



**Instilling Accountability, Responsibility, Respect**

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## LEA PARENT AND FAMILY ENGAGEMENT POLICY

At C.S. Lewis Academy, we believe that ongoing engagement of parents is very important to the success of our students' education. To meet the Title I Schools requirements, our school must create and support a strong parent-school partnership. In order to receive Title I funding for our school, programs that support parent engagement must be in place and implemented. As a Title I school, we encourage parent volunteerism and plan meaningful activities in which parents and families may participate.

Annually, C.S. Lewis Academy will convene a Title I orientation meeting, in conjunction with the "Back To School" night at the beginning of each school year. All parents will be invited and encouraged to attend. The purpose of the meeting will be to inform parents of the school's participation under Title I and to explain Title I requirements and parents' rights to be involved. Teachers will also inform parents regarding the curriculum used in the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

Meetings will be scheduled on various days of the week, in order to make parental engagement in such meetings as convenient as possible.

A group of parents, representative of the student body, will be used to form the Action Team for Partnerships (ATP), which will be responsible for the construction and revision of this policy and the Parent-Teacher-Student compacts, in addition to the development of the Title I Plan. The ATP will meet twice a year, with additional meetings as deemed necessary for the improvement and benefit of the school. In addition to the ATP, the School Council and Parent Teacher Organization (PTO) leadership will utilize parent representatives. C.S. Lewis Academy will provide parents with timely and pertinent information regarding parent engagement, their child's achievement and the school's performance.

This will include, but is not limited to, the following:

- A. Yearly Title I and Curriculum Open House meeting
- B. School performance records and proficiency level expectations distributed each school year through UPASS and summative test results
- C. Written communication from teacher, including:
  - Daily agenda notes
  - Weekly take-home folders
  - Nine-week report cards
  - Formal standardized test scores reports

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D. Oral communication from teacher, including:

- Phone contacts (goal: contacting 50% of population each grading period)
- Conference opportunities (at least two opportunities per year)
- Interaction at after-school functions

E. PTO meetings

F. School Council meetings

G. Parent Workshops

H. Newsletters

I. Posting upcoming events on outside marquee and school website

J. Suggestions Survey distributed to all parents at the beginning of each year

K. Timely responses to parent suggestions through telephone calls, notes and conferences

L. Satisfaction Surveys distributed to all parents at the end of each year

Parents, through the annual “Back to School Night” and the C.S. Lewis Academy Family Handbook, will be assisted in understanding the following: the National Education Goals, Utah’s state content standards and student performance standards, school improvement process (when applicable), the school-wide Title I program, the Utah Criterion-referenced test (CBT/CRT), and Title I requirements. Translations will be provided to the extent possible, funded by Title I. Ongoing Parent Nights with two opportunities for parents to participate in school related activities throughout the year. The Administration will organize Parent Workshops, through which information will be distributed to parents on how to help improve their children’s achievement in school. The topics of these workshops will include, but are not limited to, literacy, math, science and parenting. Materials and information regarding child development and school achievement will also be made available to parents through newsletters and through the Administration. Additionally, volunteer training seminars will be conducted at least once a year to train those individuals who desire to become active volunteers at the school.

The Parent Engagement Coordinator (PEC) will attend monthly faculty meetings and will inform faculty of parent concerns and/or activities when appropriate. The PEC will also distribute information which stresses the value and utility of parental contributions and engagement to school personnel. C.S. Lewis Academy will coordinate and integrate parent engagement programs and activities with programs such as the Federal Department of Education (through the distribution of brochures) and other programs to the extent feasible and appropriate.

When appropriate, the PEC will work to build partnership with organizations, churches, businesses and other schools in the community. These partnerships will be informed in order to improve the engagement of the community in the school, through volunteer work or the donation of gifts, and the engagement of the school in the community. These partnerships can include, but are not limited to, high school volunteers for childcare during Parent Workshops, local restaurants donating gift certificates as incentives for reading

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programs or as door prizes for workshops, and employees of local businesses volunteering time to come into the school to tutor or help with test proctoring.

The PEC will develop a Parent-Teacher-Student Compact jointly with the ATP. This compact will outline how parents, the school staff and students will share the responsibility for improved students' academic achievement and the means by which the school and parents will build a partnership to help students achieve the state's standards. The contract shall address the importance of communication between teachers and parents on an ongoing basis. The compact will be distributed to all parents through the C.S. Lewis Academy Family Handbook, and will be sent home with each student. Translations in other languages will be available as needed and the extent possible.

The school will collect suggestions and comments from parents on an ongoing basis, through the beginning of the year parent interest surveys, ongoing parent workshop evaluations, and the end of the year Parent Satisfaction Survey. All data, comments and suggestions, including unsatisfactory comments, regarding the Title I school plan and parent engagement policy, shall be collected and sent to the LEA. This information will be considered in the revision of the Parent Engagement Policy and the Parent Engagement Action Plan for the school. The school will provide timely responses to suggestions.

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