



Part I – School Parent and Family Engagement Policy

Cardinal Elementary School is committed to working with our families to create, review, and update our Parent and Family Engagement Policy. Once the policy is complete, it will be shared with all families of our students and made accessible to the entire community.

Cardinal Elementary School will communicate this policy and related information by:

- Sending important updates and information to families using Parent Square in the primary language specified by the family.
- Clearly sharing event details through our weekly newsletters via S'more.
- Teachers sharing updates and information with families using ClassDojo or ParentSquare.
- Advertising important Parent and Family Engagement (PFE) events on our school marquee.

Annual Meeting and Program Explanation

To ensure that all families fully understand and can participate in our Title I program, Cardinal Elementary School will hold an Annual Meeting at a time convenient for parents. During this meeting, we will clearly explain our school's Title I status, outline the program requirements, and describe parents' rights and opportunities for involvement.

Cardinal Elementary School will communicate and coordinate this meeting by:

- Holding Title I Back-to-School events to share essential program information with families.
- Holding an Annual Meeting, which is typically held in September, to inform parents about PFE policies and opportunities.
- Promoting notices to families via S'more newsletters and Parent Square.

Flexible Opportunities for Engagement

Cardinal Elementary School is committed to offering flexible and accommodating opportunities for parent engagement. Meetings will be scheduled at various times, including mornings and evenings. When possible and supported by Title I funds, Cardinal Elementary School will provide services like transportation and childcare to help families attend.

Flexibility and support will be ensured through:

- Offering events at times that work with parent schedules, including during and after the school day.
- Utilizing teacher support to help provide childcare for events making it easier for parents to attend.
- Making accommodations based on verbal or written requests collected from parents.
- Providing language support services to ensure families receive information in their home language.
- Posting signage outdoors during events and/or having staff members to guide parents clearly.



Continuous Planning and Improvement

Parents will be actively involved throughout the year in planning, reviewing, and improving Cardinal Elementary School's Title I plan, including the requirements outlined in Sections 1112, 1114, and 1116.

This ongoing involvement will occur through:

- Administering annual and periodic Parent Feedback Surveys to capture family perspectives on the use of Title I funds, including PFE funds. Parents are also encouraged to share ideas on events and needs.
- PTA monthly meetings to discuss and share family interests, needs, and ideas for Parent and Family Engagement (PFE) events and other feedback.

Support for Families of English Learners

To support our families of English Learners, Cardinal Elementary School will ensure, to the extent possible, that information related to the school, parent programs, meetings, and other activities is provided in their home language. These efforts will help families actively participate in their child's education and assist their children in attaining English proficiency, achieving at high levels, and meeting State academic standards.

Outreach will be carried out by:

- Hosting WIDA events to share information specific to supporting English Learners.
- Utilizing RPS Language Support Services and the Synchroz language line for assistance.
- Translating flyers, notifications, and providing interpretation as needed.
- Providing language support during Parent-Teacher Conferences and school tours.
- Disseminating important information to parents through calls and text messages.

Timely Information and Accessible Meetings

Cardinal Elementary School will ensure that parents receive timely information about Title I programs, along with clear explanations of Cardinal Elementary School's curricula, student assessments, and expected student proficiency levels. Upon request, parents will be offered opportunities to meet regularly, share suggestions, and collaborate in decisions related to their child's education. Cardinal Elementary School will respond promptly to all parent input.

These commitments will be fulfilled by:

- Providing information to families to explain academic curricula.
- Sharing Title I pamphlets in multiple languages during school events.
- Hosting SOL events, WIDA events, Title I events, and Literacy events to explain academic standards and assessments.
- Sending educational resources home with students and giving them to parents during events to support learning at home.
- Having school educators provide parents with information on working as partners on their students' performance, and about participating in decisions related to their students' education.



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- Sharing and reviewing report cards with families, and holding parent-teacher conferences to discuss student progress.

Submission of Unsatisfied Comments

If parents are not satisfied with the schoolwide program plan, their comments will be collected and submitted to the Local Educational Agency (LEA) upon sharing the plan.

Cardinal Elementary School will uphold this requirement by:

- Administering school satisfaction surveys annually.
- Using exit tickets during PFE events to gather immediate feedback.
- Providing other opportunities to submit dissenting views as needed and requested by parents.



Part II – Building Capacity for Parents and Staff

To ensure the effective involvement of parents and to support a strong partnership among Cardinal Elementary School, parents, and the community to improve student academic achievement, each school and LEA must engage families and staff in activities that build capacity.

Understanding Standards and Monitoring Progress

Cardinal Elementary School will assist parents in understanding the challenging State academic standards, how to monitor their child's progress, and how to work collaboratively with educators. These efforts will include providing guidance, resources, and opportunities for parents to engage directly with staff and students, and will be carried out through:

- Hosting SOL Events, Literacy & Math Events, Parent-Teacher Conferences, and Open House/Back-to-School events.
- Sharing the information via parent notification letters and on the school website.

Supporting Learning at Home

To further support families, Cardinal Elementary School will provide materials and training to help parents work with their children at home. This may include literacy instruction, technology training, and guidance on responsible digital practices, including the harms of copyright piracy.

Resources and training will be offered through:

- Providing materials and training to help parents work with their children to improve achievement through events such as Title I Math and Reading events.
- Distributing materials throughout the year by way of printed and digital information.

Staff Professional Development

Cardinal Elementary School will also provide professional development for teachers, specialized instructional personnel, and other staff to increase understanding of the value of parent engagement and the essential role of families and communities in promoting student achievement.

Staff development will include:

- A dedicated portion of August In-Service Training focused on parent engagement.
- Regular staff meetings and professional development with a dedicated focus on student achievement, the importance of utilizing parents as partners, and family engagement.

Coordination and Integration

Parent engagement efforts will be coordinated and integrated with other federal, state, and local programs. Additional initiatives, such as parent resource centers, will be conducted to encourage and support meaningful family participation.



Coordination and implementation will occur through:

- Providing school resource tables during school events to connect families with community programs and school programs.
- Sharing program information during PFE and Title I events.
- Posting resource information and flyers in the front office.

Accessible Communication

Cardinal Elementary School will ensure that information about programs, meetings, and other engagement activities is provided to parents of enrolled children in formats and languages they can understand, to the extent practicable.

Communication and outreach will be maintained through:

- Parent Square communications, teacher calls, Synchroz language support, flyers, interpretation/translation, social media posts in English and Spanish, and weekly newsletters.



Part III – School-Parent Compact

Cardinal Elementary School and the parents of enrolled children agree to share responsibility for student learning and to build a strong partnership that helps children meet the State’s high academic standards.

School Responsibilities

Cardinal Elementary School will provide high-quality instruction and volunteer opportunities, hold conferences, communicate student progress, make staff accessible, and maintain two-way communication.

We will accomplish this by:

- Providing high-quality curriculum and instruction in a supportive learning environment, including:
 - Scheduled parent observation visits.
 - Promoting the parent volunteer policy via Parent Square.
 - Sharing the RPS curriculum guide.
 - Hosting events that share the curriculum with families.
- Holding parent-teacher conferences at least annually to discuss the compact and student achievement, through:
 - Completing the Engagement Plan with families.
- Providing parents with frequent progress reports, through:
 - Sending Progress Reports every quarter.
 - Holding parent-teacher conferences as requested by the parent.
 - Holding annual IEP meetings and Child Find requests for specialized support.
- Providing parents with reasonable access to staff for consultation, through:
 - Parent Square, emails, text messages, and calls.
- Providing opportunities for parent volunteering and classroom participation, through:
 - Active participation in the PTO and PTA.
 - Opportunities like a Lunch Buddies program, chaperoning field trips, and other events.
- Ensuring two-way, meaningful communication in a language families can understand, through:
 - Consistent and accessible Parent Square communications.

Parent Responsibilities

Parents will support their children’s learning by monitoring attendance, ensuring homework completion, promoting positive use of extracurricular time, volunteering, participating in educational decisions, staying informed, and communicating with Cardinal Elementary School.

Parents will fulfill these responsibilities by:

- Working with their children on weekly homework assignments.

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**Family & Community
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- Reviewing notices for School Board meeting participation.
- Monitoring attendance through monthly attendance postcards that are sent home (K-2).
- Attending End-of-Year Retention Meetings and other meetings as needed.