

Summit Public Schools: Atlas
School-Level Title I Parent & Family Engagement Plan: 2018-2019

Our charter school recognizes and believes in the critical role parents and families play in their children's education, and we are committed to deepening the relationship and engagement between our parent community and our school. As such, our school- which acts as its own LEA- adopts, and will enact, the following School-Level Title I Parent & Family Engagement Plan in compliance with Section 1116 of the Every Student Succeeds Act (ESSA). This school-level plan serves as an addendum to our LEA Parent & Family Engagement Policy and provides additional detail on activities carried out by the School on an annual basis.

This school-level Title I Parent & Family Engagement Plan outlines the practices and activities that we undertake to build, grow and refine meaningful collaboration and partnership with the Title I parents of our students. Summit Atlas will examine data regarding the effectiveness of our Parent & Family Engagement Plan and revise it annually if/as needed.

Involving Parents & Families in the Development of the School-Level Plan - Annual Review

Every year, Summit Atlas will provide a comprehensive and in-depth survey soliciting feedback from our Title I parents about how well our family engagement practices are achieving our objectives and satisfying their needs and interests. The survey will be open for four weeks to provide adequate time for all families to participate. To specifically reach low-income families, we will solicit and promote survey participation through various supplemental channels, including online, e-mail, text, phone calls, and in-person outreach. The feedback received will be aggregated and incorporated annually in this Title I Parent & Family Engagement Plan.

Involving Parents & Families in the Process of School Review and Improvement

Similarly, at the close of every year, Summit Atlas will host an end-of-year family meeting during which parents will be asked to review the school's performance and provide suggestions for improvement. Every year we will consider the parent feedback and will revise our LEA policy and school-level plan if/as needed.

Annual Family Engagement Calendar & Plan

Summit Atlas is committed to partnering with our families both to support the success of our students and our school. We know that when we build strong partnerships with our families and when our families reinforce the expectations, skills, and habits our students need to be successful, our students are better able to achieve their educational goals.

We design and implement multiple strategies and activities throughout a family's tenure with Summit Atlas that build and strengthen our school and family partnerships and enable our

families to support both our school and their students' academic success. Our key goals for family engagement are:

- for families to trust and feel welcome at our school; and,
- for families to partner with faculty in supporting the success of both students and the school.

To achieve these goals, we employ multiple tactics across 5 strategies that include:

- **Empower families to support their students' academic and personal success**
 - **Family Goals Meetings:** Our students' mentors meet with each student and their family two times per year to discuss our students' year-long and college goals, plans to reach their goals, and progress on those plans.
 - **Summit Learning Plan:** Our school has an online Summit Learning Plan that provides students, teachers, and parents real-time access to student coursework, grades, goals, action plans, and reflections. We provide parents a personal login at the start of school. This is the most powerful tool for parents to both check on their students' progress and performance, as well as to help our students reflect on what they are doing well and how they can improve to reach both their academic and personal goals.
 - **Progress Reports & Standardized Exams:** We will mail home a mid-year progress report and year-end report card to inform families of their students' academic progress, in addition to the Summit Learning Plan. In addition, we will mail home student's SBAC exam scores and inform families about the importance of the exam and how to use the results to support their students.
 - **IEP Meetings:** Summit is committed to serving students with Individualized Education Programs ("IEP"s). For students who enroll from another school with a current IEP, the school conducts a transitional IEP meeting within 30 days. Throughout the year, students with IEPs, their families, their mentor, and their Educational Specialists will meet to ensure the student has the support and specialized instruction needed to learn the skills, content and strategies to achieve their IEP goals.
 - **Parent-School Compact-** a jointly created document that will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the way in which the school and parents will build and develop a partnership to help students achieve high academic performance.
 - **Parent Ed Nights:** We provide Parent Ed Nights to educate and train families on what their students are learning and doing at school as well as how they can support their students academically and in their college application process.
 - **Parent Resources & Playlists:** We provide our families robust playlists of resources for them to learn about our student experience, how to support their students' success, the importance of family engagement t in their students' education, and how to use the Summit Learning Plan.

- **School Newsletter:** Every week, we publish an e-newsletter to all families & students to share information about our community, upcoming events & important dates, and tips & tools to help families better support their students' academic learning & progress.
- **Teaching & Learning Tours:** Upon request, our school hosts tours for our families to visit classrooms, learn more about what their students are working on, and have a Q&A session with school leaders. We also do mini-training sessions on topics that our families are interested in.
- **Empower families to enhance the school's capacity and support its success**
 - **Parent Organization:** Our school has a parent organization that meets monthly. The organization's main responsibilities are to: 1) enhance our school's community & culture through events & communications, 2) encourage participation in volunteer activities, 3) fundraise, and 4) highlight, give feedback on, and initiate actions to serve the needs of the parent community.
 - **Parent Volunteers:** Our school provides various on-campus and off-campus volunteer opportunities for parents to support our school and students.
 - **Communication Platforms:** We have multiple communication platforms to keep parents informed about parent & student activities, important deadlines, student & school celebrations, volunteer / fundraising opportunities, and what's happening at our school. These include a: monthly e-newsletter, robocalling/robotexting, parent portal website, and Facebook page.
- **Foster a welcoming environment and a strong sense of community**
 - **Back to School Night:** Each year, at the beginning of school, we host a Back to School Night for families to better understand the role of parents and our parent community at our school. In addition, on Back to School Night, our parents meet their students' mentors, who serve as each family's primary partner and liaison with our school.
 - **Social Community Events:** Throughout the year, we host various events and activities to celebrate our community and build community bonds. These include, State of the School Dinner, Sports & Club Banquet for team members, and Year-End Celebrations.
 - **Translations:** Because we have a significant Spanish-speaking family community, we translate materials for our parent events and meetings, as needed, into Spanish, we offer key written communications in Spanish, and we offer robocalls and robotexts in Spanish and Somali.
- **Provide forums for and seek meaningful feedback from families**

- **Parent Survey:** We host at least one parent survey every year to gather feedback on what our school is doing well and how it can improve. We maximize participation through e-mails, in-person survey booths, and phone calls home.
- **Annual Evaluation Meeting:** Every year, our school will provide Title I parents an in-person opportunity to evaluate our school’s parent & family engagement policy and plan, review our school’s academic performance and provide feedback on our school’s strengths and areas for improvement. During this meeting, parents will also be asked to identify barriers to greater parental participation. Each year, we will incorporate this parent feedback into a revised LEA policy and/or plan, as needed, within 60 days of the meeting.
- **Provide professional development and support to our teachers on family engagement**
 - **Mentor-Parent Partnership:** All students have an individual mentor who partners with their families to support student learning and success. Mentors engages in outreach to families throughout the year to share key information about our school and to communicate students’ academic and/or behavioral progress, especially if s/he has challenges.
 - **Faculty Playlists:** Because our mentors/teachers act as the primary points of contact with our families, we provide playlists of resources to our mentors/teachers to share best practices and to offer tools on more effectively engaging with their families.
 - **Parent Communications Professional Development:** We provide our mentors/teachers training on how to better engage and communicate with their families and we provide additional support on creating their parent communications plan.

Summit Atlas: Key Parent Events & Communications	
Ongoing	Weekly Newsletters Monthly Parent Org meetings
July	Summer Social Event
August	New Family Orientation
September	Back to School Night (Summit Learning Platform Training) Spanish and Somali Speaking PLP Training

	<p>Fall Family Goals/Mentor Meetings</p> <p>School Leader Open Meeting</p> <p>Parent Ed: Healthy Meal Planning</p>
October	<p>Multicultural Potluck</p> <p>School Leader Open Meeting</p>
November	<p>Community Gratitude Event</p> <p>School Leader Open Meeting</p>
December	<p>Community Event: Mentor Potluck</p> <p>School Leader Open Meeting</p>
January	<p>Mid-year progress reports</p> <p>Mid-year Family Goals/Mentor Meetings</p> <p>Community Event: Traditions</p> <p>School Leader Open Meeting</p>
February	<p>Teaching & Learning Tour</p>
March	<p>Celebration of Learning & Parent Ed Night</p> <p>Fundraising Event</p> <p>Personalized Learning Plan Meeting 2</p>
April	<p>Parent Ed: Best Fit College Night / Getting to College</p> <p>Volunteer Day</p>
May	<p>Sports & Club Banquet</p> <p>Annual Title I Plan Evaluation Meeting</p>
June	<p>Student Awards Ceremony</p> <p>Year-end Report Cards</p>

