



# School Parent, Guardian, and Family Engagement Policy 2024-2025

## Coulwood STEM Academy

**Directions:** The Every Student Succeeds Act (ESEA) requires each Title I school to develop a written parent and family engagement policy. Use the outline below to ensure your school's policy includes all of the required components.

### **I. Parent and Family Engagement Policy**

**A.** List names and roles (teachers, administrators, parents, etc) of persons involved in developing Parent and Family Engagement Policy: Dr. Janet Moss (Principal), Michael Hamilton-Genson (Assistant Principal), Gina Gentilcore (Counselor), Donal Robbins (Magnet Coordinator), Elicia Marathe (Teacher), Shawanda Davis (Parent), Shaneika Hamlet (Parent), Jalesia Jones (Parent).

**B.** Briefly describe the process your school used to:

**1.** The School Improvement Team (SIT) was selected to discuss and make changes to policy. Parent seats were determined by vote. Input was received from all stakeholders. The policy was recommended and accepted.

**2.** See policy

**3.** See policy

### **II. Annual Information Meeting**

**A.** Several Parent meetings will be held throughout the year to discuss school goals and achievement as well as specific information regarding the Title I program here at CSA. Parent meetings scheduled include open house meetings, which will be held in August, and Curriculum Night, which will be held in September. Meeting information will be posted on school website. Information will be offered in multiple languages via the website.

### **III. Flexible meeting times**

**A.** Whenever possible, meetings will be scheduled at various times to meet the needs of parents and students. Depending on the specific meeting, some meetings will be held during the day and some in the evenings. For example, Honor Roll celebrations will be held during the day, while the Title 1 Parent Meeting will be held during after school hours. If necessary, CSA will conduct hybrid meetings using Microsoft Teams or Zoom to ensure that parents are able to participate in school wide meetings. Meeting information will be posted on the school website.

### **IV. Title I Part A Planning**

**A.** Parents will be involved in the planning process through the SIT. The SIT will meet once a month to discuss and plan for ongoing school improvement. Minutes are emailed out within 24 hours and are posted to the school website for any other parent to give feedback or suggestions.

## **V. Parent Information and Opportunities**

### **A. Describe how you will provide parents and families with the following:**

1. Timely information about Title I Part A Programs: Parent Square, school website, daily afternoon phone calls, social media.
2. School performance profiles: School website, school report card, parent meetings and conferences.
3. Assessment results of their child's performance: Progress reports, parent conferences, report cards, I-Ready reports
4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities: Curriculum and other state standards will be discussed and made available through teacher communication and syllabi. Information will be available in Spanish. Information will also be shared through the School Report Card.
5. Opportunities for regular meetings to participate in decision making: accomplished through SIT meetings (1 time a month) and feedback from Family Engagement Committee
6. Timely responses to suggestions and questions raised by parents: Responses will be provided with 24 hours
7. Reasonable access to staff, opportunities to volunteer and participate in child's class: Teachers will provide parents this information at the start of school and ongoing per requests

## **VI. School-Family Compact**

**A.** The school compact was discussed and finalized during a SIT meeting. It is available on the school website so that parents can be informed as well as provide feedback and suggestions. The compact was translated into Spanish for parents to meet the needs of our Hispanic population. The compact was also discussed at the Annual Title 1 meeting so that parents are informed as to what the compact is for and how it relates to their child's achievement.

## **VII. Building Parent and Family Engagement Capacity**

### **A. Briefly discuss how you will address the following:**

1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child: Assistance to parents will be provided through the school website, school report card, parent conferences, Parent Assist, Branching Minds, and quarterly progress reports. Title 1 information will be located on the school website under the Title 1 page. Parents will also attend a Title 1 Annual meeting and be provided with necessary information.
2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.): Materials will primarily be given by the classroom teachers at Parent Conferences, Curriculum Night, etc. The school will also utilize community partners. Materials will also be located on the school website under Title 1 tab.
3. Educate teachers and other staff to work with parents: Teachers and Staff will provide workshops on parent/student relationships with diverse middle school needs and engaging parents at home. These learning opportunities will be provided through school personnel.

4. Coordinate and integrate parental involvement programs/activities: Coordination and integration for parental involvement will be handled by school personnel, Family Engagement Committee, and community partners.
5. Develop appropriate roles for community-based organizations and businesses: The SIT and school administration will develop appropriate roles for community-based organizations and business.
6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child: developed and conducted by school personnel including administration, counselors, Social Worker, etc.
7. Ensure that information related to parent involvement is sent home in the language used in the home: : School information and communication will be in both English and Spanish.

#### **VIII. English Learners and Disabled Parents and Families**

**A.** Provide full opportunities for the participation of English Learner parents or with disabilities: Opportunities for the participation of parents with limited English proficiency or with will be done through an interpreter (school employees/ CMS interpreters). Other needs will be handled per parent request. All information will be translated to Spanish for parents.

#### **IX. Parent/Family Requests**

**A.** Describe how you will provide reasonable support for activities requested by parent and families: Support for parental involvement activities requested by parents will be done on a case by case basis. Administration, the SIT, other school personnel, the Family Engagement Committee and community-based partners will help in suggesting parental involvement activities.

#### **X. Annual Evaluation**

**A.** Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools: Parents will be involved in the annual evaluation of content and effectiveness of the parental involvement policy during the Spring of 2024. This discussion will be handled through SIT.

#### **XI. Other Parent and Family Engagement Practices** (School may include the following).

Only describe the ones you choose to implement

- A.** Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.
1. Provide necessary literacy training: hire a literacy specialist that focuses on 6th grade students coming in below grade level.
  2. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities: Arrange school meetings at a variety of times or conduct in-home or Team/Zoom conferences for those unable to attend in school activities.