

Cora Kelly School for Math, Science, and Technology

School Year: 2024-2025

Parent and Family Engagement Policy/Plan and Procedures

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

- A. Cora Kelly School for Math, Science, and Technology 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.
- Parent and Family Engagement Policy will be shared at the annual Title I Meeting, August 27, 2024 and the first Coffee Chat, September 26, 2024, where feedback from families and staff members will be requested.
 - The Parent and Family Engagement Policy will be posted on the school's website and paper copies will be available in the front office.
- 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.
- The annual Title I meeting will be held on August 27, 2024, from 5:30 -6:00 PM, before Back to School Night. The annual Title 1 meeting will also be held a second time during the first Coffee Chat on September 26, 2024 8:15-9:30.
- 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.
- Families, including younger children, are welcome to join our family events with free childcare provided when required.
 - Transportation can be provided for events held at other schools, if requested.
 - Interpretation services will be available at school-wide events, parent/teacher conferences, and other scheduled meetings.
 - Meetings will be held on various days during the week and at various times to provide flexibility.
 - Some meetings will be recorded so that parents and families can access the information on-line.
- 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.
- The PAFE Policy and CSIP will be reviewed at PTA meetings throughout the year and feedback will be provided to the CSIP development team.
 - The CSIP will be presented at the Annual Title I meeting for review and feedback.

- 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
- Interpreters will be provided at conferences, meetings, and school-wide events
 - Information sent home to parents will be translated in a language the parents can understand
 - Information will be provided to parents on how they can become involved in their child's education and help them obtain English proficiency
- 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.
- Parent meetings will be held where information will be provided to parents on the state and division-wide assessments, including MAP, so that parents understand their student's progress.
 - Cora Kelly will provide families with information prior to the administration of the SOLs in the Spring in order to inform families of what the students can expect during testing, how to support their children with testing, and what to expect from SOL results.
 - Assessment information on student academic progress and grade level standards are shared with parents during parent/teacher conferences and as requested throughout the school year
 - Open House – August 16, 2024
 - Back to School Night – August 27, 2024
 - Title 1 Annual Meeting – August 27, 2024
 - PTA General Meetings – Quarterly throughout the year
 - Parent Teacher Conferences – October 4, 2024, November 4, 2024, February 28, 2025
- 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.
- Feedback will be reviewed and considered during the revision of the CSIP throughout the year, specifically during the Title 1 Annual meeting and when indicated on the agenda of designated PTA meetings and Coffee Chats

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 will be held on Oct 4, 2024 , Nov 4, 2024 , and February 28,2025.
 - Additional conferences are available throughout the year, if necessary.
- Provide frequent reports to parents on their child's progress.
 - Report Cards are sent home every nine weeks at the end of each quarter.
 - IEP Progress notes are sent at the same intervals.
 - Interims are available at the four-week mark between report cards for students who are at risk of receiving a "1" or "2" on their upcoming report card.
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
 - Families are encouraged to make an appointment with school staff before and after school, during teacher's planning period, and during parent/teacher conferences.
 - Families are encouraged to participate in school-wide activities throughout the year including Back to School Night, Literacy Night, Math Night, STEM Night, SOL night, Coffee Chats with the Principal.
 - Families are encouraged to volunteer in their child's classroom in a variety of ways including being a guest reader or volunteering to support as a chaperone on a field trip.
- 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.
 - Teachers and parents are encouraged to use Parent Square to communicate as frequently as needed.
 - Phone calls, using the interpretation service Language Line, are expected to occur regularly. Teachers are expected to keep a communication log to document phone calls made to communicate both positive experiences as well as any concerns they may have with families.
 - Parents may email teachers and/or work with our parent Liaison to schedule a phone call or meeting with teachers.

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 will discuss standards and student progress with parents at parent/teacher conferences.
 - Coffee Chats will 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 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.
 - Parent literacy training, Literacy Coffee and a Literacy Series are offered to provide parents with materials and strategies 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.
 - The importance of home-school communication and 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 Coffee Chats
- 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, school documents etc. are all sent home to parents in languages they can understand.

The following are allowable activities and may be used by ACPS and Title I schools:

- 1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- 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.
- 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.
- 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.

- 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, ACPS and all 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.

PART IV-ADOPTION – This Cora Kelly School for Math, Science, and Technology 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 for Math, Science, and Technology on 08/27/2024 and will be in effect for the period of the 2024-2025 school year. 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 09/26/2024.

Signature of Title I Authorized Representative



Molly McCabe, Principal *Molly McCabe*
Date: 8/27/24