child's education is a responsibility shared by parents, families, schools, and the community during the entire period the child is enrolled in school. Creating positive, home, school, and community partnerships is essential to carrying out the shared responsibility necessary to improve schools and reinforce the importance of academic achievement.

The Parent and Family Engagement Policy is being adopted in order to:

1. Support and secure strong effective partnerships among parents, families, schools and the community that serves to improve academic quality and student performance;
2. Provide the coordination, technical assistance and other support necessary to assist schools in planning and implementing effective family engagement activities to improve student academic achievement and school performance; and
3. Comply with Title I, Part A requirements regarding the establishment of a parent and family engagement policy according to Section 1116 of the Every Student Succeeds Act (ESSA).

This policy shall serve as written documentation of the District's commitment to ensure parents and families are welcomed, engaged, and valued as stakeholders in the education of their children.

Definitions

District– refers to The Preparatory Charter School of Mathematics, Science, Technology and Careers.

Parent– these terms are used interchangeably and shall include parent, family, a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker).

Parent and Family Engagement- shall mean the participation of parents and families 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; and
- d. the carrying out of other activities, such as those described in section 1116 of the ESSA.

Title I- Title I, Part A of the Every Student Succeeds Act, provides financial assistance to local educational agencies (LEAs) and schools to improve the academic achievement of disadvantaged students. This grant is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Guidelines

PART I. GENERAL EXPECTATIONS

The Preparatory Charter School of Mathematics, Science, Technology and Careers is committed to fostering and promoting family engagement, and strives to maximize engagement by implementing programs, activities and procedures that emphasize effective family-school-community partnership and shared responsibility for high academic achievement and student success. To accomplish this goal, these initiatives will be planned and implemented by:

- Fostering a welcoming and responsive environment for all families regardless of race, color, national origin, religion, gender identity or expression, sexual orientation, disability, age, socio-economic status, political beliefs, or any other protected affiliations;
- Promoting family and community engagement participation in school district, learning network and school level decisions;
- Increasing access to information to assist parents in navigating the school district so their children can obtain the resources required to help them achieve their maximum academic potential;
- Responding to parent concerns and/or complaints to ensure children's educational needs are met;
- Providing parents opportunities to acquire necessary information, knowledge, and skills to build capacity for leadership and advocacy to support their children's education at home and at school;
- Ensuring accountability of staff at all levels throughout the District in working with parents as partners; and
- Setting high expectations for excellent customer (parent/family) service.

District-wide programs and initiatives include:

- Offering multiple entry points that parents and community can use to access information and get support in resolving their concerns through:
 - Community Parent Advisory Council (CPAC), whose many functions include assisting schools in expanding family engagement opportunities and building stronger school-family partnerships, supporting parents in resolving their concerns



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- Improving Access to Information
 - Making information about District programs, services, processes and procedures available on the Prep Charter website www.prepchs.org;
 - Using Facebook and Twitter and working with traditional media partners to share information with families and community
- Securing Input and Feedback
 - Working closely with interested parents and community stakeholders to raise awareness about the importance of their involvement at the school and district level and encourage them to invest in building relationships with teachers, principals and school based staff, attend Back to School Nights and parent-teacher conferences, stay in constant communication with the schools, visit their child's classroom, come to school meetings and events, volunteer, join parent groups and assume leadership roles.
- Supporting linguistically and Culturally Diverse Families ensuring that multilingual families have access to information, support and family involvement opportunities.
 - School District has access to telephonic interpretation service in over 170 different languages and dialects, translation of district-wide and school-specific documents, maintaining an online database of translated documents and managing web pages for parents and community in many languages.
- Improving Customer Service
 - Actively solicit and respond to feedback on the effectiveness of our schools and our key departments through surveys

PART II. STATUTORY REQUIREMENTS

The Preparatory Charter School agrees to implement the following statutory requirements:

- The School District will put into operation programs, activities, and procedures for the engagement of parents in all of its schools, consistent with section 1116 of the Every Student Succeeds Act (ESSA), Title I, Part A programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1116, the School District will work with its schools to ensure that the required school-level family engagement policies meet the requirements of section 1116(b) of the ESSA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESSA.
- In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the School District and its schools 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 ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- The School District will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that the one percent reserved goes directly to the schools for parent-related activities as agreed upon between the parents and the school administration with approval of the Community Parent Advisory Council (CPAC) or similar organized parent/family groups and the school administration.
- The School District will ensure that all District schools host at least one parent meeting a year to involve all interested parents in the discussion of eligible family engagement programs and activities should be implemented at the school with the use of Title I funds set aside for family engagement, and reach an agreement with the parents on the expenditures and further collaboration in the implementation of these programs and activities.
- The School District will communicate to the schools that failure to comply with the requirements outlined in this section and in the rest of this policy may jeopardize their Title I funding.

PART III. DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

1. The Preparatory Charter School District will take the following actions to involve parents in the joint development of its district-wide parent and family engagement plan under section 1112 of the ESSA:
 - a. Annually, the District will conduct an evaluation of the content and effectiveness of the district-wide parent and family engagement policy, activities and programs.
 - b. In the spring, parents and community stakeholders are invited to participate in multiple focus groups to provide valuable feedback regarding the district-wide parent and family engagement policy. Parents are notified of the focus groups in multiple ways, email, flyers, robo calls, social media, and website announcements posted on the District's website. During the focus groups, participants hear the latest updates and provide input on the new/revised policy. Additions/deletions/revisions are discussed and agreed upon during the meetings. Formatting and revisions are made after the meeting and then sent back to participants for comment. Families and community stakeholders unable to attend the focus groups in person have an opportunity to participate via online format, allowing them time to review the document and submit input and feedback electronically.
 - c. Parents will be welcomed to submit feedback at any time throughout the year via the District's website or by submitting comments to their child's school. All feedback and input received will be used in consideration when updating the proceeding year's policy.
 - d. Once the district-wide parent and family engagement policy is finalized, the final document will be placed on the District's website, hard copies will be available at Annual Title I meetings held at each school, and will also be distributed and sent home with all students.
2. The Preparatory Charter School District will take the following actions to involve parents in the process of school review and improvement under section 1114 of the ESSA:



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. All District schools shall have an active and engaged Community Parent Advisory Council (CPAC) composed of majority family members, the school principal, teachers or other school based staff, students and community members, which champions the work for improved student achievement, effective teaching in the classroom, parent and community engagement in the educational process, and facilitates communication and support.

a. Appropriate District representatives will be available to work collaboratively with parent leaders and the Office of Family and Community Engagement staff to provide District, learning network, and school level training on various aspects of Title I, including understanding school data, comprehensive school plans and budgeting process.

b. Schools will develop means to obtain parent input and signatures of non-school district personnel on the Comprehensive Plan, Title I budget and School Improvement Plan (SIP).

c. Provide adequate advance notice to parents of meetings and cancellation of meetings through newsletters, robo calls, bulletin boards, organized parent/family groups and notices sent home.

d. Professional development will be provided to the Community Parent Advisory Council (CPAC) (school-based staff, students, families and community partners) or other organized parent/family groups to help understand the roles and responsibilities of all parties in this process.

e. The District's English as Second Language Department will provide parents with limited English proficiency with full access to translation and interpretation services.

3. The Preparatory Charter School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective family engagement activities to improve student academic achievement and school performance:

. In collaboration with parent and family groups, provide workshops to schools on family engagement.

a. Provide professional development facilitated by parents for new and existing principals and other administrators on how to involve and engage parents effectively.

b. Provide training for parents to include, but not be limited to, reading, math, sciences, PSSA and Keystone testing preparation.

c. Provide workshops to parents on school safety, cultural diversity, conflict resolution, how to engage in schools, improve family involvement, and other topics, as requested.

d. Train parents to serve as liaisons to principals and CPAC on District and Network level initiatives.

e. Encourage parent access to teachers and principals.

4. The Preparatory Charter School District will coordinate and integrate family engagement strategies in Title I, Part A with family engagement strategies under

other Federal, State, and local programs available to grades ninth through twelfth.

. Inviting parents of Middle School students and parents to participate in District meetings, events, and activities.

5. The Preparatory Charter School District will conduct an annual District-wide Parent/Guardian survey to collect data on school level and District-wide family engagement outcomes, and will reach out to parents to get their input and feedback during the survey design and review process.

. Survey results will be used to identify barriers to greater participation by parents in family engagement 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 District will use the findings of the evaluation to design strategies for more effective family engagement, and to revise, if necessary (and with the involvement of parents) its family engagement policies.

The primary goal of the Parent and Family Engagement Policy is to increase family engagement within The Preparatory Charter School District. Within this primary goal, three sub goals have been identified:

- a. Inviting parents' input into District policies and procedures;
- b. Making the schools and its educational and physical resources more accessible for parents and;
- c. Providing opportunities for parents to gain as much information as possible about their children's academic achievement and how to access resources to support their children's education.

The Preparatory Charter School District will implement the following activities to build the schools' and parents' capacity for strong family engagement in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement:

- a. The School District, with the assistance of its administrative offices (Family and Community Engagement, Grant Compliance and Fiscal Services, Management and Budget, Specialized Instructional Services, Curriculum, Instruction and Assessment), will undertake the following actions to provide assistance to parents of children served by the School District or school in understanding topics such as the following:
 - i. the State's academic content standards;
 - ii. the State's student academic achievement standards;
 - iii. the State and local academic assessments including alternate assessments;
 - iv. the requirements of Title I, Part A;
 - v. how to monitor their child's progress; and
 - vi. how to work with educators.

- i. The Preparatory Charter School District will provide presentations and workshops about Title I requirements and parents' right-to-know under the Every Student Succeeds Act.

- Recommend that principals include parents during staff development days at school sites when appropriate.
- Sponsor and encourage schools to support parent attendance at CPAC meetings and events
- Provide information to parents in clear and simple language.

- b. The School District, with the assistance of its schools, will provide materials and training to help parents work with their children to improve



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their children's academic achievement, such as literacy and technology workshops, as appropriate, to foster family engagement by:

- i. Implementing parent workshops throughout the city to provide a range of educational offerings by School District personnel and other providers, including on how to support one's child in school and computer literacy
- ii. Providing computer literacy training and other training for parents, including on how to use Parent and Family portal as a tool to monitor their children's achievement.
- iii. Supporting schools in planning and implementing school based activities such as family literacy and family math nights and other workshops to help parents understand how to support their child's academic achievement with the assistance of appropriate District offices.
- c. The Preparatory Charter School District with the assistance of parents will be available to conduct professional development sessions at schools to educate teachers, pupil services personnel, principals, and other 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 programs and build ties between parents and schools, by:
 - . With the help of parent facilitators providing professional development opportunities for principals and other administrators on how to develop promising partnerships with parents.
- i. Plan regular meetings between the School District and CPAC representatives or other parents to participate in a review of the schools' Title I Parent and Family Engagement Policy and Parent School Compact (as needed).
- d. The School District 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 that the parents can understand:
 - . To the extent practicable, provide communications in clear and simple language.
- i. Post parent communications on the District's website and Facebook page.
- ii. Ensure that the District's communications include a telephone number that parents can call for clarification.
- iii. Host parent and community meetings and workshops to address the most important topics.
- iv. Provide language access services to families whose first language is other than English through on-site or telephonic interpretation services, as appropriate

PART IV. OTHER DISTRICT WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Paying reasonable and necessary expenses associated with family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions, as budgets allow;
- Training parents to enhance the involvement of other parents;
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school; in order to maximize family engagement and participation in their children's education;
- Researching, adopting and implementing model approaches to improving family engagement;
- Establishing a representative and inclusive district-wide parent advisory council to provide input on all matters related to family engagement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities; and
- Providing other reasonable support for family engagement activities under section 1116 as parents may request.

PART V. ADOPTION

This District-wide Parent and Family Engagement Policy has been developed jointly with, and agreed on with parents of children participating in Title I, Part A programs, as evidenced by agendas, sign-in sheets, and feedback provided online and during meetings.

This policy was updated and adopted by The Preparatory Charter School in August 2026 and will be in effect until further revision.