

KATE SMITH ELEMENTARY

Parent and Family Engagement Policy/Plan and Procedures

2022-2023

Kate Smith is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Neither home nor Kate Smith can do the job alone. **Parents play an extremely important role as children's first teachers.** *Support for their children and for the school is critical to children's success at every step along the way.*

Kate Smith recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Kate Smith intends to include parents in all aspects of the school's Title I program. *The goal is a school-home partnership that will help all students to succeed.*

In support of our vision for *parent involvement* at Kate Smith, we are committed to the following key elements for successful school, family, and community partnerships.

- A. Kate Smith will jointly develop/revise with parents the school *Parent and Family Engagement policy/procedures* and distribute it to parents of participating children and make available *the Parent and Family Engagement policy/procedures* to the local community.
 - Family Engagement Policy will be distributed at a monthly cup of coffee during the fall with the opportunity for parents to read and ask questions regarding the policy.
 - Policy given in English and Spanish.
 - Revision meeting held in spring with FACE Liaison, parents and school staff.
- B. During our Back to School night/Title I meeting in the Fall of 2022 for all families to attend, we will inform parents of their school's participation and our current programs, services provided, and Title I information offered.
 - Sign-in sheet as artifact to be stored in FACE Artifacts Binder
 - Information in English and Spanish
 - Outreach will include the Children's Cabinet, The Food Bank of Northern Nevada, Sparks Family Resource Center, and Access to Healthcare.
- C. Meetings will be held at varying times to accommodate family schedules and offer assistance (with funds provided) with transportation, child care, or home visits (if applicable) related to Parent and Family Engagement. *Parent workshops will be held during morning and evening times throughout the year.*
- D. Kate Smith will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116. *Parents will be part of the School Improvement Plan development.*
- E. Kate Smith will provide parents of participating children—

- Timely information about programs during conferences and throughout the year. Classroom teachers will share data with parents on student progress and provide related activities to promote academic – and social-emotional growth. *Teachers and students will be sharing goals and objectives with families during conferences and throughout the year.*
 - 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.
 - With the collaboration of staff and Parent University, Kate Smith will provide parents with informational sessions and workshops, to help parents better understand state mandated assessments, requirements, and expectations.
 - Through our monthly *Coffee & Conversations*, parents will have the opportunity 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.
- F. If schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district. Also, every spring we will conduct the *Parent Climate Survey* which will provide our school with feedback to build a better family-school partnership. *Kate Smith encourages our parents to submit any ideas and input to better our parent engagement.*

SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level *Parent and Family Engagement Policy*, Kate Smith shall jointly develop with parents, for all children served, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-We will conduct a parent/teacher conference annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

-We will provide frequent reports and quarterly report-cards to parents on their child's progress.

-We will provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

- During school hours Kate Smith families are invited onto our campus with proper identification and an approved volunteer application.
- Families are welcome to call our office with any questions and concerns or stop by during school hours.
- If a staff member is not readily available, parents can call our office to make accommodations to meet with that staff member.
- Our school's Family and Community Engagement Liaison (F.A.C.E) is available on campus during school hours to answer any parent questions and or concerns.

- We will ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. Translations and interpretation when requested will be provided in writing, during meetings and conferences, over the phone, and at parent and family workshops.

Any information sent out to our families will always be readily available in Spanish when requested. If another language is needed, Kate Smith will ensure its best efforts to provide it in the language requested. Our

communication (including event advertising) will be facilitated through our monthly calendar, our school website, parent conferences, monthly newsletters, the *Infinite Campus Parent Portal*, emails, school wide text-messages, phone-calls, and notes sent home to parents. Any changes will be updated onto the school website or through flyers.

BUILDING CAPACITY FOR PARENTS AND STAFF

To ensure effective involvement of parents, and to support a partnership among the school involved, parents, and the community, to improve student academic achievement, Kate Smith will:

- 1) Provide parent workshops and educational *Family Nights*, to provide an understanding of the challenging State academic standards, monitoring a child's progress, and working with educators.
 - Parent-teacher conferences are held to inform parents and families of curriculum and assessments.
- 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 piracy).
 - Family S.T.E.M. night and Literature night at Kate Smith provide resources and activities to benefit both the learning of the parents and the families regarding technology, literature, and honesty/integrity.
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
 - Kate Smith will continue to support the value of *parent engagement* during our regular staff-meetings and training.
- 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*.
 - Such engagement programs include (but are not limited to) *Early Childhood Education, Sparks Family Resource, 21st Century Team-Up, The Food Bank of Northern Nevada, Big Brothers Big Sisters of Northern Nevada, TMCC, and University of Nevada*.
 - Outreach will include the Children's Cabinet, The Food Bank of Northern Nevada, Sparks Family Resource Center, and Access to Healthcare.
- 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.
 - *Information sent home will always be readily available in both English and Spanish. Our school's Spanish speaking personnel are also available for assistance to non-English speaking families.*

The following are allowable activities from Kate Smith:

- 6) With Parent Participation Kate Smith will 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 through Parent University, TMCC English Language Learning (evening) classes, R.I.S.E Academy English Language learning, and the Northern Nevada Literacy Foundation.
- 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.
- 9) Parent University courses offered may assist in training parents to enhance the involvement of other parents.
- 10) Arrange school meetings at a variety of times (morning and evening), 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, in order to maximize *Parent and Family Engagement* and participation.
- 11) May adopt and implement model approaches to improving *Parent and Family Engagement* through our family engagement nights, Parent University workshops, and morning Coffee & Conversations.
- 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) With collaboration of community resources, Kate Smith will continue to provide information, and related services to the community and our families in need.

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.

- Interpreters at IEP meetings and 504 meetings
- LEA to make sure that proper and understandable language is use with parents during meetings.

PART IV-ADOPTION – This Kate Smith *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 Kate Smith on 05/27/2022 and will be in effect for the period of the 2022-2023 school year. 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 10/01/2022.

Amanda Stulock- PRINCIPAL