



## **Parent and Family Engagement Policy 2022-2023**

**School: Thomasboro Academy**

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

The administrative staff and parents of Thomasboro Academy believe that the achievement of our students, academically and socially, is a team effort. The administration and staff communicate and work together with families and community partners to ensure that the needs of our families are met throughout the entire school year. Our Parent and Family Engagement Policy was written by a team of administration, teachers, support staff, parents and guardians who participate in our monthly School Leadership Team Meetings.

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

A. Our Annual Information Meeting will be presented to all parents at our Fall Curriculum Night on September 22nd, 2022. During the meeting, we will share out the state standards and curriculum our school uses for instruction in grades K-8. We will also inform parents on the resources and instructional materials we use to teach state standards. We will also share how much money is used to fund our Parent and Family Engagement activities throughout the school year and how families can become involved in their son/daughters education. Interpreters will be available to translate the presentation to parents.

### **III. Flexible meeting times**

Our parent/family engagement activities will take place in-person. We will work together as a school to set up flexible times and meeting dates for our families so they are able to participate in school activities at times that are well-suited for their schedule. We will plan family-engagement activities that take place both during the school day and after school so that parents are able to attend events at times that are convenient for them. Teachers will offer flexible times before, during and after school to host parent-teacher conferences in Fall 2022 and Spring 2023. Parents can also request to meet with teachers via zoom or conference over the phone if they are unable to attend in-person meetings and events.

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

A. The administrative staff and teachers of Thomasboro use a variety of methods to communicate with families. The following are ways parents and families can expect to hear from their child's teacher this year:

- A) **Social Media:** Parents are encouraged and asked to join our Thomasboro Facebook and Instagram page
- B) **Open House:** Parents are invited to attend Open House for their child's grade level on August 25th. Open House meetings will take place on August 25th from 4:00 - 6:00 pm for kindergarten -

eighth grade so parents can meet their child's teacher and learn about the expectations for this upcoming school year.

- C) **Parent Square:** Administration, school based support staff and classroom area teachers will communicate daily and weekly updates, as needed, to families through ParentSquare. Parents are asked to join Parent Square in order to further communicate with their child's teacher and receive important updates, announcements and information from Thomasboro.
- D) **Canvas Messages:** Parents are asked to sign up as Parent Observers for their child's CANVAS courses so that they can track their child's progress and reach out to their son/daughter's teacher if they have any concerns or questions.
- E) **Connect ED:** Parents are asked to update their information in Powerschool and provide updated contact information, to the school, as often as needed, so that they can receive important letters and phone calls when necessary.

## V. Parent Information and Opportunities

A. Parents will receive information and opportunities for engaging with their child's learning at Thomasboro in a variety of ways. They are listed below:

1. Annual Title 1 Meeting: Information about our Title 1 Program will be shared out at this meeting on September 22nd, 2022
2. Attending School Leadership Team meetings: Parents will be made aware of school performance and trends in data and what we are doing as a school to improve learning outcomes for all students
3. Parent Teacher Conferences: Parents are asked to attend these conferences, held in the fall & spring of each year so that they are made aware of their child's progress.
4. ParentSquare: Parents are asked to join these apps so that they receive communication from their child's teacher and school on a regular basis
5. Volunteer: Parents are asked to volunteer to participate in classroom and school based activities as well as chaperone field trips. This is an excellent opportunity for parents to build relationships with their child's teacher and form a strong partnership with the school and surrounding community. All volunteers must complete a background check and registration form. Please call the school at (980) 343 6000 for more information on how to become a CMS volunteer.
6. Join our Parent Teacher Association (PTA): Parents are asked to attend and join our PTA. PTA meetings will be held once a month. We will vote for our PTA Board on Thursday, September 22nd, 2022. Please contact your child's homeroom teacher for more information on how to join our school's PTA.

## VI. School-Family Compact

The school-family compact will be posted and made available to parents on our school website. Copies of the school-family compact will also be sent home. Parents/Guardians and students are asked to read and sign the school-family compact and return it to their child's homeroom teacher. Parents are encouraged to contact their child's teacher if they have any questions about the information contained within the School-Family Compact

## VII. Building Parent and Family Engagement Capacity

A. Communicating with parents and families about how to best support their child at home in regards to their learning and social emotional development is part of our mission at Thomasboro Academy. Parents can receive information on this by attending parent teacher conferences.

Teachers will provide curriculum materials and technology training to help parents work with their children this school year. Tutorials on how to access CANVAS pages and use district-provided technology resources have also been posted to our School Website.

Teachers will maintain evidence of parent communication by maintaining a parent-contact log.

The PTA will plan programs and activities to assist our parents and provide them with what they need based on information and feedback received at monthly meetings.

We will also utilize our partnerships with community sponsors and faith-based organizations to flexibly meet the needs of our families throughout the school year

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

A. The ESL and Teachers of students with disabilities will attend all school wide events and further communicate with these families to address any immediate concerns that they may have.

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

A. Teachers will be the first line of contact and support for our parents and families. Our PTA board, parent family advocate, social worker, counselors and Communities in Schools school based contact will also work together to flexibly plan activities and programs based on the needs of our families

#### **X. Annual Evaluation**

A survey will be conducted in Spring 2023 to evaluate the effectiveness of this policy. We will gather input from families to determine what can be done to improve our parent and family engagement. We will use the feedback and input provided from families to make adjustments and improvements to our parent and family engagement for the 2023-2024 school year.