



# School Parent, Guardian, and Family Engagement Plan 2024-2025

## School West Charlotte High School

### I. Parent and Family Engagement Policy

A. The following people were in developing the Parent and Family Engagement Policy: Paula Cook , Principal; Kevin Poirier, API; Arlana Graham, AP; Todd Michael, AP, SIT Chair, Vicky Ruff; Parent and Community Engagement Committee as part of the Instructional Effectiveness Committee. Our partner Schermco who helps us with our Family Engagement and Empowerment work, also contributed to this Family Engagement Policy.

**B.** Briefly describe the process your school used to:

1. Participants from our School Improvement Team, Instructional Leadership Team, Parent and Community Engagement Committee, and PTSA. The participants are reflective of school administrators, teachers, and parents.
2. The policy will be implemented, reviewed, and revised based on the need.
3. Implementation of policy began in August 2023

### II. Annual Information Meeting

**A.** Describe your plan to conduct an annual meeting to inform parents of their school's participation in Title I Part A. Include strategies to inform English Learner parents.

A. In October of 2023, our Title I Annual Parent meeting will be held to inform parents of West Charlotte's participation in Title I. Parents are notified via school website, ConnectEd message, ParentSquare, Social Media, and Remind. The meeting will be virtual and recorded in order to offer flexibility to the parent's schedule. Interpreters/translators will be provided.

### III. Flexible meeting times

**A.** Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.

A. A Google form will be created by the SIT, PTSA, and the Parent and Community Engagement Committee to survey involvement interest and optimal meeting dates and times to consider for parental engagement.

Opportunities will include but are not limited to Parent-Teacher Conferences, SIT Meetings, PTSA Meetings, Community Events, IB and AP school events. These meetings will occur at various times of

the day to accommodate flexible scheduling to meet the needs of our parents working a variety of schedules.

Additionally, we conducted a Family Empowerment Survey at the beginning of 2023-2024, asking parents and family members about times and days that were most convenient for them. This survey data will be used to guide decision-making with regard to times for Family Empowerment nights and methods of delivery of information to families.

#### **IV. Title I Part A Planning**

- A.** What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.

*A. Parents will be involved in an ongoing and timely way in the planning, review, and improvement of the Title I Parent and Family Engagement Plan. We are continuing to establish and sustain an effective PTSA. The SIT, PTSA, and Parent and Community Engagement Committee will collaborate to promote opportunities for parental involvement and engagement.*

*There will be multiple opportunities for parental involvement and engagement throughout the year including our Family Empowerment Nights as well as program-specific parental engagement nights such as the IB Pinning Ceremony and Senior Information Night in the Fall and Spring.*

*Our school is taking steps to ensure that families are empowered and engaged in an equitable way. To achieve this, we are creating a Family Empowerment Committee, which will be led by our family advocates and our partner SchermCo. The committee will help families facing unique challenges and in vulnerable situations stay informed and engaged with the school happenings.*

#### **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
2. School performance profiles
3. Assessment results of their child's performance
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
5. Opportunities for regular meetings to participate in decision making
6. Timely responses to suggestions and questions raised by parents
7. Reasonable access to staff, opportunities to volunteer and participate in child's class

#### **Parent Information and Opportunities**

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

1. *Timely information about Title I programs will be provided to parents through ConnectEd messages, Parent Square, monthly newsletters, social media ( Facebook and Instagram), and the school's website.*
2. *School performance profiles will be made accessible to parents.*
3. *Parents will be able to monitor their child's performance through PowerSchool Parent Portal. In addition to PowerSchool, progress reports and report cards will be provided to parents during the middle of each quarter.*
4. *West Charlotte High School will host an Open House and Curriculum Night (Family Empowerment Night) for parents and families. During these events, parents will learn about state standards, and assessment expectations and have an opportunity to meet with teachers to discuss*

curriculum and programs at West Charlotte High School. Interpreters will be requested to accommodate non-English speaking parents and guardians.

5. Parents will be welcomed to attend regular meetings to participate in decision making as active participants in the School Improvement Team and PTSA. During this time discussions about data, school happenings, and policy will occur.

6. Parents are encouraged to communicate suggestions and questions to WCHS staff members and Administration through ParentSquare and other methods of communications. Our staff will share parent suggestions and answer questions raised by parents within 24 hours.

7. Reasonable access to staff, opportunities to volunteer and participate in child's class before, during, and/or after school are extended to and shared with parents.

## **VI. School-Family Compact**

A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities

A. School Parent Compacts in both English and Spanish will be shared digitally during homeroom within the first two weeks of school. Additionally, compacts will be discussed during the Title I Annual Meeting, and parents will be strongly encouraged to electronically sign and return to school.

## **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
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.)
3. Educate teachers and other staff to work with parents
4. Coordinate and integrate parental involvement programs/activities
5. Develop appropriate roles for community-based organizations and businesses
6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
7. Ensure that information related to parent involvement is sent home in the language used in the home

1. In order to 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 parent will be invited to Curriculum Nights, Annual Meeting, PowerSchool through Parent Portal, and SIT participation.

2. WCHS parent and community engagement committee along our school's PTSA are developing more training opportunities to help parents work with their child (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.) Currently, WCHS partners with Community In Schools, host Curriculum nights, IB and AP meetings, and FAFSA night to provide assistance and address the needs of their child.

*At the beginning of the 2024-25 school year, WCHS and SchermCo collaborated to conduct a Family Empowerment Survey. The survey aimed to identify the resources needed by families to support themselves and their students. The survey options included financial literacy, mental health support, job training, SAT Prep, Academic support, college access, etc. Based on the top three responses, we partnered*

*with SchermCo and community partners to provide support for families through our family empowerment nights to support their requested needs.*

3. Teachers and other staff will be educated on how to communicate and work with parents as an equal partnership

4. WCHS parent and community engagement committee along with our school's PTSA will coordinate and integrate parental involvement programs and activities continuously throughout the school year.

5. WCHS will continue to collaborate with the Volunteer Coordinator, community churches, community partners, and businesses to develop, strengthen and align appropriate roles for community-based organizations and businesses.

*Additionally, our partner SchermCo will help to build connections and relationships with community partners to help further support the work of empowerment for families.*

6. Parents will have countless activities as appropriate and feasible that are designed to foster parents to become full partners in the education of their child.

7. Information that is related to parent involvement is sent home in at least English and Spanish.

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

A. Provide full opportunities for the participation of English Learner parents or with disabilities

A. Translators and specialists will provide support to parent nights at West Charlotte to ensure that special populations have representation at all events. Our Multilingual Learner Team will provide targeted and intentional support for our ML scholars and their families.

*We will work with our partner SchermCo to ensure that all marketing materials and communication are translated into the languages represented within our school community.*

### **IX. Parent/Family Requests**

A. Describe how you will provide reasonable support for activities requested by parent and Families.

A. All students who have dual certification will have materials provided in both English and Spanish as well as have the use of a translator if necessary to support all IEP and/or 504 meetings.

### **X. Annual Evaluation**

A. Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools.

A. At the beginning of the school year the SIT will review the Parent and Family Engagement Policy to ensure its alignment.

*We will conduct Family Empowerment Pre and Post-surveys with our partner, SchermCo. The results will be shared with families to inform them about how we are going to go about implementing their feedback.*

### **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
2. Provide necessary literacy training

3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost
4. Train parents and families to enhance the engagement of other parents
5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities
6. Adopt and implement model approaches to improving parent and family engagement.

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

1. *School meetings will be offered at a variety of times to accommodate parents with varying availability; this includes but is not limited to mornings, afternoons, and evening events during the week and during Saturday's as well.*

*{Please have this document translated into Spanish or other languages for your school}*