



## Lois Craig Elementary School Parent and Family Engagement Policy 2020-2021

### School Belief:

The administration, staff, and parents of Lois Craig Elementary School believe in empowering all students to succeed in a changing world.

### Plan for involving parents in the writing of the policy:

This policy has been jointly developed and agreed upon by Lois Craig Elementary School and the School Success Team (SST):

Michele Cobb, Principal

Cynthia Blank, STEAM

Michelle Basolo-Paiz, Learning Strategist

Lisa Sasse, Read By 3 Strategist

Michele Mathews, Assistant Principal

Elizabeth Castoe, Counselor

Amanda Terkel, Parent

Jennifer Cambria- Language Learner Strategist

### Annual Meeting

Michele Cobb and Michele Mathews will convene a virtual parent meeting on **October 28, 2020 at 5:30 pm**, to evaluate and update this policy. The meeting will be in English and translated in Spanish. The policy will be uploaded to the school website to communicate with parents not in attendance. The school's Parent and Family Engagement Policy, developed by the School Success Team, along with all correspondence sent home, are distributed in an understandable and uniform format, and to the extent practicable, in a language parents can understand.

### Annual District Survey

Results of the District Wide Parent Survey will be shared and discussed with parents highlighting strengths and areas for improvement. Results from the survey indicate that all participating parents strongly agree that they feel welcome at the school and know what goes on inside the school. Overwhelmingly, the parents who participated feel that the school engages them in activities. Over 80% of students feel safe and 84% of parents are happy with Lois Craig ES. In an effort to increase parent participation in the future survey, we will open our library and computer labs at specific times to encourage participation. Lois Craig administration and faculty and staff have established monthly parent meetings to discuss our survey results, upcoming events, safety and security of our students and staff, and participate in school-wide decision making.

### Involvement in School Review and Improvement

Lois Craig Elementary School will involve parents in the writing of the School Performance Plan by providing the parents on the School Success Team (SST) with enough notice as to when planning will be taking place. With that information, parents can make arrangements to attend meetings.



### **Educational Involvement Accord:**

The Education Involvement Accord is integrated into the registration process through Infinite Campus. Parents must review the Accord prior to completing their child's registration. Administration and teachers will have access to the Accord whenever needed for parent/student conferences or other occasions.

### **Plan for building parent capacity for strong parental involvement:**

Lois Craig Elementary School, in order to build the school's and parents' capacity for strong performance, will follow the Six Types of Parent Involvement that are recommended by Title 1.

- Create a welcoming school climate.
- Provide families information related to child development and creating supportive learning environments.
- Establish effective school-to-home and home-to-school communication
- Strengthen families' knowledge and skills to support and extend their children's learning at home and in the community.
- Engage families in school planning, leadership and meaningful volunteer opportunities.
- Connect students and families to community resources that strengthen and support students' learning, safety and well-being.

### **An annual parent meeting will be held within the first month of school to discuss the following:**

- **Implementation of Leader In Me**
- School Accountability Report from the previous year
- 21<sup>st</sup> Century Grant
- Communities in Schools
- Utilization of Title 1 Funds
- ZOOM School Initiatives
- Parental Rights and Responsibilities

This meeting will be in English and Spanish and meeting. The school's Parent and Family Engagement Plan, developed by staff and parents, will be distributed in both English and Spanish in an understandable and uniform format and to the extent practicable, in a language parents can understand. The information will be made available to the community on the Lois Craig Elementary School website accommodating for parents who are not in attendance.

### **Parent surveys will be conducted to receive feedback on the following:**

- Welcoming of School Environment
- Availability of teachers and staff to discuss student achievement and needs
- Level of instruction in classrooms
- Amount and quality of parent and family programs

The school will provide, to the best of our ability, reasonable support for any assistance, services, or additional parent involvement activities as parents and families may request. Parents are encouraged to fill out surveys and evaluations and to communicate with the staff and administration of Lois Craig Elementary School.



*\* All presentations, surveys, and paperwork are in both English and Spanish.*

### **Improving Student Achievement:**

The school will include parents in the academic achievement of students by providing assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local assessments and state proficiency level targets, the requirements of Title I, how to monitor their student's academic progress through Infinite Campus, and how to work with school staff to improve the achievement of the student.

During Parent Student Academic Planning Time on Friday, November 15, 2019 the teacher will review the student assessment results, classroom performance and topics the parent and child would like addressed.

### **Reaching Out to Parents and Parents as Partners:**

The school will, with the assistance of parents, educate its staff on how to reach out, communicate, and work with parents as equal partners and is a continuing part of the school's cultural competency training. This partnership will develop through monthly parent meetings, monthly School Organizational Team meetings, and professional development opportunities for teachers to enhance their understanding in the importance and strategies for building parent and family partnerships.

### **Using Other Resources:**

The school coordinates parent involvement programs and activities with our Pre-K program, the ZOOM Reading Center, and the ZOOM extended school day. We have developed partnerships with Communities in Schools, Three Square Food Bank, and 21<sup>st</sup> Century for before- and after-school tutoring. Information is sent to parents via ParentLink messages, postings on the school website, and through flyers sent home.

### **Plan for providing materials and training to help parents work with their children:**

Throughout the year, Lois Craig Elementary School provides parents with materials and trainings on literacy, math, and technology to help them work with their children. One of these opportunities comes during Parent Student Teacher Academic Planning Time (PSTAPT). Teachers will conference with parents informing them of their child's academic performance, along with giving them ideas on how to increase achievement. Along with PSTAPT, parents have the opportunity to engage in various opportunities throughout the school year, such as Breakfast with Books, Pastries with the Principal, Family Nights, and Curriculum Events.