



# School Level Parent and Family Engagement Policy Template



## School Parent and Family Engagement Policy *Cecilia Primary* 2021-2022 9/7/2021

### Required School Parent and Family Engagement Policy Components

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:



- **Jointly Developed**

**Cecilia Primary** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*Parents will receive the Parent and Engagement Plan at the beginning of the school year via letter home and/or school website. Parents will be informed of their parental rights to be involved in the planning and development of the plan through meetings, surveys, and questionnaires. Administrators and parents will meet at the end of the academic school year with a panel of parents. This panel will be open to all. At this particular time evaluations will be completed and then used in August to present a draft of reviews from the parent evaluations. The PTO has input on monthly events at school.*

*Cecilia Primary is committed to enriching parenting skills, aiding parents in providing homes that support childhood education and development, and furthering the education of our staff in working effectively with the diversity represented by our CPS families. To meet this commitment, the following actions will be taken by Cecilia Primary School:*

- *Providing Title I Orientation meetings annually to explain Title I policies, legal requirements, parent rights, services and compacts*
- *Hosting Family Reading Events and Family Math Events*
- *Notifying parents of regional, parish and campus level workshops*
- *Informing parents of the Positive Behavior Support procedures to be utilized to reward good character and student behavior in an on-going manner*



## Annual Title I Meeting

**Cecilia Primary** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

*Cecilia Primary, will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting will not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.*

- **Communications**

- **Cecilia Primary** will take the following actions to provide parents of participating children the following:
  - Timely information about the Title I programs,
  - Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, as such services relate to parent and family engagement, and
  - Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.



Cecilia Primary School continually seeks methods for improving communication between home, school, and community with regularity and in a meaningful manner concerning student expectations, curriculum, instruction, assessment, programs, and individual student progress. To meet this commitment, the following actions will be taken by Cecilia Primary School.

- Annually providing each student with a Cecilia Primary Student Handbook and a St. Martin Parish Student/Parent Handbook which offers information regarding the St. Martin Parish School board staff and contact information, CPS campus procedures regarding student and parent rights and responsibilities, attendance regulations, work missed procedures, dress codes, discipline guidelines, Positive Behavior Support expectations, transportation procedures to and from school with rules for riding the bus, safe school expectations including visitors, playground, cafeteria expectations, grading policies and reports, pupil progression, assessments, Title I, Section 504, Special Education procedures, medical concerns, parent-teacher conferences, internet use guidelines, and awards and opportunities.
- Utilizing the PBiS conduct calendars and weekly homework calendars, and/or Remind 101 and Class Dojo Apps to provide



daily communication between parent and teacher regarding expectations and progress.

- Continually updating the CP website with relevant and timely information including staff information, email addresses and websites, helpful educational web links, school happenings, contact information, calendars, curriculum, lunch menus, etc.
- Sending monthly calendars home Hosting annual open house events Facilitating Pre-kindergarten and Kindergarten orientation
- Encouraging parent-teacher conferences and facilitate these meetings by maintaining an open door policy through contact with the teacher, counselor, or administrators for these concerns as well as others
- Maintaining communication regarding student progress through the use of report cards and progress reports, as well as on-going parent-teacher direct, oral, and written communication
- Hosting awards day programs such as A-Team and end of year award ceremonies for all grades
- Encouraging the use of the St. Martin Parish Parent Command Center and providing instruction in its use as needed
- Continually soliciting parent comments and concerns from parent surveys, School Leadership Council Team meetings, PTO meetings, Open House Events, one-on-one and small group meetings
- Providing translated communication services and materials as needed for parents and students of limited English proficiency
- Sending Parent Compacts home
- Recognizing outstanding student achievement in district electronic newsletter
- Hosting and producing the annual Grandparent's Day Program
- Use of "Remind 101" App for communication, texts and smart phone messaging

- **School-Parent Compact**

**Cecilia Primary** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

*The compact will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand. This compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and the parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to*



staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.

**Cecilia Primary** is committed to continually improving the learning opportunities for students both on campus and at home. Learning at home includes family interaction that supports school based learning and provides encouragement and guidance for good student education. To meet this commitment, the following actions will be taken:

- Sending parent compacts home
- Keeping parents informed about higher standards of learning
- Regularly utilizing PBiS conduct calendars and homework calendars to keep parents aware of curricular and behavioral occurrences and expectations within the classroom
- Providing parents with iREADY, Eureka Math, and Reading Toolbox
- Providing meeting and communication opportunities between the parent and the teacher for the creation of individual learning strategies to be utilized both at home and in the classroom for the furtherance of student education
- Sponsoring Red Ribbon Week activities
- Strongly supporting and incorporating Positive Behavior Intervention Program
- Sponsoring Academic Related Assemblies such as High School band performances and the Ned Show
- Making parents aware of Accelerated Reader program and how to monitor their child's progress

- **Reservation of Funds**

**Cecilia Primary** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

*Cecilia Primary school budget for parent and family engagement activities and programs will be equally divided between the Fall and Spring. Parents will be involved in providing input into how the funds are used via PTO or Evaluations.*

- **Coordination of Services**

**Cecilia Primary** will, to the extent feasible and appropriate, coordinate and integrate parent and family 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 parents in more fully participating in the education of their children by:

*Cecilia Primary is committed to enriching parenting skills and aiding parents in providing homes that support childhood education and development, and furthering the education of our staff in working effectively with the diversity represented by our CPS families. To meet this commitment, the following actions will be taken by Cecilia Primary School:*

- Providing Title I Orientation meetings annually to explain Title I policies, legal requirements, parent rights, services and compacts
- Hosting Family Reading Events and Family Math Events
- Notifying parents of regional, parish and campus level workshops





- *Informing parents of the Positive Behavior Support procedures to be utilized to reward good character and student behavior in an on-going manner*

- **Building Capacity of Parents**

**Cecilia Primary** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards;
- Provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State's academic standards,
  - The State and local academic assessments including alternate assessments,
  - The requirements of Title I, Part A,
  - How to monitor their child's progress, and
  - How to work with educators to improve the achievement of their child.

*Cecilia Primary faculty and staff recognize the large variety of opportunities for parents and the community to volunteer in the support of student learning and success including both on-site and offsite activities and support. The benefits of a cohesive community and school family are strongly appreciated and encouraged. The selfless examples seen by the students, the increased time to teach experienced by the teachers, the ownership experienced by the families, the input shared by the volunteers, the cohesiveness strengthened by the experience between the school, families, and community serve only positive outcomes when the students see strong volunteerism taking place in their learning environment. To meet this commitment, the following actions will be taken by Cecilia Primary School:*

- *Encouraging and seeking out opportunities for parents and community to regularly volunteer for the good of the CPS students*
- *Actively seeking talents and interest of parents and community members which may promote positive experiences for CPS students*
- *Actively and regularly informing parents of opportunities to volunteer at CPS such as Field Day, classroom activities, programs, and projects*
- *Maintaining a log of parent and community volunteer activities*
- *Engaging parents and the community in planning learning and support activities for CPS*
- *Assisting with annual Book Fair*

- **Building Capacity of School Staff**

**Cecilia Primary** will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how





to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

*School Parent Teacher Organization Guidelines will be used with school staff to build capacity to work with parents as equal partners. Parish Professional Development, monthly district-level training will be used as assistance for building staff capacity.*

**Cecilia Primary** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

*Cecilia Primary faculty and staff are strongly committed to providing opportunities for shared input resulting in a plan of action based on cohesive goals and objectives which leads to greater school improvement and student success. This commitment, by definition, must engage parents and community members in an open-door, open forum policy. To meet this commitment, Cecilia Primary will seek input by the support and active facilitation of the following committees and processes:*

- *CPS School Leadership Council Team*
- *Pupil Progression Committee*
- *Title I School Wide Planning Committee*
- *Positive Behavior Intervention Support Team*
- *Parent Teacher Organization*

*Cecilia Primary School will implement these activities as well as continually seek out additional opportunities to encourage family, parental, and community engagement in the success of our school and that of student success and achievement. All activities will be in compliance with the St. Martin Parish School Board Family Engagement Policy, the Louisiana Department of Education, and the Every Student Succeeds Act(ESSA) which was signed into law on December 2015 and reauthorizes the ESEA(Elementary and Secondary Education Act).*

In support of strengthening student academic achievement, **Cecilia Primary** receives Title I, Part A funds and must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

**Cecilia Primary agrees to implement the following requirements as outlined by Section 1116:**

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.



- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of ESSA 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 local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

*Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*

- *Parents play an integral role in assisting their child's learning,*
- *Parents are encouraged to be actively involved in their child's education at school,*
- *Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child, and*
- *Other activities are carried out, such as those described in Section 1116 of ESSA.*

## **COVID-19**

Dear Parents:

*Policy mandates regarding COVID-19 will impact some planned parent engagement activities. To ensure the safety of our students and of our faculty, Cecilia Primary will adopt and implement policies recommended or mandated by the Louisiana Department of Education, the Louisiana Department of Health, and the St. Martin Parish School Board.*

If you have any questions, please feel free to contact the school.

Sincerely,

Tiffany Francis

Principal