

Cora Kelly School for Math, Science, & Technology

Parent and Family Engagement Policy/Plan and Procedures

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

- A. Cora Kelly School will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.
- Present proposed PAFE Policy/Plan and Procedures and SIP/SWP for feedback from families and staff members at school-wide assembly on September 13, 2023.
 - Send revised PAFE Policy/Plan and Procedures and SIP/SWP to all families by September 21, 2023.
- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
- At our annual meeting, Back to School Night on September 13, 2023, parents were informed of school's Title I status, notified of upcoming events, encouraged to participate in events, and given an opportunity to review the budget.
- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.
- Free child care will be provided to families
 - Transportation will be provided for events held at other schools
- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
- PAFE Policy/Plan will be reviewed and improved at PTA meetings throughout the year
- E. Implement an effective means of outreach to parents of English learners, in a language the parents can understand, to inform them regarding how they can—
- be involved in the education of their children; and
 - be active participants in assisting their children to—
 - attain English proficiency;
 - achieve at high levels within a well-rounded education; and
 - meet the challenging State academic standards expected of all students
 - Newsletters, event flyers, surveys, etc. are provided to parents in a language the parents can understand
 - Interpreters are provided at conferences, meetings, and school-wide events for parents
 - Teachers discuss student performance and expectations at parent-teacher conferences
- F. Provide parents of participating children—
- timely information about programs under this part;
 - 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;

- if requested by parents, 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 such suggestions as soon as practically possible.
- At Back to School Night, parents were provided with information on the curriculum, assessments, proficiency levels, and more in both a general, school-wide section and also a grade-level specific section.
- In addition to parent-teacher conferences, parents may request to meet with their child's teacher at any point during the school year

G. If a schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

- The comments of any parent who is unsatisfied with the plan will be noted

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.
 - Parent/teacher conferences are held in November and February
 - Additional conferences are available throughout the year, if necessary
- Provide frequent reports to parents on their child's progress.
 - All parents receive students' report cards at the end of each quarter
 - Students who are at risk of receiving a "1" or "2" on their upcoming report card also receive an interim report in the middle of each quarter
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
 - Parents are encouraged to volunteer and are able to set up meetings, if desired
- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
 - Frequent phone calls (using Language Line for interpretation, when necessary) are expected to occur
 - Teachers keep communication logs to document phone calls made to communicate both positive experiences and any concerns they may have
 - Parents may email teachers and/or work with our Parent Liaison to schedule a phone call or meeting with teachers
 - Teachers and Parents can use Parent Square through Powerschool to communicate (it automatically translates to a preferred language)

BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

- Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
 - Teachers discuss standards and progress with parents at conferences
 - Principal's Coffee meetings provide parents with instructional information and strategies to support their children at home
 - SOL Night will be offered to parents of children in grades 3-5 to provide more information about SOL (Standards of Learning) tests and give strategies to help their children at home
- Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
 - Students are provided with books to add to their home library
 - Literacy trainings, Literacy Coffee and Literacy Series, are offered to provide parents with materials and strategies to use at home
- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.

- While discussing the importance of home-school communication, clear expectations around creating and maintaining parent communication logs have been shared with teachers
 - Teachers were provided guidance and structures to increase the likelihood of every parent attending their child's parent-teacher conference
- Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
 - The Family and Community Engagement (FACE) Center works with the school to host Principal's Coffee meetings
- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
 - Flyers, newsletters, etc. are all sent home to parents in languages they can understand

The following are allowable activities:

- 1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
 - a. **Parents will be encouraged to complete surveys after events to provide the school with feedback**
- 2) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
 - a. **Kindergarten Specific Literacy Event**
 - b. **Literacy Night (all grades)**
- 3) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
 - a. **Child care will be provided to families**
- 4) May train parents to enhance the involvement of other parents.
- 5) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
 - a. **Parent-teacher conferences are offered at various times throughout the day, including before, during, and after the school day**
- 6) May adopt and implement model approaches to improving Parent and Family Engagement.
- 7) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide 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 in a format and, to the extent practicable, in a language such parents understand.

- **Information will be provided to parents in a language and manner that is accessible to them**

PART IV-ADOPTION – This Cora Kelly School Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Cora Kelly School on 9/11/2023 and will be in effect for the period of 2023-2024. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 09/13/2023.

Jasibi Crews

Principal- Cora Kelly School for Math, Science, & Technology

Date: September 11, 2023

