

The Children's Village Academy

Title I Parent and Family Engagement Policy

The Children's Village Academy (CVA) Board of Directors adopts the following policy, in accordance with the requirements of the federal Every Student Succeeds Act (ESSA), the latest reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA), as its Title I Parent and Family Engagement Plan.

Children's Village Academy Title I Parent and Family Engagement Plan

The Children's Village Academy Board of Directors believes that the education of each student is a responsibility shared by the school, parents, and families. The Board recognizes the need for a constructive partnership between the school and families that provides for two-way communication and fosters educational support for students and their families. The Board recognizes the special importance of parental and family engagement to the success of its Title I programs.

The CVA Board of Directors endorses the parent and family engagement goals of Title I of the federal Every Student Succeeds Act (ESSA) and encourages the participation of parents and families of students who receive Title I services in all aspects of their child's education, including the development and implementation of school programs, activities, and procedures designed to carry out ESSA parent engagement goals.

The CVA Board of Directors believes that parent involvement is critical to student achievement and school improvement. Strong parent engagement fosters positive school climates, as well as, improves student performance. The goal of CVA's Parent and Family Engagement Plan is to encourage and facilitate participation by parents and families of students, establish stronger school-family relationships by implementing actions needed to ensure students are on the path to college and career opportunities. Efforts shall be made to ensure that all parents and families will have the same opportunities to participate in engagement activities, regardless of their ethnic/racial background, socio-economic status, limited English proficiency, or disabilities.

The Children's Village Academy (CVA) Parent and Family Engagement Plan, in accordance with ESSA requirements, provides in detail how the Children's Village Academy will:

1. Engage parents and families of students who receive Title I services in the development of the Title I Plan through the PTVO/School Leadership Team and provide the parents with opportunities to review the Plan. This Plan may be a component of the Parent/Student Handbook and the School Improvement Plan, which are also jointly developed by stakeholders, including parents and the school staff.

2. Work with all school personnel to promote an understanding of the value of home/school partnerships and how to build effective partnerships with parents and families.
3. Build parent and family capacity for engagement and leadership by providing materials, activities, and training to parents and families to help them effectively support their children's education at home and at school.
4. Help parents and families understand state and local academic curriculum and requirements, and student achievement standards and expectations through a variety of means including school and community-based meetings, posting information on the school's website and sending information to parents.
5. As is feasible and appropriate, coordinate and integrate parental engagement programs and activities with other programs of the school, including but not to pre-school programs.
6. Ensure that all communication to parents and families is in an easy-to understand format and, to the extent feasible, is provided in all of the major languages represented in the community.
7. Provide support based on reasonable parent and family requests.
8. Include annual Plan Evaluation with parents, family members, staff, and administrators during one of them monthly School Leadership Team meetings. In this meeting the overall Parent and Family Engagement Plan should be discussed, including but not limited to the following issues:
 - a. the implementation of the Parent and Family Engagement Plan;
 - b. effectiveness of the school's and school's parental and family engagement practices and policies; and
 - c. how the Title I monies are used for parental and family engagement. Suggestions shall be invited, and any feedback shall be forwarded to the Executive Director of the Title I Department.
9. Develop jointly with parents a Parent and Family/School Compact which shall:
 - a. describe the school's responsibility to provide high quality curriculum and instruction in a supportive environment;

b. describe ways in which parents and family members will be responsible for supporting their children’s learning such as monitoring attendance, volunteering in their child’s school, and supporting positive behavior and character traits that improve student success;

c. address the importance of ongoing communication between teachers and parents and family members through: parent-teacher conferences, frequent reports to parents on their children’s progress, the provision of reasonable access to staff, and opportunities to volunteer and participate in their child’s class.

10. Develop a means of regular communication with parents and families. Through this communication, the school should make reasonable efforts to ensure that parents and families are aware of opportunities for engagement in the schools' activities, including the ability to be a part of each school's leadership team and involved in the process of school review and improvement.

11. Contact parents and the family at home, in the community and at school to implement each of the following parent and family engagement activities as well as a variety of other activities:

- holding annual meetings to inform parents and families about the Title I program and its requirements;
- offering a flexible number of meetings and opportunities for regular meetings if requested;
- providing information about the curriculum, academic assessments used, and academic performance levels students must meet;
- offering training opportunities;
- coordinating with other programs;
- offering accessibility and opportunities for engagement for parents and family members who are English learners; have disabilities or who are migrant;
- evaluating parent engagement programs;

- providing opportunities for parents and family members to volunteer; participate in and observe classroom activities; and

12. Implementing the Parent and Family/School Compact; and development of school level procedures.

I. Parent and Family Engagement

A. Parent Engagement Committee

- i. The members of our committee are selected by our Principal or his/her designee. The names and roles of persons of committee members, who will be involved in the development of our Parental Involvement Plan include:
 1. Principal, PTVO President, Senior Administrator/Parent Involvement Coordinator, EC Coordinator, Testing & Curriculum Coordinator, teachers, and parents

B. Annual Meeting and Evaluation

i. Annual Meeting

1. The plan is included with our CVA Student/Parent handbook, which is distributed to and introduced at our annually Parent/Student Orientation meeting hosted each year in August. The plan is also reviewed with the parents during quarterly Parent, Teacher, Volunteer Organization (PTVO) meetings. During these meetings, we will review and discuss our policy, address parent concerns, seek suggestions, and evaluate the Parent and Family Engagement Plan. Parents have the right to make suggestions or voice their opinions at during all meetings.
2. Information will be made available (in the administrative office) to all CVA parents who are unable to meet during our regular monthly meetings; CVA will provide opportunities for parents to meet with teachers and/or Parent Engagement committee members, if a conference meeting is desired. Excerpts of the plan will be included in parent/student memos and newsletters citing policy changes, when necessary.
3. Parents will have the opportunity to follow and plan implementations by participating in parent /teacher conferences, monthly PTVO meetings, and School Improvement Team meetings.

ii. Evaluation

1. Prior to the end of the school year, we will send home parent surveys seeking parent feedback on the current school year and suggestions for improvement for the upcoming school year. We will analyze the data and suggestions received (perceived to be acceptable) to implement changes for the upcoming school year.
2. All suggestions and surveys are evaluated by the Parent and Family Engagement Team. If parents and staff cannot reach an agreement on aspects of the plan, parents also have the opportunity

to provide written feedback, submit requests, or attend the CVA Board of Directors meetings to voice their opinions on any given subject. The CVA Board of Directors will respond to parent feedback, requests, and/ or grievances within a 30-day period.

II. Parent and Family Engagement Efforts

CVA seeks ways to increase parental involvement. To promote attendance, we strive to include the students in most programs, as well as, provide refreshments. We recognize from past experiences that parents are more likely to attend events that actively involve their children. For this reason, we utilize a portion of our allotment for refreshments, decorations, and other needed supplies to support the programs and showcase student performances. Listed below are multiple efforts that will be made by the school to increase parent involvement.

- A. Encourage parents to attend the orientation session prior to the opening of school and discuss any new or varied methods the parent would like to see implemented in the classroom, cafeteria, or PE with all the teachers, principals, and other educators. Also, parents can be invited to attend the “Charter School Conference” where the parents can meet and greet the officers of the Charter School Office and discuss varied methods of educating students.
- B. Provide transportation costs, babysitting services, and refreshment costs during all monthly PTVO meetings.
- C. Provide parental workshops will be held to instruct parents on computer skills students will need to be cognizant of. CVA has a GED class on our Dixon Street campus in which parents can earn their GED.
- D. Host PTVO-led workshops (each quarter) with a community leader or businessperson to discuss an issue vital to our daily lives.
- E. Communicate expectations for positive parent communication (parent logs, educational plan reviews, etc.) is discussed and emphasized during annual staff orientation meetings. At monthly staff meetings, parental issues and solutions are discussed.
- F. Distribute flyers and post online media updates to encourage parent involvement in the various celebrations and programs occurring throughout the year, such as the Fall Festival and/or the Valentine Ball. Parents are encouraged to volunteer by managing various booths/stations, serve as DJ, act as chaperones, and perform many other helpful tasks during the varied events. We intend to encourage our parents to support the school by offering consistent support throughout the school year.

- G. Promote community involvement by relying on our business community, civic organizations, churches, fraternal and Greek organizations to assist CVA with many varied tasks. We ask the organizations to provide prizes, gifts, their presence at our celebrations, while providing a positive role model for the students. We depend on those organizations and businesses to give presentations to our students at various times during the year.
- H. Offering curriculum-based workshops to parents, in which teachers and curriculum director will lead and teach critical reading/math skills needed to help parents support their children at home.

III. Parental Notice Requirements

A. Parental Rights and Opportunities of Involvement

- i. Parents will receive a copy of the Title I Part A program, which includes information regarding their right to be involved in their child's school and opportunities for parents to be involved. This information will be included in the Student/Parent handbook distributed during orientation. Should any changes be made, a copy of the change will appear in the school's monthly newsletter, along with a copy being sent home to parents in a memo with appropriate information relating to the change. Quality assurance staff reviews all parent notices, school wide schedules, monthly newsletters and on-going notices to parents.
- ii. CVA develop and distribute quarterly newsletters that highlight the academic excellence of the school, which includes any awards or special celebrations. We will also send articles to the "Kinston Free Press" school page with our accomplishments.

B. School Report Card and Student Progress

- i. Letters notifying parents of the CVA's School Performance Grade (SPG) and growth standards, is sent home no later than the first 30 days of the school year. This data, along with Read to Achieve results, are posted and updated on the school's website annually.
- ii. Results from quarterly benchmark assessments, outlining CVA student progress is sent home to parents each quarter, in addition to mid-term progress reports, and report cards.
- iii. At the parent "orientation" meeting held in August, teachers give a summary of performance standards, assessments, Title I, how each students progress will be monitored, and how each parent will be given the opportunity to make a decision regarding each student's individual academic performance.
- iv. Mid-Year letters are sent to parents of students who are "at-risk" of academic failure at the end of the second quarter. Parents are encouraged

by teachers to enroll their students into our after-school program and/or Saturday Academy tutorial sessions for additional academic support.

C. Program for English Learners

- i. The school's Testing and Curriculum Coordinator will notify parents of English Language Learners, in a language that parents can understand, of the following information:
 1. their child's identification into the ESL program and levels of English proficiency
 2. assessments used to identify the child
 3. the methods of instruction
 4. the exits requirements of the program

D. Teacher Qualifications

- i. At the beginning of each year, teachers will send home Welcome letters, describing themselves as educators and briefly describing their years of experience and qualifications for teaching in the assigned area. In addition to this, the school will send letters home informing parents of their right to request information on the professional qualifications of the student's classroom teacher and paraprofessionals providing services to their child.

IV. Parent Involvement Compact

- A. Parental involvement is strongly encouraged and to a large extent, ensured by parent school contracts in which each family agrees, in writing, to volunteer a minimum of 20 hours each academic year and attend the monthly P.T.V.O meetings held during the school year. Every parent must sign a contract to volunteer 20 hours each academic year with the classroom teacher.

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Parent Name: _____ Student Name: _____

Student Grade: _____

I have received a copy of the **CVA's Title I Parent and Family Engagement Policy**.

Parent's signature: _____ **Date:** _____

Please return just this page to your child's Teacher. Please keep the copy of the **Title I Parent and Family Engagement Policy** at home to reference when needed. Thank you!