

**Capital Area School for the Arts Charter School**  
**Title I School Parent and Family Engagement Policy**

**Date reviewed: September 14, 2023**

The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school will ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

The policy is:

- developed jointly with and agreed upon by parents and family members of Title I children;
- written in an understandable format and provided in a language parents can understand;
- distributed to all parents and family members of Title I children;
- made available to the local community; and
- updated annually to meet the changing needs of parents, family members and the school.

Parents and family members will be involved in the planning, review and improvement of the school's Parent and Family Engagement Policy (*ESSA, Section 1116(b)(1)*).

- At the CASA Back to School Night, parents are invited to provide input into the development of the parent and family engagement policy.
  - In small groups, parents will tour the school.  
Following the tour each group will meet with the academic teachers.  
Parents of Title I students will have the opportunity to meet with the English teacher who provides Targeted Title I support.

The school will convene an annual meeting, at a convenient time;

- which all parents and family members of participating children shall be invited, and encouraged to attend;
  - to inform parents of their schools' participation as a Title I school; and
  - to explain the requirements, and the rights for parents to be involved (*ESSA, Section 1116(c)(1)*).
- Parents and family members meet with the school annually. At CASA Back to School Night, parents are invited to provide input into the development of the parent and family engagement policy.

The school will offer a flexible number of meetings, in the morning and/or the evening (ESSA, Section 1116(c)(2)).

In addition to the annual Back-to-School Night, there are three Open Houses held throughout the school year. During the 2023-24 school year, Open Houses were scheduled for November 9, 2023, January 25, 2024, and April 18, 2024. The April 18<sup>th</sup> Open House also serves as the Spring Parent and Family Engagement night.

The school will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program (ESSA, Section 1116(c)(3)).

- At Back to School Night and at Open Houses, parents will have the opportunity to share what is working well for their child and if there are challenges that the school can assist with.
- Parents of Title I students have the opportunity to meet with the English teacher who provides Targeted Title I support.

The school will provide parents of participating children with timely information about the Title I program (ESSA, Section 1116(c)(4)(A)).

- At Back to School Night and at Open Houses, the CASA principal shares information about the Title I program and how supports are provided for eligible students.

The school will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards (ESSA, Section 1116(c)(4)(B)).

As part of the Back-to-School Night, the principal shares an overview of the curriculum, State Standards, and assessments. Teachers interact with parents through class emails and newsletters. The school sends monthly newsletters to all families.

The school will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (ESSA, Section 1116(c)(4)(C)).

There is an open line of communication between the school administration, counselor, parents, and teachers. Because the school is small, all teachers know each student by name and the parents and students have frequent opportunities to interact with school staff. Meeting requests are scheduled through the counseling office most often but parents can reach out to teachers or administrators to schedule.

A school-parent compact will be jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State's high standards. The compact shall –

- describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time (*ESSA, Section (d)(1)*); and
- address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - frequent reports to parents on their children's progress;
  - reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand (*ESSA, Section 1116(d)(2)(A-D)*).

The school will provide assistance to parents and family members in understanding the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children (*ESSA, Section 1116(6)(e)(1)*).

- CASA provides assistance to parents and family members in understanding the challenging state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children (*ESSA, Section 1116(6)(e)(1)*). Parent-Teacher Conferences occur where teachers are able to share pertinent student information and achievement in a individual meeting setting. Parents have personal access to Canvas to access their child's learning platform and school information system.

The school will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to foster parent involvement (*ESSA, Section 1116(6)(e)(1)*).

The school will educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent

programs, and build ties between parents and family members and the school (ESSA, Section 1116(6)(e)(3)).

The school will, to the extent feasible and appropriate, coordinate, and integrate parent involvement programs and activities with other federal, State, and local programs including public preschool programs and conduct other activities, that encourage and support parents and family members in more fully participating in the education of their children (ESSA, Section 1116(6)(e)(4)).

The school will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand (ESSA, Section 1116(6)(e)(5)).

- Communications can be translated via Google translate, when a need exists, for families with limited English language abilities. CASA provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, including education about the harms of copyright piracy, as appropriate, to foster parent involvement (ESSA, Section 1116(6)(e)(1)). Learning resources will be shared for students and families to allow for support to be transferred into the homes. Lesson videos, decodable books, practice pages for students to craft their foundational reading skills and other materials will be shared with families by the teachers to create a supportive and fluid learning environment between school and home. CASA educates teachers, specialized instructional support personnel, and other staff, with the assistance of parents, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school (ESSA, Section 1116(6)(e)(3)).