

Downtown College Prep School-Level Parent & Family Engagement Policy

Downtown College Prep (DCP) firmly believes that we can only accomplish our mission of college success by working closely with students and their families. DCP families will be empowered and encouraged to engage in their student's academic journey and become active partners in creating a school community where all students thrive.

We view family engagement as a shared responsibility where schools actively engage families in meaningful ways while focusing on student learning, development, and community. We recognize and respect that every parent is able to be involved at different levels due to unique circumstances such as family, work, health, and even cultural reasons. Regardless of each family's particular needs, we encourage every parent/guardian to play a role in supporting their child's education. Therefore, our schools offer different ways to partner with us as a parent/guardian.

In our work with parents and families, DCP commits to do the following:

- Work together with parents to create an excellent learning environment and community.
- Provide communication to families in English, Spanish and, when possible, for other home languages or with oral translation as needed.
- Collaborate with parents to develop school policies, to review current school performance data and to contribute suggestions to the development of our Local Control Accountability Plan and Title I, III program services on an annual basis.
- Provide parents with workshops on preparing their children for college including but not limited to:
 - How to understand their child's progress on state and local assessments,
 - How to work with teachers to improve their child's achievement
 - Support for foster parents, coordinating efforts with other state and federal programs
- Provide educators and staff with training and support to work with parents as partners in their child's education.
- Empowering parents to be advocates for their children on the path to college.
- Host an annual meeting to review our school's participation in Title I, Part A including the requirement for us to meet the rights of families to be involved in their child's educational program.
- Offer flexible meetings at different times for different purposes and child care as the budget allows to support family participation in school activities.
- Provide families with current information about the Title I programs including the school's curriculum, academic assessments and performance on California's academic standards for all students and for students who are learning English, have disabilities, or are migrants.

Expectations of All Families:

- Commitment and willingness to fulfill the Commitment to College form, our school-parent/student compact.
- Attend parent-teacher conference(s).
- Attend a registration meeting, back to school night and **two** additional meetings in the school year.
- Have two-way communication between school and home regarding the education and well-being of the student.
- Stay abreast of your student's academic progress by: accessing Powerschool, asking the front office for a report card or contacting the teacher directly.

Other ways DCP encourages parents/guardians to get involved:

- Join or participate in a decision-making parent group such as Site-Level Parent Group/Club, School Site Council, ELAC, and/or DCP Parent Coalition (organization wide).
- Attend public DCP Board of Directors meetings.
- Participate in a DCP staff hiring committee.

- Attend workshops, parent classes or school events.
- Volunteer in the office, classroom, or school events as needed.
- Visit your student's classroom.
- Help recruit students and families.
- Help with fundraisers.

No student will be penalized or denied enrollment if parents/guardians elect not to volunteer.

In addition:

- If requested by parents, DCP will have opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of your children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318[c][4][C]) (CE 02.1(d)(iii))
- If the schoolwide program plan is not satisfactory to the parents of participating children, DCP will submit any parent comments on the plan when DCP makes the plan available to the local educational agency. (20 U.S.C. § 6318[c][5]) (CE 02.1(e))
- DCP, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other Federal, State, and local programs, and conducts other activities, to encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4]) (CE 02.2 (d))
- DCP provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14]) (CE 02.2(f))
- DCP, to the extent practicable, provides opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f]) (CE 02.3)

Home Visits

DCP understands the value of home visits when on-boarding new families or special circumstances when families cannot come to campus. When possible, on a case by case basis, we will reach out to families to offer a home visit.

Downtown College Prep School-Parent Compact Staff, Student and Family Commitment to College

Teacher and Staff Commitments:

We commit to the success of our students in the following ways:

- always believe in our students' ability to succeed in college.
- get to know our students as learners and as people.
- arrive at DCP on time and maintain excellent attendance.
- update our gradebooks at least every two weeks so that parents and students can track their progress.
- contact students and families if the student is not on track to succeed.
- teach students and provide additional support outside of the school day when appropriate.
- attend and participate in all staff meetings and professional development.
- teach DCP students in a way that promotes critical thinking and shared ownership of learning
- teach students the habits and skills they need to be successful in college.
- make ourselves available by cell phone, email, and in person to work with students and parents.
- schedule a meeting with a parent within one week of a request.
- listen to any concern(s) that students or parents might have and work together to solve them.
- treat all students and staff with respect at all times.
- hold our students to high expectations (including Student Commitments to College) and congratulate them when they succeed or demonstrate growth.
- respond to communication from students, parents, and fellow staff members in a timely matter
- always protect the safety, interests, and the rights of all individuals in the classroom.
- support the DCP COMMUNITY, take PRIDE in our work, and demonstrate DESIRE to continuously improve as educators.
- demonstrate a GROWTH MINDSET by always trying to make our school better, learning from our mistakes, and helping students to realize that they can get smarter by working hard.
- **provide a rigorous college prep curriculum along with necessary support in order to prepare our students to be accepted and graduate from a 4 year college or university.**

We understand that keeping these commitments will help our students get to college.

Student Commitments:

I commit to College Success! I will dedicate myself to:

- show **PRIDE** by showing up, working hard and trying my best.
- arrive at school and my classes on time, in dress code, and with the necessary materials.
- maintain excellent attendance.
- put in extra time if I need to complete missing work or if I need additional help.
- greet new community members with a firm handshake, eye contact, and a smile.
- show **DESIRE** to do whatever it takes to graduate from a four-year college or university.
- complete all of my work, both in class and out of class.
- ask for help from classmates or teachers when I need it, during school and after school.
- ask questions and focus on learning during classes.
- explore my strengths and areas for growth to meet my academic and personal goals.
- show **COMMUNITY** by treating teachers, students, and all adults with respect.
- accept the consequences and tell the truth if I choose to disrespect the DCP community.
- adhere to the behavior expectations outlined in DCP handbook.
- share my story of growth and goals with members of my community.
- demonstrate a **GROWTH MINDSET** by asking questions, taking healthy risks, learning from mistakes, and working to get smarter.

I understand that keeping these commitments will help me get to college. If I break one, I could lose privileges and/or face disciplinary consequences as articulated in the policies and processes in the Student Handbook.

Family Commitments:

I (parent and/or guardian) commit to College Success for my student! I/We will dedicate myself/ourselves to...

- make sure my student attends school, arrives on time, with the necessary materials, and in uniform.
- call the school by 9:00 a.m. that day to notify the school, on the rare day when my child must be absent
- schedule doctor, dentist, and other appointments outside of school hours. If this is not possible, I will have my student attend school for as much of the day as possible when there is an appointment.
- ensure that my student completes all programs or classes and attends all meetings that are mandatory.
- always help my student in the best way I know how, and will do whatever it takes for him/her to learn.
- will make sure my student seeks and receives support when needed
- review the electronic portal such as Powerschool and seek help at the front office if I am not able to access or view my student's grades.
- provide a quiet place for my student to study, review homework every night, and use the agenda and Powerschool to monitor my student's progress.
- allow my student to remain after school if needed to complete missing work or receive extra academic help.
- support the school policies and disciplinary consequences if my student has chosen to disrespect the DCP community.
- make myself available to the school to support my student, the DCP community and its mission.
- attend parent meetings, exhibitions, and conferences.
- communicate regularly with the school and contact my student's teachers or the school when I have questions.
- expect my student to be in dress code and follow the uniform policy
- expect my student to follow all DCP rules in order to protect our community and all individuals in the classroom.
- **the college success mindset and work in partnership with the school so my student can graduate from a 4-year college/university**

I understand that the above agreements will help lead to college success for my/our student and family. I have read the above Commitment to College, and by signing, I agree to these commitments.

Student Name: _____ **Student Grade:** _____

Student Signature: _____ **Date:** _____

Parent Name: _____

Parent/Guardian Signature: _____ **Date:** _____

School Staff/Teacher Signature: _____ **Date:** _____