



**Phoenix Academy Public Charter High School, Springfield & Chelsea
District & School Adult Supporter Engagement Policy, July 2016**

Phoenix Springfield's and Phoenix Chelsea's written Adult Supporter Engagement Policy is developed jointly with, agreed on with, and distributed to, adult supporters of participating children. Phoenix Springfield and Phoenix Chelsea commits to the following:

- Phoenix Springfield and Phoenix Chelsea will involve adult supporters in the joint development of the plan under section 1112, and the process of school review and improvement under section 1116. Phoenix Springfield's and Phoenix Chelsea's adult supporter involvement in the planning, implementation and review of the title I program will be organized, ongoing, and timely. Additionally, it will include input during the development and revision of this school/district adult supporter involvement policy and any school-wide program plan.
- Phoenix Springfield and Phoenix Chelsea are committed to building adult supporters' capacity for strong adult supporter involvement, by engaging them through our annual adult supporter meeting.
- Phoenix Springfield and Phoenix Chelsea will conduct with adult supporters an annual evaluation of the content and effectiveness of the adult supporter involvement policy in improving the academic quality of the schools served under Title I, Part A. Identify obstacles to greater participation by adult supporters in Title I activities. Use the findings of the evaluation to design strategies for more effective adult supporter involvement and revise the adult supporter involvement policies if necessary.
- Phoenix Springfield and Phoenix Chelsea will involve adult supporters in the activities that the school serves under Title I. Adult supporters shall be notified of this policy in an understandable and uniform format and, to the extent practicable, in a language the adult supporters can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of adult supporters and the school.
- Phoenix Springfield and Phoenix Chelsea will utilize its annual adult supporter night to engage families in developing and reviewing the engagement policy. Phoenix Springfield and Phoenix Chelsea host multiple adult supporter nights, where families are invited to come to the school to meet with administrators and teachers. All adult supporters are invited (through flyers and phone calls) to attend this event. During the first adult supporter night of the year, the Head of School will inform adult supporters of their school's participation in Title I and to explain the requirements and the right of adult supporters to be involved.
- In order to ensure that adult supporter involvement, Phoenix Springfield and Phoenix Chelsea will offer to adult supporters individual meetings, if they are unable to attend the annual adult supporter event. Additionally, with Title I funds Phoenix Springfield and Phoenix Chelsea will provide adults supporters transportation, child care, or home visits,



as such services relate to adult supporter involvement.

- Phoenix Springfield and Phoenix Chelsea will distribute the following to all adult supporters:
 - timely information about programs under Title I, Part A;
 - a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - if requested by adult supporters, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.

Adult Supporter's Right-to-Know

At the beginning of each school year, Phoenix Springfield and Chelsea will notify all adult supporters that the adult supporters may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- A school shall provide to each individual adult supporter:
 - Information on the child's level of achievement in each of the state academic assessments as required under Title I.
 - Timely notice that the child has been taught for four or more consecutive weeks by a teacher who does not meet highly qualified requirements.