



Parent and Family Engagement Policy 2024-2025

David Cox Road ES

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.

Name	Role
Barbara Ray Jamie Johnson Shatoria Tarver LaBrandra Rowe Sha’Ron Copeland	Parent
Tonya Reaves Christina Lamonds April Robinson	Instructional Leaders
L. Frye-Williams K. Palmer D. Oliver M. Sanders E. Wakefield	Teacher
Roderica Simmons	Assistant Principal
Irene Stanton-Stewart	Dean of Students
Vacant	IA
Jessica Rivas	Principal

B. Briefly describe the process your school used to:

1. Select participants to develop the policy (school improvement team, parent/family committee)

We utilized School Improvement Team/Staff Members to develop this policy. We also utilized feedback given on last year's policy to make revisions as needed.

2. Develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Engagement Section 1116 of The Every Student Succeeds Act See Attached Policy

3. Implement policy

II. Annual Information Meeting

A. Describe your plan to conduct an annual meeting to inform parents of their school's participation in Title I Part A. Include strategies to inform English Learner parents.

Our Annual Meeting will be held on September 24, 2024. Parents will receive notice of this meeting through Parent Square, marquee messages, notices in the Parent Info board of the school, and teacher announcements. Parents of students who are multilingual learners/parents whose first language is not English, will be provided notice in their native language. Parents who attend will also engage in their child's learning goals and expectations for the upcoming school year including hands-on activities that are standards aligned.

III. Flexible meeting times

A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.

School Improvement Team meetings are held monthly at 4:00 p.m. to give working parents an opportunity to participate. Additionally, parents are provided a virtual option to participate. Parents are invited and encouraged to register as volunteers for our school by using the CMS volunteer clearance system- [www.cmsvolunteers.com](http://www.cmsvolunteers.com). They are encouraged to volunteer and visit classrooms during various times of day. Parents are encouraged to engage in the activities offered by the school. Additionally, parents are encouraged to join the PTA to support our students and staff.

IV. Title I Part A Planning

A. What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.

Through our communication platform and Title I presentation, parents are notified of our school goals, along with other information. We develop our district supported School Improvement Plan process to document and track school improvement strategies. Parents are involved in monitoring the SIP during each SIT meeting as well as communication through ParentSquare that encourages them to review our plan

online.

## 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

ParentSquare,. Fliers in the Parent Info section of the school, fliers, social media platforms, and the school website

2. School performance profiles

Parents are provided school report cards on an annual basis when the state gives out paper copies; School Data and Title I tabs on available on our school website

3. Assessment results of their child's performance

- Mid-quarter progress reports
- Quarterly Report Cards
- PowerSchool logins (online tool for parents)
- Thursday folders/Weekly folders from teachers
- Student Agendas
- iReady, DIBELS, and EOG Reports (Parents may use Parent Portal for EOG scores as well)

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

Each year, we hold parent conferences, Curriculum Nights to support parent understanding of the curriculum and the North Carolina Standard Course of Study, as well as new teaching strategies. Our 3<sup>rd</sup> Grade parents will be involved in Read to Achieve information sessions that explain the reading legislation to improve 3<sup>rd</sup> grade literacy across our state. Translators will be available for families to ensure their full participation.

5. Opportunities for regular meetings to participate in decision making

- Monthly Grade Level Newsletters
- Parent Information Bulletin Board
- School Improvement Team Bulletin Board
- Phone Calls (Personal)
- ParentSquare Communication
- Parent Surveys

6. Timely responses to suggestions and questions raised by parents  
Phone calls, emails, letters/notes home, agendas, personal meetings

7. Reasonable access to staff, opportunities to volunteer and participate in child's class.

By encouraging all parents to register with the volunteer system and receive emails concerning opportunities; Specific fliers sent home for special opportunities to volunteer (i.e. Book Fair, carnivals, school dances, etc.);

Messages are appropriately forwarded to staff members by our school receptionist; Student agendas and ParentSquare serve as a means of two-way communication between classroom teachers and parents.

## VI. School-Family Compact

A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities

Parents are presented with the Parent-School Compact at the beginning of the year and at the Annual Title I meeting. It is available on our school website and included in our Parent Policy. This document, which is an agreement between the home and school, outlines the teacher's, parent's, student's, and principal's responsibilities for supporting learning. Our expectation is to have 100% agreement and turn-in of our school compact.

## 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.

- Each year, we hold our Annual Title I meeting to help families understand how our school is performing relative to state standards. We also use this time to help families understand our Title I status.
- Our annual empowerment nights (Curriculum, Literacy, Math, EOG) help our parents understand how we monitor their students' progress; as well as our parent conferences and frequent progress reporting.
- School Improvement Team is also communicated as a vehicle for parents to help participate in the decision making process at the school.
- Parent Teacher Conferences are not only held during the CMS designated conference window, but throughout the school year.

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.)

- Literacy Night, Math Night, technology training, Parenting Skills sessions, Read to Achieve Sessions are all available to enrich our parents in specific skills so that they can more effectively parent their child.
- Counselors/Student Support Team will conduct a Parent Information Session. -Enrichment sessions are also available within our school system.
- Our academic coaches are also available for additional, instructional specific family/student needs.

3. Educate teachers and other staff to work with parents

- Ongoing professional development as offered by the district, counselors, and social worker.
- Information passed by the Elementary School Performance Area D

liaisons to staff where appropriate (i.e. written information on having an effective home visit, etc.)

4. Coordinate and integrate parental involvement programs/activities
  - David Cox Road Elementary fosters an atmosphere of collaboration. This prevents overscheduling or scheduling competing activities, which could negatively impact participation.
5. Develop appropriate roles for community-based organizations and businesses
  - Beginning of the year email and phone call communication with existing partners.
  - Establish new community partnerships through ongoing communication
  - Ongoing communication throughout the year.
  - Dialogue concerning expanding partnership.
  - We utilize/recommend community services for our families, as needed.
  - Leverage the expertise of our Student Services Team to connect families with community resources.
6. Conduct other activities as appropriate and feasible that are designed to help parents become full partners in the education of their child.
  - We encourage parents to attend district and community courses throughout the community.
  - Parent information sessions and forums are conducted.
  - Written materials are sent home for parental support.
7. Ensure that information related to parent involvement is sent home in the language used in the home.
  - All documentation sent home is provided in two languages.
  - Parent Square messages are translated in the parent identified home language.
  - District provided translators are available for parent participation in the family native language.
  - We leverage the expertise of our MLL teacher.

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

A. Provide full opportunities for the participation of English Learner parents or with disabilities

- All staff are encouraged to reserve interpreters and translation for all students and parents/guardians as needed to facilitate conversations and meetings.
- School based instructional leaders, Support Team Members, Special Education teachers and related service providers are available to explain or help parents with disabilities.

#### IX. Parent/Family Requests

A. Describe how you will provide reasonable support for activities requested by parents and Families.

- Our staff is available to serve at our parent events.
- Our volunteer coordinator sends out emails to our approved volunteers when support is needed for parent activities.
- Parents also have the opportunity to volunteer for parental involvement activities – fliers, google documents, and ParentSquare messages are sent with response forms.
- Our faith-based partners also provide support for events and 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.
- Each year, parents are asked to provide feedback and recommendations on the parent involvement policy.

#### 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.
- Involve parents/families in the development of training for teachers, principals and other educators
  - Provide necessary literacy training
  - Pay reasonable and necessary expenses associated with local parent and family engagement activities.
  - Train parents and families to enhance the engagement of other parents
  - Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities.
  - Adopt and implement model approaches to improving parent and family engagement

*In the Charlotte-Mecklenburg Schools, we believe in the importance of families and schools working together. We believe that students do their best through the teamwork of students, families and educators. This friendly agreement lists the ways we all can contribute to the success of every student.*

CMS School Learning Compact StudentName\_\_\_\_\_

#### Parent/Guardian Responsibilities

- Make sure my child attends school every day on time and completes his or her homework every day.
- Attend parent-teacher conferences, PTA meetings and workshops whenever possible in order to help my child learn.
- Contact teachers or staff when I am concerned or have a question about my child.
- Ask my child every day for home/school communication.
  - Limit my child's TV and video game time and make sure my child is well rested.
  - Provide study space, study materials and learning opportunities for my child, in the home or through the library, church or community.
- Volunteer in my child's class or school when possible

Parent Signature:

\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

#### Student Responsibilities

- Come to school on time.
- Get and complete my homework assignments.  Bring books, homework, technology, and papers to school on time.
- Follow CMS behavior rules

#### Teacher Responsibilities

- Provide a safe, welcoming environment for students and families.
- Provide challenging opportunities

for learning. Address students' individual needs, whether basic or advanced, and offer special assistance whenever needed.

- Help parents identify ways to help their children learn. Communicate with parents and families about resources, materials, and workshops.
- Communicate regularly with parents and families about children's academic performance. Provide information about how children are doing as well as ways they can help promote learning at home.
- Have at least one parent-teacher conference annually.
- Participate regularly in professional-development programs.

Teacher Signature:

\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

#### Principal Responsibilities

- Set high standards and implement effective programs in reading and math throughout the school.
- Educate students, teachers, families and school staff about the importance of daily reading and the partnership approach of the compact. Allocate resources to ensure that high standards are met for all students.
- Provide workshops for families on how to help students learn.
- Welcome all families and include and encourage families with low literacy or math skills and/or limited English proficiency. Also ensure that translators or

