

**School-Level  
Parent and Family Engagement Plan/Policy  
Traditional**



**School Parent and Family Engagement Policy  
*Caledonia Elementary School*  
*2024-2025*  
*Revised August 14, 2024***

In support of strengthening student academic achievement, **Caledonia Elementary 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 written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Caledonia Elementary School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, 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 under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents 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
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

#### **DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

##### **JOINTLY DEVELOPED**

**Caledonia Elementary School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child.

**Caledonia Elementary School will develop with parents and distribute to parents the CES Parent and Family Engagement Policy that the school and parents agree upon. Parents will be notified about the school's Parent and Family Engagement Policy in an understandable and uniform format. The policy will be distributed to parents in a language that parents can understand. The policy will be updated annually to meet the changing needs of the parents, the students, and the school. If the school-wide plan is not satisfactory to the parents of participating children, the school will submit any parent comments on the plan when the school submits the plan to the district.**

**Caledonia Elementary will implement the following:**

- **Administer a Parents' Needs Survey in the spring of each year to obtain feedback on the school-wide program.**
- **Make the school's Parent and Family Engagement Policy available to all parents and the community through the CES website and by handing out copies of the plan at each parent meeting.**
- **Involve parents in the development of the school's Parent and Family Engagement Policy through parents' survey results, meetings- discussions and suggestions, and feedback on evaluations.**
- **Hold flexible meetings at varying times to accommodate parents' schedules following CDC, State, and District guidelines.**
- **Designate an active parent coordinator to represent CES.**

## ANNUAL TITLE I MEETING

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

---

Caledonia Elementary School will convene an Annual Title I Parent Meeting at the beginning of the school year to acquaint parents with the following components of Title I: what is Title I school, how our school spends Title I money, the school's Title I requirements, the curriculum, testing, and assessments. These components will be included on the meeting agenda/brochure in order to explain them to parents in a meaningful order. The school shall provide the program information to parents by way of: teacher newsletters, Title I quarterly newsletters, School Messenger messaging system, Schoology, AIM 3.0, CES website, and announcement flyers.

---

## COMMUNICATIONS

**Caledonia Elementary School** will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, childcare, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

**Caledonia Elementary School will work together with parents to develop a school parent and family engagement plan that is written in an understandable and uniform format in a language that parents can read and understand. The district's EL coordinator will provide any translated plans for parents. To allow opportunities for all parents to attend, CES will offer a flexible meeting schedule at varying times throughout the day to include school-wide parent meetings as well as campus-wide parent meetings. Announcement flyers will provide information offering parents assistance should they need a translator.**

## SCHOOL-PARENT COMPACT

**Caledonia Elementary School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

CES will develop with and distribute to parents, at the beginning of each school year, the school-parent compact that outlines how parents, school staff, and students share the responsibility for improved student academic achievement. The compact states the expectations and duties of each person involved in the educational process, the student, parent, teacher, and principal, so that each one can work towards meeting those expectations through their performed duties so that every student can achieve the challenging State academic standards. CES and parents will review the compact yearly and revise as needed at the spring planning meetings.

### **RESERVATION OF FUNDS**

If applicable, **Caledonia Elementary School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

CES will share with parents the budget for parent and family engagement activities during the spring planning meetings in the spring in order to gain information from parents regarding how they feel the money should be spent. This information will also be provided to parents at the Annual Title I parent meeting for parents to provide ideas and suggestions for activities and parent programs they would like to participate in throughout the school year. Parent feedback is obtained through meeting evaluations, suggestions and comments presented in meetings that are documented on meeting minutes, questionnaires, and parent surveys.

### **COORDINATION OF SERVICES**

**Caledonia Elementary School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

---

The designation of a parent coordinator on the CES campus is a way to help coordinate parent and family engagement programs. The parent coordinator serves as a liaison between the school and the parent. The parent coordinator helps to organize regular parent meetings and other programs and events where parents are invited to come out and meet with teachers and administrators concerning their child's progress in school. These meetings are set aside as a time to build and help maintain parent relationships with the school and the teachers. Workshops provided by the parent coordinator throughout the year will be designed to provide parents with information that will aid them in continuing the learning process at home with their child.

The parent coordinator and the Parent Teacher Organization work together to reach as many parents as possible. They offer multiple ways to get involved with school activities. CES has planned to meet with parents during Parent Teacher Conference Day to discuss PAPER tutoring, Title 1, and resources parents can help their child with at home. The parent coordinator also plans to invite community leaders into the school during Dr. Seuss week to read books to the children, and a reading night for Read Across America Week to promote literacy. The parent coordinator is planning a MAAP celebration night to honor students in 4<sup>th</sup> and 5<sup>th</sup> grade who showed growth or proficiency on state test. In the past, CES has hosted a Family summer challenge night for the Spring to help keep students engaged in learning throughout the summer. Parents are also invited to eat lunch with their children or volunteer in classrooms.

---

## **BUILDING CAPACITY OF PARENTS**

**Caledonia Elementary School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents 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.
- Materials and training to help parents to work with their child 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.
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State's academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - Guidelines for the third-grade reading promotion
  - How to work with educators to improve the achievement of their child

---

**CES will provide parents with a description and explanation of the curriculum in use through the school website, the school brochure, parent-teacher conferences, parent meetings including the Annual Title I parent meeting and the spring planning meetings.**

**The school provided parents with individual student academic assessment results at the beginning of the year. Teachers will discuss the child's score report with the parents to inform them of the child's performance level, domain performance, and strategies to ensure student growth and learning at Parent-teacher conference day. The EL tutor will work with the teachers to help provide this information to any EL parent or a parent in need of translation assistance.**

**The school will provide parents with a description and explanation of the assessments used to measure student progress through the quarterly Title I newsletters, letters and parent reports sent home regarding specific assessments, teachers' weekly newsletters, and during parent meetings including the Annual Title I parent meeting and spring planning meetings.**

**The school will provide training opportunities for parents regarding how to help their child's performance on state assessments through workshops, parent meetings, the school's website, and the Title I quarterly newsletters. Parents may contact the Parent Coordinator at any time to assist in technology, curriculum, or any other question that might arise throughout the year.**

---

## **BUILDING CAPACITY OF SCHOOL STAFF**

**Caledonia Elementary** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

The school will provide training opportunities for teachers through professional development sessions and focus faculty meetings regularly throughout the school year. The academic coach will work with teachers to promote best practices strategies in the classroom to improve student success. The school will disseminate information to teachers at the beginning of the year faculty meeting regarding procedures for EL students, homeless and migrant students, and the importance and means available for parent communications. Teachers will communicate regularly with parents using various means including: Remind 101, Schoology, AIM 3.0, weekly newsletters, student planners, text messages, email, phone calls, and parent notes. Teachers are encouraged to provide opportunities for parent volunteers in the classrooms in order to work with parents as equal partners in the education of students. CES will provide opportunities for each grade-level and classroom to engage in programs where parents are included to promote ties between home and school. Teachers are informed at the beginning of the year faculty meeting on how to initiate communication with parents in a way that they can understand and is meaningful to them.