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Cecilia Primary School Family Engagement Policy

Mission Statement: The Cecilia Primary community ensures that all students will learn by supporting their individual needs.

Vision Statement: Our goal at Cecilia Primary is to develop our students into life-long learners; equipped to not just pass a test, but also to think, to reason, to question, to create, to communicate and to collaborate. We believe that if we instill, encourage, and develop these skills in our students than we have adequately prepared them for the challenges of the world.

Statement of Purpose: Cecilia Primary School recognizes that parental involvement is the key to academic achievement. The term “parent” refers to any caregiver who assumes responsibility for nurturing and caring for children, including parents, grandparents, aunts, uncles, foster parents, stepparents, etc. Studies demonstrate that when parents are involved in their children’s education the attitudes, behaviors, and achievement of students are positively enhanced.

Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the educational communities throughout their children’s school career. Although parents come to the schools with diverse cultural backgrounds, primary languages, and needs universally all parents want what is best for their children. Parental involvement must be a focus in the classroom if schools are to be able to achieve high academic standards and create productive citizens. Schools in collaboration with parents, teachers, students, and administrators must establish and develop efforts that enhance parental involvement and reflect the needs of students, parents, and families in the communities which they serve.

In order to meet these expectations, the Parental and Family Engagement Plan for Cecilia Primary School will address the following standards from all directions including school to family, family to school, community to school and school to community.

Standard One: Communication with parents and families

Cecilia Primary School continually seeks methods for improving communication between home, school, and community with regularity and in a meaningful manner concerning student expectations, curriculum, instruction, assessment, programs, and individual student progress. To meet this commitment, the following actions will be taken by Cecilia Primary School.

Standard One (cont'd)

- ✓ Annually providing each student with a Cecilia Primary Student Handbook and a St. Martin Parish Student/Parent Handbook which offers information regarding the St. Martin Parish School board staff and contact information, CPS campus procedures regarding student and parent rights and responsibilities, attendance regulations, work missed procedures, dress codes, discipline guidelines, Positive Behavior Support expectations, transportation procedures to and from school with rules for riding the bus, safe school expectations including visitors, playground, cafeteria expectations, grading policies and reports, pupil progression, assessments, Title I, Section 504, Special Education procedures, medical concerns, parent-teacher conferences, internet use guidelines, and awards and opportunities.
- ✓ Utilizing the PBiS conduct calendars and weekly homework calendars, and/or Remind 101 and Class Dojo Apps to provide daily communication between parent and teacher regarding expectations and progress.
- ✓ Continually updating the CP website with relevant and timely information including staff information, email addresses and websites, helpful educational web links, school happenings, contact information, calendars, curriculum, lunch menus, etc.
- ✓ Sending monthly calendars home
- ✓ Hosting annual open house events
- ✓ Facilitating Pre-kindergarten and Kindergarten orientation
- ✓ Encouraging parent-teacher conferences and facilitate these meetings by maintaining an open door policy through contact with the teacher, counselor, or administrators for these concerns as well as others
- ✓ Maintaining communication regarding student progress through the use of report cards and progress reports, as well as on-going parent-teacher direct, oral, and written communication
- ✓ Hosting awards day programs such as A-Team and end of year award ceremonies for all grades
- ✓ Encouraging the use of the St. Martin Parish Parent Command Center and providing instruction in its use as needed
- ✓ Continually soliciting parent comments and concerns from parent surveys, School Leadership Council Team meetings, PTO meetings, Open House Events, one-on-one and small group meetings
- ✓ Providing translated communication services and materials as needed for parents and students of limited English proficiency

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- ✓ Sending Parent Compacts home
- ✓ Recognizing outstanding student achievement in district electronic newsletter
- ✓ Hosting and producing the annual Grandparent's Day Program
- ✓ Use of "Remind 101" App for communication, texts and smart phone messaging

Standard Two: Parenting Skills

CPS is committed to enriching parenting skills, aiding parents in providing homes that support childhood education and development, and furthering the education of our staff in working effectively with the diversity represented by our CPS families. To meet this commitment, the following actions will be taken by Cecilia Primary School:

- ✓ Providing Title 1 Orientation meetings annually to explain Title 1 policies, legal requirements, parent rights, services and compacts
- ✓ Hosting Family Reading Events and Family Math Events
- ✓ Notifying parents of regional, parish and campus level workshops
- ✓ Informing parents of the Positive Behavior Support procedures to be utilized to reward good character and student behavior in an on-going manner

Standard Three: Student Learning and Learning at Home

CPS is committed to continually improving learning opportunities for students both on campus and at home. Learning at home includes family interaction that supports school based learning and provides encouragement and guidance for good student education. To meet this commitment, the following actions will be taken by Cecilia Primary School:

- ✓ Keeping parents informed about higher standards of learning
- ✓ Regularly utilizing PBiS conduct calendars and homework calendars to keep parents aware of curricular and behavioral occurrences and expectations within the classroom
- ✓ Providing parents with iREADY, Eureka Math, and Think Central Toolbox.
- ✓ Providing meeting and communication opportunities between the parent and the teacher for the creation of individual learning strategies to be utilized both at home and in the classroom for the furtherance of student education
- ✓ Sponsoring Red Ribbon Week activities
- ✓ Strongly supporting and incorporating Positive Behavior Intervention Program
- ✓ Sponsoring Academic Related Assemblies such as High School band performances, the Ned Show , and Growing Up Fit activities through PE/Health Grant

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- ✓ Making parents aware of Accelerated Reader program and how to monitor their child's progress through use of Home Connect for AR.

Standard Four: Volunteering

CPS faculty and staff recognize the large variety of opportunities for parents and the community to volunteer in the support of student learning and success including both on-site and offsite activities and support. The benefits of a cohesive community and school family are strongly appreciated and encouraged. The selfless examples seen by the students, the increased time to teach experienced by the teachers, the ownership experienced by the families, the input shared by the volunteers, the cohesiveness strengthened by the experience between the school, families, and community serve only positive outcomes when the students see strong volunteerism taking place in their learning environment. To meet this commitment, the following actions will be taken by Cecilia Primary School:

- ✓ Encouraging and seeking out opportunities for parents and community to regularly volunteer for the good of the CPS students
- ✓ Actively seeking talents and interest of parents and community members which may promote positive experiences for CPS students
- ✓ Actively and regularly informing parents of opportunities to volunteer at CPS such as Field Day, classroom activities, programs, and projects
- ✓ Maintaining a log of parent and community volunteer activities
- ✓ Engaging parents and the community in planning learning and support activities for CPS
- ✓ Assisting with annual Book Fair

Standard Five: Collaborating with the community

CPS includes in its definition of "community" all those interested in or affected by the quality of education produced on the CPS campus. The CPS faculty and staff are committed to the idea that our students' academic achievement is strongly determined by the partnerships created by these stakeholders and the CPS family. To meet this commitment, the following actions will be taken by Cecilia Primary School:

- ✓ Actively seeking out and encouraging community members and parents to serve on the CPS School Leadership Team, as well as additional school based committees (PTO)
- ✓ Continually seeking Partners in Education to broaden the list which currently includes Domino's Pizza, UPS,
- ✓ Hosting Grandparents' Program and book character parade
- ✓ Partner with community agencies to provide holiday assistance to families
- ✓ Annual Thanksgiving Feast, Muffins w/Mom, Donuts w/Dad, Mothers' Tea, Pre-K Mardi Gras Parade

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- ✓ Head Start Walkthroughs

Standard Six: School Decision Making and Advocacy

CPS faculty and staff are strongly committed to providing opportunities for shared input resulting in a plan of action based on cohesive goals and objectives which leads to greater school improvement and student success. This commitment, by definition, must engage parents and community members in an open-door, open forum policy. To meet this commitment, CPS will seek input by the support and active facilitation of the following committees and processes:

- ✓ CPS School Leadership Council Team
- ✓ Pupil Progression Committee
- ✓ Title 1 School Wide Planning Committee
- ✓ Positive Behavior Intervention Support Team
- ✓ Parent Teacher Organization

Cecilia Primary School will implement these activities as well as continually seek out additional opportunities to encourage family, parental, and community engagement in the success of our school and that of student success and achievement. All activities will be in compliance with the St. Martin Parish School Board Family Engagement Policy, the Louisiana Department of Education, and the Every Student Succeeds Act (ESSA) which was signed into law on December 2015 and reauthorizes the ESEA (Elementary and Secondary Education Act).