

Helen Marie Smith Elementary School

Parent and Family Engagement Policy 2018-2019

This policy has been developed and agreed upon by Helen Marie Smith Elementary School staff and parents. This committee will convene an annual meeting to evaluate this policy. The meeting will be held at a convenient time for parents. This meeting will be held Wednesday, October 3, 2018, at 3:40 p.m. and then reviewed in the Spring of 2019. Parents not in attendance will be able to access the information on the school website at helenmariesmith.org. The meeting can be recorded and streamed through Google Meet if parents express interest in attending from another location.

Helen Marie Smith's Parent Involvement Policy developed by the staff and parents will be distributed in an understandable and uniform format through the use of digital media and in Microsoft Word. Should parents need a translation, they can notify the office as needed.

Eighty-five parents participated in the 2017/2018 District Wide Survey. The results were shared with parents during the Title 1 parent meeting. The results were very positive: 94% of parents agree or strongly agree that they are happy with their child's school, 96% of parents agree or strongly agree that they feel the school makes the effort to keep them engaged in their child's success, and 97% of parents agree or strongly agree that their child is safe while attending Helen Marie Smith Elementary School. With the increase in survey responses, we are able to use this information to help develop the Parent and Family Engagement Policy for this school year. Using these results we are planning to continue to increase parent engagement in student learning and to continue to strengthen the home to school communication piece. Parents will also be encouraged to complete the survey in 2018 when they attend their parent teacher conference to continue to increase parent responses. They will be given the time and be able to use the school computers to complete the survey.

The school will involve parents in the writing of the School Performance Plan. A meeting was held in March 2018 and another will be held in the fall. Input was taken at meetings and throughout the year and utilized to help provide the best plan possible to help students and families. The need for the use of the funds to be used on teaching salary was discussed due to the need to keep the number of teachers at our school at the same number. The discussion about the 1% set aside and the use during "Smithsonian" Night occurred as well.

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

Helen Marie Smith Elementary School, in order to build the schools and parents' capacity for strong performance will:

- Provide parents with information that builds a positive home environment that supports learning.
- Provide communication to parents about school tutoring and academic programs and students' progress including notices, memos, phone calls, report cards, conferences, open-house nights, and parent meetings.
- Communicate the state's academic content standards, state's student academic achievement standards, state and local academic assessments including alternate assessments, such as SBAC,

WIDA, AIMSweb and DRA reading assessments, the state's proficiency level targets, and the school's curriculum to parents.

- Provide an opportunity for parents to volunteer at school and attend student performances and other events.
- Guide parents in monitoring and assisting with their own children at home on learning activities that are coordinated with class work or that contribute to success in school.
- Work together with parents on the School Organizational Team as well as other school committees.

Communication to parents is sent via the ClassDojo application which is very convenient for parents. It has notifications that show up on their phones and it has a translation feature. Information is also sent home via notices and flyers. Announcements also go home on Parent Link as needed.

Helen Marie Smith Elementary School will hold parent meetings in November 2017 to discuss student's achievement and school improvement. Open House and PTSAPT conferences are resources used to build an action plan for parents to support their student's success. Parents are asked to support and attend academic activities such as Career Day, "Smith"sonian Night and Pastries for Parents as well as attend additional training programs for parents to come and learn strategies to use to help their children with school work. Parent volunteers are trained to help on reading and math skills with our struggling tier 1 students by teachers that they are helping. They get 1-1 training to help primary students with letters and sounds, number identification and lower level reading skills.

Throughout the year parents will be encouraged to attend Parent Teacher Organization (PTO) meetings, Literacy and Math Nights, as well as a variety of different school functions to help increase their engagement level and build positive relationships between the school and the community.

Helen Marie Smith Elementary School shall, with the assistance of its parents, educate its teachers, pupil services personnel, principal and other staff, in how to communicate with parents, and work with parents as equal partners, and in how to implement and coordinate parent programs and build ties between parents and school.

Parents can communicate with any staff member and attend PTO meetings to provide input into ideas they have for the school that are taken into consideration by administration. Parents have daily communication with their child's teacher through Class Dojo which also has a translation feature for parents. School news and events are also regularly shared through Class Dojo.

Helen Marie Smith Elementary School, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with our Parent Teacher Organization, academic parent volunteers, English Language Learners parent classes and other programs that encourage and support parents in more fully participating in the education of their children. Outside organizations such as Title 1 Hope, Three Square, and School-Bell will be provided as necessary to parents in need of support. These programs are offered to parents by the school counselor when teachers refer students for the programs or parents ask for assistance.

Helen Marie Smith Elementary School will provide other reasonable support for parental involvement activities that parents may request such as the ones listed from organizations already mentioned. Parents who are in need of additional support to enable their involvement in their child's educational experience have 24 hour, 7 days a week access to both administrators on Class Dojo and are encouraged to send

messages to their child's teachers as well so their needs can be addressed. Any expressed needs will be addressed using any means possible, including scheduling a meeting to discuss the needs further. Parents are always welcome and often do communicate with the main office when they have feedback for our school.