

## Family Involvement Plan & Policies

### Promise Academy has the following general expectations for family involvement:

- Promise Academy will implement programs, activities and procedures for the involvement of families which will be planned and operated with meaningful consultation with Promise Academy families.
- Promise Academy will ensure that our family involvement policies include the required components, including a school-family compact.
- Promise Academy will provide full opportunities for the participation of families with limited English proficiency, families with disabilities, and families of migratory children. We will provide all information and all required school reports in an understandable format, and to the extent practicable, in a language families can understand.
- If our plan for Title I is not satisfactory to our families, we will submit any comments from families to the Tennessee Department of Education.
- Promise Academy will be governed by the following definition of family involvement and will carry out programs, activities and procedures in accordance with this definition:

Family involvement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring

1. that families play an integral role in assisting their student's learning;
2. that families are encouraged to be actively involved in their student's education at school; and
3. that families are full partners in their student's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their student.

### How Promise Academy will implement our Family Involvement Plan & Policy:

1. Promise Academy will take the following actions to involve families in the joint development of its district wide family involvement plan:
  - **Hold an annual informational meeting on Title I, Part A, including its family involvement components;**
  - **Review the policy requirements with the PTO and seek suggestions from families about how to fulfill them;**
  - **Draft the policy and seek further input from the PTO and other families; and,**
  - **Incorporate feedback and finalize policy to be formally adopted by the PTO.**
2. Promise Academy will take the following actions to involve families in the process of school review and improvement:
  - **A small group of family volunteers will be asked to participate in our annual process of school review and improvement;**
  - **The group will work with the school administration to review academic data;**

- **The group will make programmatic suggestions and recommendations; and,**
  - **These recommendations will then be further explored and possibly implemented by the school administration.**
3. Promise Academy will take the following actions to conduct, with the involvement of families, an annual evaluation of the content and effectiveness of the family involvement plan in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by families in activities. We will use the findings of the evaluation about its family involvement plan and activities to design strategies for more effective family involvement, and to revise if necessary, with the involvement of families, these policies.
- **Each spring we will create a subcommittee of the PTO to work to review evaluations of Promise Academy events as well as parent survey data;**
  - **The group will make suggestions for revisions to the policy as needed; and,**
  - **The revisions will be reviewed by the school administration and the PTO prior to formal adoption of the policy.**
4. Promise Academy will build families' capacity for strong family involvement, in order to ensure effective involvement of families and to support a partnership among the school, families and the community to improve student academic achievement, through the following activities:
- A. Promise Academy will provide assistance to families of our students in understanding topics such as the Tennessee academic content standards and student academic achievement standards; Tennessee and local academic assessments; how to monitor their student's progress; how to work with educators; and the requirements of Title I, Part A. This assistance will be provided through:
- **A parent orientation for all families, introducing them to the school, their student's teacher, as well as our systems for communication and progress reporting;**
  - **An annual informational meeting regarding the TNReady Assessment;**
  - **An extensive Student and Family Handbook describing how to monitor their student's progress and contact Academy faculty; and,**
  - **An annual information session on our Title I, Part A program.**
- B. Promise Academy will provide materials and training to help families work with their children to improve their student's academic achievement by:
- **Holding Parent Academy, parent orientation, before the beginning of each school for all families to discuss school operations, parent involvement opportunities, and student expectations.**

- **Holding a Parent Academy at the beginning of each quarter to discuss academic expectations and upcoming taught skills and assessments during that marking period.**
  - **Holding an annual Open House during which families meet with each of their student's teachers and learn how they can support their student;**
  - **Having three (3) Parent Conference evenings over the course of the year; and,**
  - **Offering at least two (2) content-focused workshops for families (e.g., Math and Science Night, Curriculum Night);**
- C. Promise Academy will, with the assistance of families, educate its faculty and staff in how to reach out to, communicate with, and work with families as equal partners, and in how to implement and coordinate family programs and build ties between families and schools by:
- **Holding an annual training for faculty on the role of families at the school; and,**
  - **Provide individual teachers ongoing professional development in how to effectively work with families.**
- D. Promise Academy will take the following actions to ensure that information related to the school and family programs, meetings and other activities is sent to families in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language families can understand:
- **We will clearly describe all family activities and opportunities in our bi-monthly school newsletter and weekly classroom newsletters;**
  - **We will communicate in a variety of formats, including sending newsletters home, posting updates on our website, and emailing families;**
  - **We will inform families of their right to receive translated versions of newsletters and other school communication, and provide them accordingly; and,**
  - **We will translate most recruitment materials into the primary languages other than English spoken in the community.**

I have read and understand all of the above plans, policies, and expectations.

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 Parent/Guardian Signature

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 Date