



PREPARATORY INSTITUTE, SCHOOL FOR ACADEMIC EXCELLENCE AT CHARLES I. WEST HALL

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My West. My Best

West Prep Parent and Family Engagement Policy 2019-2020

The staff, parents and community of Charles I. West Preparatory Institute are committed to student learning and achievement in a safe environment that embraces diversity. Our goal is to develop a strong partnership with parents that will ensure students receive a high quality education resulting in success.

1. This policy has been jointly developed and agreed upon by West Prep Administrators, Staff and Committee of Parents. West Prep will convene an annual meeting on September 11, 2019 at 5:00 pm to evaluate this policy. This information will also be shared at the School Organizational Team meeting's date which are to be determined. The School's Parent and Family Engagement Policy, developed by West Prep Staff and Committee of parents, will be distributed in an understandable and uniform format and to the extent practicable, in a language parents can understand. The Parent and Family Engagement Policy will also be made available to the community through the school website. According to the District-wide Parent Survey results, 91.2% of parents feel the teachers care about their child and 74.2% of parents responded that they feel their child is safe at school. According to District-wide Parent Survey results, bullying and school safety are concerns. We will use the data provided through the District Wide Survey to modify our Parent Family Engagement Policy as needed. Results of the District-wide survey will be shared on the school website. A continued effort needs to be made to increase the number of parents responding to the District-wide Parent Survey. Parentlink phone calls will be made to encourage parent participation in the District-wide survey.

2. West Prep Elementary/Middle School will involve parents in an organized, ongoing, and timely way in the planning wherein several parents will participate in the writing of the Policy and numerous parents will review and make recommendations for improvement of Title I programs, School Performance Plan, and Parent and Family Engagement Policy. The Parent and Family Engagement Policy will also be made available to the community through the school website and newsletter.

3. The Educational Involvement Accords are integrated into the registration process through Infinite Campus. Parents must review Accords prior to completing their child's registration. Administrators and teachers will have access to the Accords whenever needed for parent/student conferences or other occasions. The Educational Involvement Accord is the foundation for parent-teacher-student-school relationships.

4. West Prep School, in order to build the parents' capacity for strong performance the school will conduct or implement:

- School Improvement Meetings
- Monthly parent meetings
- Literacy and math nights
- Assemblies
- Open House
- Community walks
- West Prep Parent & Community Center (Technology, literacy, and math trainings)

- Student Success Director
- Multicultural fair
- Parent/teacher conferences
- Performance events
- Graduation (Kindergarten and High School)
- Annual meeting to provide parents with an overview of topics such as the following:
 1. State's College & Career Readiness Standards
 2. State and local academic assessments including alternate assessments
 3. State's proficiency level targets

Parents are made aware of opportunities to engage in school activities through flyers, newsletters, the school website, and Parentlink phone calls.

4B. The administration and staff will provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with the school staff to improve the achievement of their children. Additionally, the school will provide high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the Common Core State Standards and ready by exit. Offer parent involvement activities in the school that will include opportunities for parents to be involved in school activities:

- parents' participation in school decision-making;
- parent trainings that promote home support for children's education; and
- staff development and parent education.

West Prep will provide parents with trainings on how to increase student achievement, student engagement, increase reading and writing achievement across the curriculum. Additionally, the school will provide access to educational resources for parents to use together with their children.

4C. With regard to professional development, the administration will, with the assistance of parents, in-service teachers, pupil service personnel, and other staff on:

- the value of parent contributions in the educational process;
- how to reach out to, communicate with, and work with parents as equal partners;
- implementing and coordinating parent programs; and
- building ties between parents and the school.

These professional development opportunities will occur during the preliminary Staff Development Days scheduled from August 7, 2019 through August 9, 2019. Staff development will continue throughout the school year during time set aside for Professional Learning Communities (PLCs) and Site Based Collaboration Time (SBCT).

4D. West Prep will ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language parents can understand. This will be accomplished by having translation services available through listening devices, bilingual staff, and translated mailings. Communication is also sent using Parent link, which conveys the message in both English and Spanish. In addition, all information is posted in the school website.

4E. Several programs are available to students and parents at West Preparatory Academy, including but not limited to:

- Communities in Schools
- After-school All Stars
- CORE Academy
- West Prep Parent & Community Center (Technology, literacy, and math trainings)
- Student Success Director

Parents are informed of the availability of these services through Parent Advisory Committee meeting, newsletters, flyers, the school website, and Parentlink phone calls, all of which are made available in both English and Spanish.

4F. West Prep Elementary and Middle School will provide reasonable support for parental involvement activities as requested by parents. Parents can make requests for support through the main office, Deans' office, and counseling office. Parents are also able to request support or voice concerns through monthly School Organizational Team meetings. Notice of these meetings are sent through Parentlink and posted on the school website.