

# Kit Carson International Academy

## Parent and Family Engagement Policy

### 2017-2018

- 1) Our Parent and Family Engagement Policy has been jointly developed and agreed upon by Kit Carson International Academy staff and the parents that serve in the school according to Title 1. **(a)**

Kit Carson will hold an annual meeting, at a time that is convenient for parents, the School Design Team (SDT), and the School Organizational Team (SOT) to review and evaluate the policy. Multiple meetings were held on 9/21/17, 9/28/17, 10/17/17 and 10/19/17. Carson's Parent and Family Engagement Policy developed by the school staff and parents of students at Carson will be distributed in an understandable and uniform format, in a language (both English and Spanish) parents can understand; a translator will translate the meetings for Spanish speaking parents. Parents were able to send in suggestions for the plan through written documentation or via phone call. During the meetings, translation will be available. The Parent and Family Engagement Policy will also be made available to the community. The following provisions have been made for parents that are not able to attend meeting; policy is sent home with students, the policy is posted on the school website, and the policy is published on the first newsletter of the school year; which is also sent home with all students.

- 1) Our Parent and Family Engagement Policy provide the results of the annual District Wide Parent Survey as well as how the results are shared with parents and family members and used to develop the Parent and Family Engagement Policy. **(b)**

Kit Carson District Wide Parent Survey results under Parent Engagement for the 2015 SY 76.2%, for the 2016 SY 87% and for the 2017 SY 88.4%; which reflect agree or strongly agree. The results from the survey are shared during Coffee and Convo sessions and Afternoon Tea sessions, where parents and administration gather to discuss pressing topics that will direct effect all stakeholders. The survey results are also shared during monthly Parent Title 1 meetings. The results are outlined to ensure we are addressing all matters efficiently and effectively. Once topics are discussed, outcomes are shared with parents and the lead team to develop next steps for resolutions and/or increasing successes. During the SOT meetings, parents are given the results and again a rich dialog takes place to address any concerns and celebrate successes. Our new Parent Engagement Committee is a direct result of all parent meetings and teacher meetings with administration voicing the desires to maintain a high percentage in parent engagement. A newsletter format of results are sent home with students, posted in the front office, and announced on the school website.

- 2) Kit Carson involves parents and family members in the process of school review and improvement (i.e. involvement in revision and, where applicable, implementation of School Performance Plan and other plans such as Victory/ZOOM, etc.):

Kit Carson International Academy will involve parents, as well as the School Organizational Team in an organized, ongoing, and timely way in the planning, review, and improvement of the Title 1 programs, School Performance Plan, and Parent and Family Engagement Policy. A meeting will be held on a monthly basis to discuss and involve the parents in the program.

- 3) Description provided of how the Educational Involvement Accord [which complies with ESSA, Section 1116] was shared with parents and used to develop expectations and objectives for meaningful parent and family engagement.

The Educational Involvement Accords were mailed home to parents on August 1, 2017 in the back to school packet. Parents new to the school will receive the Accord upon registration of their child.

During our parent monthly meeting a commitment from each area; parent, student, teacher and school staff are shared to ensure the awareness of educational involvement.

During parent conferences with administration, Accords are reviewed, as needed, to refresh parents and students of the commitment to be involved.

Our school newsletter spotlights the area of parent and student and directly bridges the school and home connections of educational involvement.

- 4) In order to provide assistance to parents in understanding such topics as the state's content and achievement standards, state and local assessments, the requirement of Title 1, and how to monitor their child's academic progress as well as how to work with school staff to improve the achievement of their child. **(a)**

Kit Carson holds a Back to School Meet and Greet event before school begins in August, where parents are introduced to Carson staff members. In addition, during monthly parent meetings, parent's rights and responsibilities under Title 1 and Elementary and the Secondary Education Act (ESEA) are reviewed and discussed. Parents are provided information about the state's academic standards, state and local assessments, and proficiency level targets as well.

Parents participate throughout the year in student-led conferences where the student explains how they are progressing academically, their data outcomes, and the goals they've set for academic success. Students are express to parents how they can work with their child at home and how to monitor their child's academic progress. Parents are also informed about their child's academic progress through monthly progress reports/classroom expectations that are sent home with their student. The content of the report is explained to parents during Open House and again during student-led conference under the facilitation of the classroom teacher.

Parents also receive a quarterly newsletter, which included information about the school curriculum, testing, school events, and tips on how parents can assist their child with homework and school related activities.

Parents attend monthly parent meetings to learn literacy activities they can use at home with their child. Parents are a part of the School Design Team, the School Organizational Team and the District Parent Advisory Committee.

- 4) Kit Carson provides materials and training (including technology when appropriate) to help parents and family members work with their children to improve their academic achievement, and to foster parental and family engagement. **(b)**

A Carson Family Center has been created where classes and resources are available to meet the needs of families. Also, parents are encouraged to check out a variety of learning materials from the school's family center. These materials include books, videos, books on tape, etc., these tools give parents additional resources to work with their child at home. Carson also hosts a parent-training night during the year, including math, science, and literacy. These activities give parents additional information about the school curriculum and resources to use at home with their child.

- 4) Kit Carson educates its teachers, pupil services personnel, administrators and other staff, in how to reach out to, communicate with, and work with parents and family members as equal partners, in the value and utility of contributions from parents and family members, and how to implement and coordinate parent programs and build ties between parents and family members and schools. **(c)**

In partnership with parents, the school administration will hold professional development activities to educate the staff on how to communicate effectively with parents and how to view parents as equal partners in the education of their child, and how to implement and coordinate, with the School Community Facilitator, classes and workshops for parents.

- 4) Kit Carson to ensures that information related to the school and parent-programs meetings, and other activities, is sent to parents and family members of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents and family members can understand. **(d)**

All information related to school and parent programs and activities are sent home to parents via flyers, newsletters, Parentlink, and the school's website in both English and Spanish.

- 4) Kit Carson administration will: **(e)**

Involve and encourage parents to participate in the following programs:

- o Monthly Parent Workshops
- o Monthly Parent Meetings
- o School Leadership Team Meetings
- o School Organizational Team Meetings
- o Family Academic Nights
- o School Events

In addition, the public library is invited to the school three times during the school year to inform parents of programs and activities available for their child.

- 4) Description provided of how the school provides such other reasonable support for parent and family engagement activities under this section which parents and family members may request **(f)**

Childcare support and activities are provided as needed for parent involvement activities and workshops held in the Carson Family Center. Parents are given the opportunity to provide feedback and comments at all times.