

- Demonstrate excitement about learning and excitement about engaging children in learning. Attempt to know every student attending the school and uphold high expectations for children and teaching staff. Provide appropriate discipline and encouragement for children when necessary. Provide a meaningful and efficient system for maintaining necessary student records. Attend IEP meetings as required by law.
- Be available to parents on a regular basis. Keep parents informed of and involved in policy changes at the school. Encourage parent support and cooperation and enlist their efforts to sustain well-kept school structure. Plan and conduct interesting and informative parent meetings.
- Establish and maintain communication with the school's internal and external community.

The above duties may be delegated as approved by the Board of Directors to another employee of Urban Montessori or to an appropriate third party provider as allowed by applicable law.

Family Participation in Governance

Urban Montessori will ensure parents and caregivers have an opportunity to participate in the governance of its school through involvement in the Family Advisory Council. The Family Advisory Council ("FAC") shall include one parent or caregiver from each classroom who will be selected by election annually at the first class meeting of the year. The FAC will provide a forum for parents to express concerns, request information, review schoolwide performance data, and provide feedback on school policy, and will work to facilitate effective communication among parents, teachers and administration. The Family Advisory Council shall meet every other month as a body and co-lead with the teacher family meetings by classroom every other month. In this way, Urban Montessori builds family leadership capacity and builds greater ownership for the school and its direction. They shall provide information, feedback and make recommendations to the Executive Director, as well as the FAC board representatives, who will be charged with sharing FAC recommendations with the Board of Directors as appropriate. The FAC will collectively have two representatives on the Board of Directors.

Expectations and Opportunities for Family Involvement

The School recognizes that children learn best when parents are engaged in their education¹¹. The School will meet with each family individually on an annual basis to develop a family participation plan.

To encourage parent participation in all aspects of school life, the School features:

1. *Special family sessions:* Scheduled throughout the year, sessions will teach the families about their child's particular plane of development, our educational model and approach for that particular plane of development, and ensure families and schools are working in alignment and in partnership around the children's education.
2. *Participation in school decision-making:* Families have representatives on the Family Advisory Council, and the FAC will have two representatives on the Board of Directors. See above question
3. *Opportunities to evaluate their schools and the staff:* Annually, parents will be asked to complete a survey evaluating their school, the principal, and their child's teachers. The survey results will be reviewed by the School staff and will be a factor in personnel decisions.

In addition, the School will request a minimum of 10 participation hours by each family each year. The School recognizes this may present a challenge to some families, so the School will work with each family annually in developing individualized family participation plans that support a family in meaningful participation. The School will provide a variety of opportunities to participate with family members' different skills, needs, and interests. Families will get credit for helping in classrooms, leading extra-curricular activities, coaching sports teams, assisting with event planning, attending field

¹¹ Fan, X. T., & Chen, M. (2001). Parental involvement and children's academic achievement: A meta-analysis. *Educational Psychology Review*, 13, 1-22.

trips, attending FAC meetings, serving on parent committees, fundraising, office support, mentoring children, and communicating with other parents. Families can also get credit for participating in parent education events.