



## Title I Parent and Family Engagement Policy

School           Allenbrook Elementary          

### I. Parent and Family Engagement Policy

- A. List names and roles (teachers, administrators, parents, etc) of persons involved in developing Parent and Family Engagement Policy.

Doug Neill  
Eleanor Bartley

- B. Briefly describe the process your school used to:

1. select participants to develop the policy (school improvement team, parent/family committee)

3903

Utilized School Leadership Team Members

2. develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Involvement Section 1116 of The Every Student Succeeds Act (ESSA)

Ongoing-See NC Star/Indistar Plan and School Improvement Plan

3. implement policy

Ongoing-See NC Star/Indistar Plan and School Improvement Plan

- C. Copy of Policy

See NC Star/Indistar Plan and School Improvement Plan

### II. Annual Information Meeting

- A. Describe your plan to conduct an annual meeting to inform parents of their school's participation in Title I Part A. Include strategies to inform LEP parents.

Our annual meeting will be on September 19<sup>th</sup>, 2019. Parents will receive notice of this meeting through flyers and a Connect Ed Message. We will have information for parents about the school's participation in Title I. Parents will then be invited to student's classrooms to speak with the child's teacher and learn about the curriculum. Ms. Ollie will confirm a translator for the event.

### III. Flexible meeting times

- A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.

School Leadership Team meetings are held at 3:15 twice a month based on feedback from parents and staff. Quarterly Awards Day programs are held during the morning school hours. Parents are invited and encouraged to register as volunteers for our school by using the CMS volunteer clearance system. A booth was set up at open house for parents to do this.

### IV. Title I Part A Planning

- A. What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.

PTA Meetings

Quarterly Parent and Family Nights

Invitation to SLT Meetings

Science Night-April 1<sup>st</sup>, 2019

Beginner's Night-April 28<sup>th</sup>, 2019

EOG Night-April 28<sup>th</sup>, 2019

### V. Parent Information and Opportunities

- A. Describe how you will provide parents and families with the following:

1. Timely information about Title I Part A Programs

Connect Ed Messages

Flyers sent home with students

School website/calendar

2. School performance profiles

3. Assessment results of their child's performance
  - Parent Teacher Conferences
  - Information sent home with students in folders
  - Parent/Teacher phone calls
4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities
  - Curriculum Nights
  - Parent/Teacher Conferences
  - Working with ELL teacher and the use of interpreters at school
5. Opportunities for regular meetings to participate in decision making
  - School Leadership Team Meetings
  - PTA Meetings
  - Parent/Teacher Conferences
  - Parent Advisory Council
6. Timely responses to suggestions and questions raised by parents
  - Email communication expectations
  - Phone Calls
  - Student Folders
7. Reasonable access to staff, opportunities to volunteer and participate in child's class
  - Opportunity to contact child's teacher
  - Opportunity to attend field trips
  - Opportunity to register as a volunteer
  - Opportunity to volunteer with PTA

#### **VI. School-Family Compact**

- A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities
  - Parents are presented with the Parent-School Compact in their back to school packet. The document is shared with parents at our Annual Title I meeting and is uploaded to our schools website.
- B. Include a copy of the compact
  - See compact in folder

#### **VII. Building Parent and Family Engagement Capacity**

- A. Briefly discuss how you will address the following:
  1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child
    - Annual Title I Meeting-Help families understand how school is performing relative to state standards; Help families understand Title I status.
  2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult ESL, GED etc.)
    - Curriculum Nights
    - Parent/Teacher Conferences
  3. Educate teachers and other staff to work with parents
    - Ongoing professional development
    - Opportunity to collaborate with CIS worker, A Child's Place, BMT, Social Worker, Guidance Counselor
  4. Coordinate and integrate parental involvement programs/activities
    - School Leadership Team Meetings
    - Parent Advisory Committee
  5. Develop appropriate roles for community-based organizations and businesses
    - Student Support Services Team Meetings
  6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
    - Curriculum Nights
    - Communities in Schools
    - A Child's Place

7. Ensure that information related to parent involvement is sent home in the language used in the home

Work with ELL teacher and bring in translators when needed

**VIII. LEP and Disabled Parents and Families**

- A. Provide full opportunities for the participation of parents with limited English proficiency or with disabilities

Utilize CMS interpreters at school events and Parent/Teacher Conferences

Collaborate with ELL teacher

**IX. Reservation of Funds: Not less than 1% of the LEA's allocations SHALL be reserved to carry out parent and family engagement activities, including family literacy**

**and parenting skills. (95% of this allotted to individuals Title I schools)**

- A. How will your school ensure a portion of your allotment will be spent on parent and family engagement?

Set aside funds from our initial allotment each year for parent involvement.

- B. How will your school determine how funds will be allotted for parent and family engagement activities?

We will utilize our School Leadership Team to make these decisions in order to ensure that our parents are involved in how our funds are allotted.

**X. Parent/Family Requests**

- A. Describe how you will provide reasonable support for activities requested by parent and families.

Staff available to serve at most events

Volunteer coordinator and PTA send out Connect Ed messages to approved volunteers when support is needed

Parents have opportunity to volunteer for parental involvement activities-flyers are sent home with request forms.

**XI. Annual Evaluation**

- A. Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools.

Parents are invited to monthly SLT meetings. During these meetings, we engage in ongoing reflection and modification to the plan. At the May meetings, we seek input on our progress to data as well as suggestions for improvement.

**XII. Other Parent and Family Engagement Practices (School may include the following).**

Only describe the ones you choose to implement

- A. Describe how your school addresses the following, only if practices are part of your schoolwide plan.

1. Involve parents/families in the development of training for teachers, principals and other educators
2. Provide necessary literacy training
3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost
4. Train parents and families to enhance the engagement of other parents
5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities
6. Adopt and implement model approaches to improving parent and family engagement

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Principal  
9/23/19