

SPARKS High School

Parent and Family Engagement Policy/Plan and Procedures

The Sparks High School Family Engagement Department works towards breaking down the barriers between families, school, and our community to enable relationships between home and school.

2021-2022

SPARKS High School is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships between the school/parents and the community. Everyone gains if **SPARKS High School**, the community, and at home all work together to promote high achievement by our children. Neither home nor **SPARKS High School** can do the job alone. Parents play an extremely important role as children's first teachers. The support for our children and for their school is critical to our children's success at every step of the way.

SPARKS High School recognizes that some students may need the extra assistance available through the **Title I program** to reach the state's high academic standards. **SPARKS High School** intends to include parents in all aspects of the school's **Title I program**. Our goal is to improve communication between families, school, and our community, reach to the highest to provide resources and support to our families. Our focus is to engage and support our at-risk families and students' path towards graduation and beyond. The key is to create a home and school partnership that will help all students succeed.

PART 1-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

- A. **SPARKS High School** will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures, distribute it to parents of participating children, and make available the Parent and Family Engagement policy/procedures to the local community.
 - **The Family Engagement Policy will be available to parents during family events/monthly Cup of Coffee meetings.**
 - **The policy is available in English/Spanish.**
 - **Revision policy meeting is held in the spring with the Sparks Family Engagement Department (FACE and FGA), parents and one school staff member.**
- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
 - **Revised policy meeting is held each spring.**
 - **A sign in sheet is required.**
 - **Policy revised in both English and Spanish.**
 - **A diverse group of parents is encouraged to attend, and a Connect Ed invitation is made.**
- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, as such services related to Parent and Family Engagement.
 - **Annual Title I /Open House: TBA**
 - **Monthly Cup of Coffee event (In-Person and Virtual)**
 - **School Improvement Plan mtg. with a parent, staff, and Admin.**
- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school-wide under Section 1114, and the process of the school review and improvement under Section 1116.
 - **Parents involved in School Improvement Plan**

- E. Provide parents of participating children — Timely information about programs under this part.
- A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible. Meet w/teacher before or after school or as requested – during PLCs – Parents are always asked for permission to test and a resulting meeting is required.
- F. Curriculum: Graduation Guide
- Academic Assessments:**
- Infinite Campus – encourage parents to access their parent portal continuously throughout the school year.
 - In school Psychologist tests: Intelligence, Adaptive, Soc. Emotional, Academic, Autism, Processing
 - BIG report discussed during conferences along with formative assessments. During conferences meet/w parent
- Proficiency Levels:**
- [Resultados en Español](#)
 - [Nevada Graduation: College and Career Readiness Assessment Requirement](#)
 - [Graduation Requirements and Diploma Types](#)
 - [WIDA ACCESS for ELs](#)
 - [EL Exit Criteria](#)

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

- 1) As a component of the school-level **Parent and Family Engagement policy**, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.
- 2) **The Family Engagement Department** will conduct presentations about the importance of family engagement and creating relationships between the school and the families during **prep periods**; the presentation will be for teachers, admin, and all supporting staff.
- 3) **The Family Engagement Department** will issue a monthly newsletter with updated school information, local community resources and more related family engagement tips.
- 4) **The Family Engagement Department** will host monthly parent meeting (i.e., Cup of Coffee)
- 5) **The Family Engagement Department** will host **Graduation Requirement Night** in the winter. This event will help build that foundation of understanding the requirements for the road to graduation (i.e., ACT, assessment tests, the WCSD attendance policy, credits, and the school curriculum).
- 6) **The Family Engagement Department** will host **Railroading through High School** in the spring. This event will target incoming parents/families of 9th grade students to assist with the transition to high school, the road to graduation and build relationships with the *Family Engagement Department*. **Parent University** will provide the information into 5-6 mini sessions:
 1. Credits
 2. The importance of utilizing Infinite Campus Parent Portal
 3. The importance of Family Engagement
 4. Attendance
 5. IEP information
 - a. How to get the most information through IEP meetings
- 7) Provide frequent reports to parents on their child’s progress.

- 8) **The Family Engagement Department** will work together with the counselors, administration, and supported staff to facilitate parent meetings with students who are credit deficient, failing classes, and chronic absenteeism.
 - a. **FACE and FGA** will assist making phone calls to families and home visits.
 - b. **FACE and FGA**, counselors, supported staff and administration will hold parent conferences to discuss academic, behavior, and attendance concerns.
 - i. Counselors will discuss the crucial requirements for graduation.
 - ii. **FACE and FGA** will be help families communicate in home language as applicable and build a relationship between the families and the educators.
- 9) Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities.
- 10) Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- 11) IEP meetings are held annually and at three- year evaluation.
- 12) Parent volunteers are encouraged to participate in the classroom or with the FACE Liaison.
- 13) Methods of communication:
 - a. Phone calls, emails, fliers, mail personal reminder postcards of upcoming events or any family engagement related, Microsoft teams, and Family Engagement Newsletter.
 - b. Post announcements and other family engagement related resources through **Sparks High School Parent Resources** website: <https://www.washoeschools.net/Page/3368>
 - c. Communication in home language as applicable
 - d. Resources given as requested or on an as needed basis.

BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

- 1) Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
 - a. **Infinite campus workshop provided for parents to learn how to navigate system, be able to check child’s progress daily.**
 - b. **Counselors meet with parents and students to explain their academic progress.**
- 2) Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright privacy).
 - a. **Infinite campus workshop provided for parents to learn how to navigate system, be able to check child’s progress daily.**
 - b. **Parent University technology workshops provided for parents.**
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
 - a. **Admin will work with teachers in cultural competency.**
 - b. **Staff implementing SEL strategies in classrooms.**

- 4) Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
 - a. **Open House (TBA)**
 - b. **Monthly Cup of Coffee meetings (In-Person and Virtual)**
 - c. **Bringing in local resources such as Parent University, HOPE clinic, Children’s cabinet, Food Bank, etc.**
 - d. **Encourage parents to attend Nevada Family Engagement Summit.**

- 5) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. *Connect Ed, Email, Text is sent out in English and Spanish about school events.*
 - a. **Students will receive classroom progress reports as needed and WCSD report cards quarterly to inform parents of current academic achievement or concerns.**
 - b. **To enhance communication with our parents/guardians and respect our non- or limited-English speaking families, translations of written material and interpreters for meetings and conferences are available.**
 - c. **All Connect-Ed messages from the telephone system will be sent to homes in English or Spanish, depending on the home language preference.**
 - d. **SPARKS High School has a full time FACE Liaison (Family and Community Engagement Liaison) who is available during school hours.**

The following are allowable activities:

- 6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- 7) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- 8) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
 - a. **Parent University provides transportation and interpreters for all their workshops.**
- 9) May train parents to enhance the involvement of other parents.
- 10) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, to maximize Parent and Family Engagement and participation.
- 11) May adopt and implement model approaches to improving Parent and Family Engagement.
- 12) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
- 13) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.
 - a. **Provide facilitators such as, children’s cabinet, food bank.**
 - b. **Sparks High on-site Community in schools (CIS)**

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

- a. **Interpreters at IEP meetings and 504 meetings**
- b. **LEA (Admin/Dean) to make sure that proper and understandable language is used with parents during meetings.**

PART IV-ADOPTION

This **SPARKS High School** Parent and Family Engagement Policy/Procedures have been developed/revised jointly with and agreed upon with parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by **SPARKS High School** in **May 2021** and will be in effect for the period of **2021-2022**. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before **October 1, 2021**.

Signature of Title I Authorized Representative

Date