



## **Parent and Family Engagement Policy**

**School: Metro School\_\_\_\_\_**

### **I. Parent and Family Engagement Policy**

A. List names and roles (teachers, administrators, parents, etc) of persons involved in developing Parent and Family Engagement Policy.

- Fermandi Dyson - Principal
- Cel St. Pierre - Assistant Principal
- Kelli Howe - Assistant Principal
- Holly Adams - Dean of Students
- Miranda Goodman - EC Field Coordinator
- Erin Wallace- High School Teacher
- Melissa Hastings - Preschool Teacher
- Maureen Fredo elected 9-7-21- Elementary Teacher
- Ashley Kerr - Middle School Teacher
- Georgia Monroe - Transition Teacher
- Alpha Arnett - Teacher Assistant
- Kathy Miceli - Elementary Teacher
- Murielle Casimir - Support Staff
- Stephanie Abbey - Teacher Assistant
- Kristen Bogeajis - PTO Representative
- Megan Mathus - Parent Representative
- Sharona White - Social Worker
- Johnny Traylor - Parent Family Advocate

B. Briefly describe the process your school used to:

1. Our participants to develop this policy were selected through the SLT team. Each member of the team was voted on during our initial SLT meeting on September 28th, 2021
2. develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Engagement Section 1116 of The Every Student Succeeds Act (ESSA))
3. implement policy

### **II. Annual Information Meeting**

A. The Title 1 Parent Informational Night will be held during our curriculum night on September 23rd, 2021. This meeting will be held in a hybrid format, families will have the opportunity to attend the meeting both in person or via zoom. During this meeting parents will also have the opportunity to attend breakout sessions around their students curriculum, sessions will be held both in person as well as on zoom. We will have two interpreters from the ESL

department on hand to provide the opportunity for our non-English speaking parents to participate.

### III. Flexible meeting times

A. Parents and families at Metro school are provided with a monthly newsletter and calendar that goes home with each student (via. connect ed when virtual, and hard copy when in person). Additionally we ensure that weekly or as needed connect ed messages pertaining to events go out to families. We also keep copies of all documents that go home in the front office in the event a family needs another copy. All information about Metro events can be found on our school's website, the marquee, or on social media.

### IV. Title I Part A Planning

A. We will utilize our monthly SLT meetings as a means to involve our families. During virtual learning teachers have daily instructional support time in their schedules, this time is a time that families can meet with teachers 1:1, as well as, teachers can work with students 1:1. We will also hold the annual curriculum night which will allow parents and families to get a sense of the curriculum and participate in a hands on lesson that their child will experience. During this time parents will also be afforded the opportunity to ask questions around the curriculum.

### V. Parent Information and Opportunities

A. Describe how you will provide parents and families with the following:

1. Timely information about Title I Part A Programs: This information is available via our schools School Improvement Plan. This information is developed, reviewed and data collected by the School Leadership Team.

2. School performance profiles: Metro's School performance profile was made available through our school's website as well as shared in our monthly SLT via our principal in conjunction with our assessment data from the school year.

3. Assessment results of their child's performance: Parents receive updated assessment data on their child's End of Grade Assessment via a score report (for those that are assessed). All students are assessed daily by classroom staff and this data is integral in developing IEP goals for our students. Students are additionally assessed via pre/post assessments at the start of and end of a unit of study. School wide use of the Unique Learning Systems benchmark assessments is also used to measure student progress. Parents receive copies of all data quarterly.

4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities: This information will be available on curriculum night. Additionally if the parents or families have any questions they are able to ask during daily instructional support hours or by reaching out to their child's teacher or grade level administrator.

5. Opportunities for regular meetings to participate in decision making: Parents are afforded an opportunity to participate through the School Leadership. This offers parents the opportunity to participate in reviewing and providing feedback on the school improvement plan and title 1 parent involvement policy. Meetings are held monthly, participants can join via various means such as via video, telephone, or in person.

6. Timely responses to suggestions and questions raised by parents: Request, concerns and suggestions made by parents can be done through an SLT meeting or by reaching out to the grade level administrator for their student. Requests will be acknowledged and responded to in a timely manner.

7. Reasonable access to staff, opportunities to volunteer and participate in

child's class:

### Metro Volunteer Protocol

The following outlines the required protocol for volunteers on Metro School's campus:

1. Parents are encouraged to volunteer in their child's classroom or throughout Metro School.

The classroom Professional Learning Community (PLC), which includes the teacher and teacher assistants, will determine the volunteering time, duties, and duration in the classroom. Keep in mind that in some classes, another adult in the class may be a distraction to some students.

- a.) Complete the application to become a registered CMS volunteer.
- b.) Please reach out to our volunteer coordinator Miranda Goodman or to the classroom teacher to submit your volunteer interest.
- c.) If the area you requested is not available, you are able to fill out the Volunteer Form on the day that you arrive and the office staff will confer with the lead person in the area you requested. You will be placed in the area with the greatest need.
- d.) You may be asked to volunteer in the front office, cafeteria, pool area, media center, etc. Remember, to volunteer means to "render a service" – work.
- e.) For the safety of our students, volunteers will not be allowed to feed or change students.
- f.) For the safety of our students no minors will be allowed to accompany volunteers. This will allow volunteers to fully engage with our students.

### VI. School-Family Compact

A. The compact will be reviewed and discussed at September's SLT meeting as well as at our title 1 parent night September 23rd, 2021. Parents in either forum will be able to ask questions as it relates to our title 1 compact. For our parents with a language barrier we have a Spanish version of the compact available. We will also have an interpreter on hand who can answer any further questions at our title 1 parent night.

### VII. Building Parent and Family Engagement Capacity

A. Briefly discuss how you will address the following:

1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child: This will be explained at our title 1 parent night and curriculum night. Parents are also able to ask questions when meeting with their child's teacher. They are also welcome to contact the grade level administrator if they have any further questions as it relates to their child's academic content.
2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.): Metro's Schools Parent Resource Center in the school's parent center. It offers ways to support students at home for parents and families via books, pamphlets, and CD's. Our school's website has also been updated with a variety of resources for our families to access. We also have a parent center in the school that has resources available for parents.
3. Educate teachers and other staff to work with parents: Through our family advocate, and social worker we will provide ongoing training during our staff meetings and PLC times to address any training that may be needed for how to work with our parents and families.
4. Coordinate and integrate parental involvement programs/activities: These activities will be planned through our admin team, social worker, and our parent family advocate. We will receive input from parents and families based on our survey data, SLT and PTO feedback.

5. Develop appropriate roles for community-based organizations and businesses: Through our Community Based Instruction and our Community Based Training partnerships we will work with these businesses outside of Tuesday and Thursday. We will also use our partnerships created through grant funding to invite the community into Metro.

6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child: We will work with our parent family advocate and social worker to create these activities.

7. Ensure that information related to parent involvement is sent home in the language used in the home: For documents that go home with students of non-English speaking parents we will have them translated.

#### VIII. English Learners and Disabled Parents and Families

A. When planning school wide events such as Title one night or curriculum night we will request the services of the ESL department to provide us with interpreters so that our non-English speaking parents are able to participate in our activities.

#### IX. Parent/Family Requests

A. We will involve our SLT team and vote on requested activities as needed or requested. In the event that a requested parent activity aligns with something we have planned we will work to incorporate the additional ideas that have been submitted.

#### X. Annual Evaluation

A. We will utilize the Google Surveys, SLT and PTO to gain feedback from families regarding the effectiveness of the parent and family engagement policy.

#### XI. Other Parent and Family Engagement Practices (School may include the following).

Only describe the ones you choose to implement

A. Describe how your school addresses the following, only if practices are part of your schoolwide plan.

1. Involve parents/families in the development of training for teachers, principals and

other educators: Utilizing our parent involvement allocations to cover cost for some of the activities held at Metro such as but not limited to Metro Family Fun Day, and Title 1 curriculum night.

2. Train parents and families to enhance the engagement of other parents: Through our family advocate and social worker we will provide ongoing training as needed for families around the resources that are available for their students.

3. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities: Home visits/conferences for the parents who are unable to come to the school are arranged through our parent family advocate and social worker. Curriculum night will be held in the fall as well as, ongoing instructional support blocks throughout virtual learning.