

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

Our charter school recognizes and believes in the critical role parents 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 LEA 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 LEA 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 Sierra will examine data regarding the effectiveness of our LEA 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 Sierra will provide a comprehensive and in-depth survey soliciting feedback from our Title I parents about how well our parent engagement practices are achieving our objectives and satisfying Title I parents’ 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 LEA 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 Sierra will host an end-of-year parent 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 plan if/as needed.

Annual Family Engagement Calendar & Plan

Summit Sierra 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 Sierra 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 twice 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 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.
 - **Celebrations of Learnings:** One time per year, we hold Celebrations of Learnings where students showcase and present to families their final projects to give families the opportunity to understand and celebrate their students' work and to offer students the opportunity to practice their presentation skills.
 - **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 parental involvement in their students' education, and how to use the Summit Learning Plan.
 - **School Newsletter:** Every week, we publish an e-newsletter to all parents & students to share information about our community, upcoming events & important dates, and tips & tools to help parents better support their students' academic learning & progress.
- **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: weekly e-newsletter, robocalling/robotexting, and parent portal website..
 - **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 a(n): annual camping trip with students & parents, annual study trip to nearby

colleges with students & parents, holiday potluck, Sports & Club Banquet for team members, Year-End Academic Awards Banquet Celebrations, and End of Year BBQ.

- **Provide forums for and seek meaningful feedback from families**
 - **Parent Survey:** We host at least one parent survey per 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 parent 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.

These activities and events happen throughout the year in the below calendar.

Summit Sierra: Key Parent Events & Communications	
Ongoing	Weekly Newsletters Monthly Parent Org meetings

August	Back to School Night
September	Student Camping Trip - Families Invited Personalized Learning Plan Family Goals Meeting
October	East African Family Night Parent Survey Implemented
November	Progress Reports Sent Home to All Families in Mail East African Family Night
January	State of Our School & Family Potluck 11th Grade College Family Night Mid-year progress reports Mid-year Mentor check in
April	Annual Title I Plan Evaluation Meeting
May	Celebration of Learning- Family Event
June	Academic Awards Breakfast Year-end Report Cards