



CALDWELL ONLINE ACADEMY

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Parent and Family Engagement Policy 2023-2024

At Caldwell Online Academy (COA), we believe that strong family support is crucial to student success.

The three areas of parent involvement at COA are as follows:

1. Communication
2. Collaboration
3. Parent Education

Communication

Communication from COA will happen in a number of different ways for school and families. Teachers will use email, Talking Points messages, phone calls, and other digital means to reach parents with pertinent information. Likewise, parents may reach a child's teacher through emails, phone calls, or through other digital means such as Talking Points. Parents are asked to limit phone calls to teacher planning times or after school has ended for the day. Teachers are also available during scheduled times for parent/teacher conferences on an as-needed basis which may be initiated by either party. All parents and/or visitors must report to the main office to sign in when visiting the school.

COA also maintains a school website which houses individual teacher websites and a school Facebook page to keep parents apprised of activities at the school. The school will utilize Blackboard Connect to send out calls, emails, and texts to parents. This can be done for the entire school or to individual grade levels or groups. Talking Points is a valuable texting tool used by both the administration and teachers which can also be used with specific grade levels, groups, or the whole school. Families appreciate this strong means of direct and timely communication with easy translation capabilities.

All COA teachers use the online learning platform Canvas as a means of communication, and parents/guardians are encouraged to create Canvas observer accounts that allow them an in-depth view of their students' Canvas courses. Parent Portal is available for parents to see the daily/weekly grade(s) of students in PowerSchool. At the start of the school year, families are provided with the link and QR code to a Google form that allows them to request a Parent Portal account with a digital upload of their photo ID. The COA data manager works directly with families to provide that requested Powerschool access and to assist with any password issues.

Collaboration

COA encourages parents and/or teachers to schedule conferences as needed. All families are invited to participate in the COA Parent Advisory Council being established this school year to help provide valuable insight and feedback on a wide range of school aspects. Parents are also invited to be a part of our School Improvement Team. The dates/times/locations for those School Improvement meetings are listed on our school website. The COA School Improvement Plan will

include parent participation in the development and implementation of the School Improvement Plan and Title I plan. All families are asked to complete a Learner Profile Survey at the start of the school year to share open-ended information with COA about their students' learning needs, home learning environment, mental/emotional/physical health concerns, and ideas for how COA can best support their students. Parents are also invited to share and ask questions of the school staff. All COA elementary school students are required to have an adult Learning Coach present during the school day, and those Learning Coaches meet weekly with their student and teacher in an individual family Zoom meeting to discuss progress and answer questions.

Parent Education

COA is committed to providing parents with information and skills to assist them in working with their students at home. Parents/guardians are required to attend individual in-person orientation sessions at the start of the year along with their students so they know what COA's expectations are for their children's educational plans and student schedules. Individualized strategies will be provided as well as family nights that will inform parents/guardians in the areas of curriculum, reading, and math strategies. Parent tools such as study guides and skillbuilders, reading materials, and math materials will be available for parent use. Just as we work for student growth, it is also our intent to help parents become better equipped to help with their child(ren)'s academic development.