

Helen Marie Smith Elementary School

Parent and Family Engagement Policy 2020-2021

This policy was developed during the Covid-19 pandemic in which the school is currently operating under the distance learning model. The 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 21, 2020, at 9:30 a.m. and 3:00 p.m. and then reviewed in the Spring of 2021. 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.

Twenty-one parents participated in the 2019-2020 District Wide Survey. The results were shared with parents during the Title 1 parent meeting. The results were very positive and are as follows:

- 100.0% of parents felt our school sees them as a partner in their child's education.
- 100.0% of parents reported they know what goes on in their child's school.
- 100.0% report their child feels safe at school.
- 95% feel informed about current curriculum for their child's grade level.
- 90.5% report the school seeks input of parents before making important decisions.

This information is useful to help develop the Parent and Family Engagement Policy for this school year and confirms that many of the things we have done to inform parents and keep them involved is working. 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 District Wide Survey in early 2021 to continue to increase parent responses. They will be given the time and be able to use the school computers to complete the survey if safe to do so.

The school will involve parents in the writing of the School Performance Plan. A meeting was held in February 2020 and another will be held in the Fall of 2020. 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 salaries 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 distance learning.
- Provide communication to parents about 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, EasyCBM 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 – only in the event the school reopens and it's safe to do so.
- Guide parents in monitoring and assisting with their own children at home on distance learning activities.
- Work together with parents on the School Organizational Team as well as other school committees.
- Provide assistance as needed with distance learning programs and technology support as needed.

Communication to parents is sent daily via the Class Dojo application which is very convenient for parents. The app also has a translation feature with allows parents to translate messages into their home languages. Information is also sent home via notices and flyers and announcements also go home on Parent Link regularly in English and Spanish. Parents are encouraged to communicate with teachers and administration via Class Dojo and attend SOT meetings to provide input into ideas they have for the school that are taken into consideration by administration.

Helen Marie Smith Elementary School will hold parent meetings in October and November of 2020 to discuss student achievement and school improvement. Virtual 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 virtual academic activities such as Career Day, and “Smith”sonian Night to see how distance learning is going and provide strategies to use to help their children with school work. Parents are also encouraged to attend School Organizational Team (SOT) meetings and monthly Admin Chat Parent Meetings 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.

Helen Marie Smith Elementary School, to the extent feasible and appropriate, will coordinate and integrate virtual parent involvement programs and activities 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 supports 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.