



School-Parent-Family Engagement Policy School Year 2023-2024

OVERVIEW

In support of strengthening student academic achievement, Lincoln-West Global Studies High School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a parent and family engagement policy (written or posted on school website), agreed on by such parents and family members, that shall describe the means of carrying out the requirements of The Every Students Succeeds Act (ESSA) Section 1116. Parents and family members shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents and family members can understand. Such a policy shall be made available to the local community and updated periodically to meet the changing needs of the parents, family members, and the school. The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parental and family engagement activities.

Lincoln-West Global Studies High School understands that parent and family engagement mean the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents and families play an integral role in assisting their child's learning.
- Parents and families are encouraged to be actively involved in their child's education at school.
- Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Lincoln-West Global Studies High School agrees to implement the following requirements as outlined by ESSA Section 1116:

A. ANNUAL TITLE I MEETING

Lincoln-West Global Studies High School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents and family members of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' and family members requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent and family compact.

This annual meeting occurs during the annual Open House program as set by the school district calendar.

- High School (YRS) – August 17, 2023 (subject to change)
- High School (Traditional) – September 13, 2023
- Pre-K to 8th Grade School – September 14, 2023

During these sessions, other pertinent information regarding school policy, procedures, initiatives, and family events will be shared.

B. FLEXIBLE NUMBER OF MEETINGS

Lincoln-West Global Studies High School will offer a flexible number of engagement meetings in accordance with the OPHAS level as outlined in Part A at convenient times for parents and families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, childcare or home visits, as such services relate to parent and family engagement (if the state's current OPHAS Level is 1).

Our school will hold at minimum a quarterly meeting with the Family Engagement Committee. This meeting will include a Parent Ambassador or parent representative. Each month or as needed, we will host universal, targeted, or intensive parent meeting related to academics, attendance, culture/climate, family capacity building, college & career readiness, or other items of interest that supports the school's Academic Achievement Plan. These gatherings may be in-person or virtual.



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During the Back-to-School Meet & Greet event, families will be able to make the initial contact of the academic school year with the administration, faculty, and staff. Families will need to check the school website and/or social media for up-to-date information on date, time, and location.

It is our plan to host a parent meeting every first Thursday of the month.

C. JOINTLY DEVELOPED

Lincoln-West Global Studies High School will take the following actions to engage parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

Families and/or a parent representative will have an active voice in the annual development and implementation of:

- Family-School Compact
- Family Engagement Policy
- Academic Achievement Plan
- Parent Meeting Agenda
- Title 1 Action Plans

Our Parent Ambassador and parent committee(s) represent the parent group in all academic programming, SEL programming, and PBIS planning.

D. COMMUNICATION

Lincoln-West Global Studies High School will provide parents and families of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use,
- b) forms of academic assessment used to measure student progress,
- c) achievement levels of the challenging State academic standards, and
- d) if requested by parents and families, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.

Information related to the school and parent and family engagement programs, meetings, and other activities, will be provided to the parents and families of enrolled children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents and families can understand.

We will employ the following strategies to connect with and communicate with all families:

- School Messenger (IVR)
- Website/Social Media
- Flyers/Mailers
- Personal Phone Calls/Texts
- Direct Emails
- Online Message Boards
- Family Resource Center

All communications are prepared and provided to the families in four major EL languages.

E. DISSENSION PROCESS

Lincoln-West Global Studies High School will submit any comments/concerns to the CMSD Office of Family and Community Engagement if the schoolwide plan and/or parent and family engagement policy is not satisfactory to parents and family members.



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Any comments/concerns can be emailed to the Executive Director of Family and Community Engagement, Tracy Hill, at tracy.hill@clevelandmetroschools.org.

F. SCHOOL-PARENT COMPACT

Lincoln-West Global Studies High School will take the following actions to jointly develop with parents and family members of enrolled children a school-parent and family compact that outlines how parents, families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

The School-Parent Compact, along with the School, Parent & Family Engagement Policy will be developed in collaboration and consultation with the Family Engagement Committees, the Parent Ambassador (if applicable) and the School Parent Organization and/or Parent Advisory Council.

Both aforementioned documents will be available upon request at the annual Back-to-School Meet & Greet and the annual Open House program. A copy will be in the Family Resource Center and available to review and download on the Parent/Family section of the school website.

G. BUILD CAPACITY OF PARENTS

Lincoln-West Global Studies High School will build the parent and family capacity for strong family engagement to ensure effective engagement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents and families to work with their children to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.
- Aid parents and families of enrolled children, as appropriate, in understanding topics such as the following:
 - the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Title I, Part A,
 - how to monitor their child's progress, and
 - how to work with educators to improve the achievement of their children.
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents and families, in the value and utility of the contributions of parents and families, and in how to reach out to, communicate with, and work with parents and families as equal partners, implement and coordinate parent and family programs, and build ties between parents, families, and the school.
- Coordinate and integrate parental and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as family resource centers and materials that encourage and support parents and families to fully participate in the education of their children.

During the district level/mandated Parent-Teacher Conferences, we will plan intentional and meaningful targeted or intensive family/parent engagement experiences to support the capacity of the family and scholar. These opportunities will occur on:

- October 11, 2023 – Pre-K to 8th Grade School
- September 12, 2023 – High School (Traditional)
- November 2, 2023 – High School (YRS)
- February 7, 2024 – Pre-K to 8th Grade School
- February 8, 2024 – High School (All)
- April 24, 2024 – All Schools



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Listed here are other tentative or highlighted events/activities that are specific to our school or program offerings for the academic year.

This list is subject to change, and families will need to check the family page of the school website for an updated/comprehensive Family Engagement Calendar.

- July 26, 2023 Family Back-to- School BBQ
- August 17, 2023, Open House
- Family Free Produce Market
- every 3rd Wednesday of the Month Family Engagement Meetings
- every 1st Thursday of the Month Parent-Teacher-Student Engagement Meetings
- 1st Monday of the Month Family College and Career Sessions
- weekly, days and times vary
- September 29, 2023 Family Hispanic Heritage Month Celebrations
- November 2, 2023 Parent-Teacher-Student Conferences
- November 21, 2023 Family Thanksgiving Banquet Family
- FAFSA Night, Quarterly Family On-Track to Graduation Nights, monthly
- December 21, 2023 Family Holiday Around the World Celebrations
- February 8, 2023 Parent-Teacher-Student Conferences
- February 23, 2024 Family Black History Month Celebration
- April 24, 2024 Parent-Teacher-Student Conferences
- May 1, 2024 Family College Decision Day
- June 17, 2024 Family End of the Year Field Day

H. ACCESSIBILITY

Lincoln-West Global Studies High School in carrying out the parent and family engagement requirements of this part, to the extent practicable, shall provide full opportunities, for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents/caregivers understand.

At the request of the parent/family, ESL and Sign Language Interpreters and/or dual language communication support can be provided.

AGREEMENT

This School-Parent-Family Engagement Policy has been developed jointly with, and agreed on with, parents and families of children participating in Title I, Part A programs.

The Family Engagement Committee met to design and enact this policy for the ensuing academic school year. The participants included:

- Dr. Irene G. Javier, Principal
- LaToya Redd, Parent Ambassador
- Darla Hilt, AP
- Giselle Hudson, CIS
- Christina Jackson, Secretary
- Nora Leahy, Say Yes Family Support Specialist
- Rosa Cruz, Teacher

This policy, adopted by the Cleveland Metropolitan School District, will be in effect for the school year stated above. The school will make available, distribute, and/or post (online and in the building) this policy to all parents and families of participating Title I, Part A children on or before August 15th of the current year.



School-Parent-Family Engagement Policy
School Year 2023-2024

DocuSigned by:

Irene Javier

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Principal Signature & Date

5/18/2023

DocuSigned by:

LaToya Redd

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Parent/Caregiver Signature & Date

5/19/2023