



Parent and Family Engagement Policy 2023-2024

School CROFT COMMUNITY SCHOOL

I. Parent and Family Engagement Policy

A. Persons involved in developing Parent and Family Engagement Policy:

Shannon Hamilton, Principal
Michelle Revak, Assistant Principal
Melissa Lungarini, Multi-classroom leader
Zahil Caraballo, Counselor
Amy Erickson, Teacher
Christal Webber, Teacher
Worthiya Yem, Media Specialist
Joey Anderson, Parent
Alexandra Bonilla, Parent
Travonna Casey, Parent
Mariyah Lindsay, Parent
Stacey Holmes, Parent
Tanya Kobylarz, Parent
Kameela Mason, Parent
Ivonna Williams, Parent

B. School Improvement Team (SIT) and the PTA Executive Board were selected to discuss and make changes to the policy. Several Parent Square messages and posts on Social Media (Facebook) were sent to all parents welcoming them to the SIT meeting to receive input from all stakeholders. The plan was reviewed and discussed during our monthly schedule meetings for each group. Changes were made and shared with the school staff for feedback. All feedback was reviewed and the policy was revised accordingly. The policy was recommended and accepted.

C. [Revised CMS Policy \(English\)](#) [Revised CMS Policy \(Spanish\)](#)

II. Annual Information Meeting

Several meetings will be held throughout the year to discuss the school goals, achievement, and information regarding the Title I program at Croft Community School. Parent meetings scheduled include Open House meetings held in August and Curriculum Night, which will be held in September.

III. Flexible meeting times

Meetings will be scheduled at various times to meet the needs of parents and families. Based on the specific meeting or event, some will be held during the day and while others will be held in the evening and/or on weekends. We will develop and schedule parent meetings based on the needs and opportunities

for parents and families. Our school will conduct hybrid meetings using Zoom when possible to ensure that parents are able to participate in school wide meetings.

IV. Title I Part A Planning

A. Parents will be involved in planning strategies through the SIT and PTA Executive Board and general meetings. The SIT will meet once a month to plan and discuss the Part A program. Minutes and agendas will be maintained and posted for each meeting.

V. Parent Information and Opportunities

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

1. Timely information about Title I Part Programs - Parent Square calls and posts, school website, and social media (Facebook)
2. School performance profiles - School website/School Report Card
3. Assessment results of their child's performance - Progress reports, first quarter parent conferences, and report cards, MAP and DIBELS student 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 during Curriculum Night and other family events (Literacy Night/Math Night) and made available upon request. Information will be given out in Spanish when requested. Information will also be shared through the school report card.
5. Opportunities for regular meetings to participate in decision making will be done through the SIT meetings (once per month) and during PTA Executive Board meetings for parent feedback.
6. Timely responses to suggestions and questions raised by parents - Responses to any parent questions or suggestion will be provided within a 24 hour period during the school week.
7. Reasonable access to staff, opportunities to volunteer and participate in child's class- Per our Family Handbook, parents can request a scheduled meeting at any time by completing a form in the front office or by emailing the teacher and/or administrators. Parents are encouraged to volunteer on campus and in their child's classroom as an approved CMS volunteer. Teachers share times and opportunities for parent volunteers through Parent Square and email correspondences.

VI. School-Family Compact

A. The school compact was discussed during a PTA Executive Board meeting for parent feedback, it was also shared with staff. It was determined that no changes were needed for the Compact as written. The compact was translated into Spanish for parents. The compact is discussed at the open house meeting as well as the Title 1 Annual Meeting to inform parents about what the compact is for and how it relates to their child's achievement. We also posted the Compact on Parent Square in English and Spanish.

B. Copy of Compact - [Croft - CMS Compact](#)

VII. Building Parent and Family Engagement Capacity

A. Briefly discuss how you will address the following:

1. Assistance to parents will be given through the school website, school report card, parent conferences, Parent Square, and quarterly progress reports. Parents will attend a Title 1 Annual meeting to get information.
2. Materials will be located on the school website.
3. Expectations for communicating with and engaging parents were reviewed and discussed during our initial staff meeting and are included in our Staff Handbook. This will be addressed as needed throughout the school year.
4. We will coordinate and integrate parental involvement programs/activities through our PTA and community partnerships as applicable.
5. Appropriate roles for community-based organizations and partnerships will be determined in SIT meetings.

6. Conduct other activities as appropriate that are designed to help parents become full partners in the education of their child. These activities may include classroom events such as field trips and class celebrations, and field day. Parents are also invited and encouraged to attend quarterly recognition ceremonies.
7. Information related to parent involvement is sent home in both English and Spanish.

VIII. English Learners and Disabled Parents and Families

A. Opportunities for the participation of parents with limited English proficiency or with disabilities will be done through an interpreter (Spanish) and any other need per parent request. Materials will be translated to Spanish for parents. Communications through Parent Square are translated by the home language. Opportunities for in person, virtual, and at home meetings will be offered to meet the needs of families.

IX. Parent/Family Requests

A. Croft Community School was initially allotted \$2685.46 for parent and family engagement. Funds will be used for take home materials to support academics in the home and other supplies and food for family events.

X. Annual Evaluation

A. Support for parental involvement activities requested by parents will be done on a case by case basis. PTA, SIP, and community-based partners will have the opportunity for input in suggesting parental involvement activities.

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

- A. Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.
 1. Schedule school meetings at a variety of times or conduct virtual conferences for those unable to attend in-school activities. Home visits are an option on an as needed basis and typically involve the School Counselor.