



Manuel J. Cortez Elementary School

Lin Soriano, Principal

Dawn Rivera, Assistant Principal

This policy has been jointly developed and agreed upon by the Manuel J. Cortez Elementary School and parents of students served in the school pursuant to Title I. Cortez Elementary School will convene an annual meeting each September at a convenient time for parents as well as any staff to evaluate this policy. The school's Parent and Family Engagement Policy (PFEP), developed by teachers, parents, and staff of Manuel J. Cortez Elementary will be distributed in an understandable and uniform format and to the extent practicable, in a language parents can understand. The PFEP is readily available in the main office in addition to being posted on the school website and being sent home through Parent Link. Parents are encouraged to provide feedback and suggestions for the Parent and Family Engagement Policy. Throughout the year, feedback and suggestions will be compiled for review at the annual meeting including the District Wide Survey Results. Based on the school's survey results, family engagement can be improved, but in general our students feel safe and welcome. Family engagement nights are being increased this year to improve community and family engagement.

Cortez Elementary School will involve parents in an organized, ongoing, and timely manner of the planning, review, and improvement of Title I programs, School Performance Plan (SPP) and parent involvement policy. Parents have the opportunity to attend the annual Title 1 Parent meeting and the School Organizational Team (SOT) Meetings, as well as other meetings as scheduled to review the SPP in addition to the PFEP.

The Educational Involvement Accords are integrated into the registration process through Infinite Campus. Parents must review Accords prior to completing their child's registration. Through Infinite Campus, administrators and teachers have access to the Accords whenever needed for parent/student conferences or other occasions.

Parent Involvement in Students Academic Achievement

Administration and staff will:

Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local assessments, the requirements of Title I, how to monitor their student's academic progress, and how to work with school staff to improve the achievement of the student. Staff will ensure that parents understand student progress in meeting the Nevada Academic Content Standards (NVACS) and the various data from such administered assessments such as NWEA Measures of Academic Progress (MAP), and the Smarter Balanced Assessment. School leaders will hold parent training and engagement nights throughout the year.

Provide high-quality Tier 1 instruction, utilizing the literacy framework, based on the NVACS by utilizing the literacy, the Reading Center, cooperative learning and student discourse structures, in addition to Tier 2 instructional support. Tier 2 instructional support is to be provided by all teachers in addition to Tier 1 instruction. The learning strategists, instructional assistants, and the reading center tutors all provide remedial support to those students not proficient. Technology such as Chromebooks, iPads, interactive whiteboards, and other devices are used to promote student engagement. Teachers post grades to Infinite Campus on a regularly scheduled basis, which allows parents updated and immediate access to their students' grades and progress. Chromebooks are readily available for students to access programs such as ExactPath, Fastbridge, and Edulastic.

4245 E. Tonopah Ave. * Las Vegas, NV 89115

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Manuel J. Cortez Elementary School offers many opportunities for parents to volunteer and be involved in school activities throughout the year:

- Pastries with the Principals are held quarterly to provide information to parents about instructional programs, updates about academic progress, and seek input
- Dad's in Schools Volunteers partner
- The District's Family Engagement department puts out monthly calendars with classes and activities parents can attend for themselves and their young children.
- Communities in Schools (CIS) recruits parent volunteers to assist with events, classroom/school-wide help
- Family Academic Nights and events are held throughout the year such as Literacy Night and Math Night.
- Family involvement activities such as Meet the Teacher, Winter Craft Night, Spring Carnival, the Family Picnic, and Promotion Ceremonies.
- The School Organizational team (SOT) will continue and be utilized to assist with school decisions.

In order to foster parent involvement, the administration and staff of Manuel J. Cortez Elementary School will provide the materials and training that will assist parents in working with their children to improve academic achievement and social relationships. Parent training through school leaders and Communities in Schools (CIS) may include, but are not limited to teaching English as a second language, teaching reading skills, computer skill classes, as well as parenting technique classes. Administration and staff will also provide access to educational resources for parents to use with their children to assist in student achievement. The school counselors, the Boys Town representative, and the CIS school site representative will collaborate to provide parents access to resources through parent meetings or on an individual need basis. The counselors will also provide anti-bullying and life skill lessons for students as well as work with the families to reinforce the lessons students are being taught. Family Academic Nights such as Math Night and Engagement Events, such as Reading Week, Career Week, the Book Fair, and Awards Ceremonies are held throughout the year to encourage parents to stay engaged in their child's development and education.

The administration will collaborate with parents, teachers, and staff on the professional learning needs for teachers and staff. Parents as well as staff will be encouraged to voice their opinions, which will then drive the need for specific training. Professional development may include, but is not limited to:

- Smarter Balanced Assessments, MAP, virtual platforms, as well as other assessments.
- Infinite Campus Parent Portal and the parent communication and parent contact log.
- Increasing cultural responsiveness.
- How to reach out to communicate with teachers, and to work with parents as equal partners.
- Implementing and coordinating parent programs.
- Building a stronger bond between parents and the school.

These topics will be presented through different family engagement opportunities dedicated to literacy instruction, math instruction, multicultural education, physical education as well as visual arts. Flyers will be sent home to the parents and family via Parent Link, ClassDojo, and the school website, along with any other pertinent information parents need throughout the year. Notices will be translated into Spanish.

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Ensure that all information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. Information is sent home through the schools' monthly newsletter, ParentLink updates, as well as through the school's website.

The administration and staff will to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with the Focus school initiative, CIS, Boys Town, Early Childhood (pre-K), and Child Find, as well as conduct other activities such as parent resource meetings that encourage and support parents in fully participating in the education of their children. Parents will be encouraged to be active in the Cortez SOT.

The administration and staff will provide reasonable support for additional activities that parents may request such as parent suggestion form, scheduling parent conferences, or even providing translation services when needed.

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