



SOUTHEAST TECH

PARENT and FAMILY ENGAGEMENT POLICY (PFEP)

2018-2019

This policy has been jointly developed and agreed upon by Southeast Career Technical Academy and parents of students served in the school pursuant to Title I. Southeast Career Technical Academy will convene an annual meeting at a convenient time for parents to evaluate this policy. This meeting was held at the beginning of the school year on Wednesday, September 18, 2018. The school's Parent and Family Engagement Policy, developed by school staff including administrators, teachers, and 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 on the school website, www.secta.us.

Southeast Career Technical Academy will involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, School Performance Plan, and Parent and Family Engagement Policy. Parents are notified of these activities through the school website, ParentLink phone and email messages, and school newsletter. Parents are provided assistance to understand academic topics through meetings and events such as the monthly Parent Advisory Committee (PAC) meetings and open house. The Annual District Survey results showed that Southeast Tech needs to increase communication with ELL students and families. We have developed the PFEP to focus on activities to communicate with our community with the assistance of the ELL division. We will share the results in monthly PAC meetings and the school website. Teachers are being trained monthly on ELL strategies in the classroom to increase communication. The Educational Involvement Accords were part of the online registration available on Infinite Campus, which were completed prior to the first day of school, August 13, 2018. Our staff has posted the Educational Involvement Accords and a Code of Honor in each classroom as a visual reminder for parents and students throughout the school year.

A. Administration and staff will:

1. 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 school staff to improve the achievement of the student.
2. Provide high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards.
3. Offer parent involvement activities in the school that will include opportunities for parents to volunteer and be involved in school activities:
 - Staff development and parent education
 - Parents to provide home support for their children's education
 - Parents to participate in school decision-making
 - Effective communication between the school and parents

B. Southeast Career Technical Academy will provide information to parents through Infinite Campus grade progress monitoring, College and Career advisement through the Career Center, parent updates and training through PAC meetings, and tech night events. Southeast Career Technical Academy will also provide access to educational resources for parents to use with their children through the school website and ParentLink phone messages.

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

- The value and utility of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- Implementing and coordinating parent programs
- Building ties between parents and the school

Activities are developed to include the parents in the school at every opportunity to make them an active participant of the school's functions. Topics are presented at weekly professional development meetings to address these topics.

D. 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 the parents can understand. Southeast Career Technical Academy communicates to parents through the school website, www.secta.us, as well as through ParentLink email and phone messages. Staff members are available in the front office to translate to Spanish, as needed.

E. Coordination with other programs

The administration will:

To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Gear Up, SkillsUSA, and conduct other activities that encourage and support parents to participate in the education of their children. Parents will be informed of these programs through the school website, school marquee, ParentLink email and phone messages, and daily announcements.

F. Provide reasonable support for parental involvement activities as parents may request, (i.e., parent comment and evaluation sheets).

Every parent's opinion or assistance is welcomed and encouraged to make our school a better place for the community. Parents have the option to provide feedback through evaluation surveys distributed at parent events. The school shall provide such other reasonable support for parental involvement activities as parents may request. To help accommodate parents who may have difficulty attending meetings, we post information on our school website, www.secta.us. We also have meetings at different times, such as our monthly PAC meetings at 6:45 a.m. and other parent nights at 6 p.m. In an effort to increase participation in the Annual District Survey, we will put district survey information on our school website, school marquee, send a parent link message, and share information with students on our daily announcements.