

**TORCHLIGHT ACADEMY**

**PARENT AND FAMILY ENGAGEMENT PLAN AND POLICY**

Torchlight Academy goal is “To prepare our students with an academic foundation which ultimately makes them a benefit to themselves, to their families and to their communities.” In accordance with this purpose the school has adopted the following:

“Our goal is to have 100 percent of Torchlight Academy students improve academically and or perform at or above grade level by the end of each academic school year. Teachers and administrators will provide each student with a highly enriching educational experience that encourages students to higher academic achievement.”

In order for Torchlight Academy’s students to achieve to their full potential is to have strong parental support. Torchlight Academy is given financial support by Title I, Part A funding under the Elementary and Secondary Education Act (ESEA). This plan and policy is adopted to demonstrate compliance with the requirements of ESEA, and to provide parents with clear guidelines for parental involvement at Torchlight Academy.

1. Torchlight Academy will take the following actions to involve parents in the joint development of its school-wide parent involvement in strategies under Section 1112 of the ESEA:
  - A. The school will conduct a series of strategic planning sessions (minimum of 2) during the months of April, May, and June in conjunction with the school’s parent involvement committee. All parents will be invited to participate in the strategic planning for the upcoming school year.
  - B. The school will conduct a monthly Title I parent involvement meeting in conjunction with the school’s parent involvement committee and will devote time during each meeting to discuss parent involvement, student and parent rights under Title I, and provide an opportunity for parental input in the development and modification of the strategic plan.
  - C. The school will advertise in the local newspaper the opportunity for review and comment on the schools proposed Title I application each year before its final submission to the North Carolina Department of Public Instruction.
  - D. The school will maintain a parent support community and provide parents the opportunity for input into the development and design of its strategic parental involvement plan.
2. Torchlight Academy will take the following actions to involve parents in the process of school review and improvement:

- A. Each year (no less than 2 times) during the monthly Title I meeting, the school will conduct a workshop for parents to review student performance data, including North Carolina Accountability data, and adequate yearly progress data.
  - B. Each year the school will provide, during a workshop, parents with information and data regarding the school's status under Section 1116 of ESEA including school improvement status.
  - C. Torchlight Academy parents will be provided a timely written notice of the school's status under ESEA.
  - D. Torchlight Academy parents will be provided timely and written notice of teacher qualifications.
3. Torchlight Academy will engage in an annual strategic planning process to adopt a plan for implementing effective parental involvement activities to improve student academic achievement and school performance:
    - A. The annual strategic plan will include training for parents and the expectation's of the school regarding homework, student classroom behavior, and focus on actions the parent can engage in to support the students academic performance.
    - B. The annual strategic plan will provide for training of parents for effective support for the school in meeting the needs of students.
  4. Torchlight Academy will coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under any other program operated by the school.
  5. Torchlight Academy will conduct an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents and parental involvement activities. The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise (with input from parents), if necessary, its parental involvement plan and policies.
    - A. The school's Principal shall be responsible for distributing an annual survey to parents and collecting survey data.
    - B. The school will use an online survey tool or a paper instrument.
  6. Torchlight Academy will work diligently in order to strengthen the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a strong partnership between parents and the school to improve student academic achievement. Activities may include: (A) An active volunteer program for parents at the school; (B) An active Parent Advisory Committee; and (C) Completion of Parent, Student and School Compact. [Attached as Exhibit 1].
  7. Torchlight Academy will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following:

- the State’s academic content standards,
- the State’s student academic achievement standards,
- the State and local academic assessments including alternates assessments,
- the requirements of Title I, Part A,
- how to monitor their child’s progress, and
- how to work with teachers and staff at the school.

The school will facilitate the above by conducting a series of workshops for parents.

8. Torchlight Academy will provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, use of technology to support learning, and ESL classes.
9. Torchlight Academy, along with parents, will educate its teachers, pupil services personnel, and other staff, on how to reach out, communicate with, and work with parents as equal partners, and the values and utility of contributions of parents, and how to implement and coordinate parent programs to build ties between parents and the school. The school will facilitate this by providing teacher professional development on parental involvement and by providing materials, supplies, and facilities for the training.
10. Torchlight Academy Principal will require written communications to notify parents of meetings, and other activities in language that is appropriate for the parent population. Teachers will be directed it to make non-disciplinary contacts with parents to establish a connection between the parents and the school.
11. Any parent or guardian having a complaint of any nature or kind regarding the operation of the Title I, Part A may contact the Principal. The complaint will be formally documented. The Principal shall conduct an investigation of the complaint and make written findings and conclusions, and take appropriate corrective action as may be necessary. The parent or guardian may file a written appeal to the Torchlight Academy Board of Directors by submitting a notice of appeal to the Principal within 10 calendar days of the final decision rendered by the Principal. A with ten (10) business days of filing the notice of appeal, a hearing will be scheduled.

***This parental involvement plan and policy was adopted, effective July 1, 2018, and will remain in effect for a period of three years or until such time as a superseding policy has been adopted. All parents will have access to this policy via electronic and paper copy.***

Effective: May 24, 2021

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