

Title I

Parent and Family Engagement Policy

Oakdale Elementary School

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.

Our Policy was developed by Principal Mary Weston, Asst. Principal Jovetta Dennis, and Family Advocate Rick Martin.

B. Briefly describe the process your school used to:

1. Select participants to develop the policy

This year at our annual Open House, we had a recruitment table and parents volunteered to be a part of our SLT. The first SLT meeting will be on October 19th.

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)

Policy has been written and adheres to the above requirements. Policy located with school Title I documents under Parental Involvement section.

3. Implement policy

Policy Implementation will be achieved with participation of various parties including school staff, students, business partners, faith based community and parent volunteers.

C. Copy of Policy

Copy of policy can be obtained by request to our Family Advocate Rick Martin, Principal Mary Weston or Assistant Principal Jovetta Dennis. Copy also available with request to our school SLT committee.

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 Title I Meeting was during our Open House on Aug.24th, 2017. Spanish interpreters attended our event as well. Connect Ed, flyers and letters were sent home in both English and Spanish to promote the event.

III. Flexible meeting times

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

School events at Oakdale will be scheduled during school hours, after school hours, at night, and weekends. For example, this year we are partnering with one of our faith-based partners and parents/families are invited to the Fall Festival at their church, which is across the street from the school, on a Saturday. We also plan to have a spring carnival with fathers in April.

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.

Oakdale will hold monthly SLT meetings, parent teacher conferences, family advocate activities, school events such as Math and Science Nights. Connect Ed and newsletters to be used as well.

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

Administrative Staff and Family Advocate will use the following to provide timely information: Connect Ed, letters, school website, newsletters and school meetings.

2. School performance profiles

Oakdale staff and teachers will use Connect Ed, letters, website, newsletters, parent conferences and school meetings.

3. Assessment results of their child's performance

Oakdale staff and teachers will conduct parent teacher conferences and send proper written documentation home. Our school website will be used as needed.

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

Principal Mary Weston, Asst. Principal Jovetta Dennis and Administrative staff will send home information in other languages to accommodate non English speaking parents. Interpreters will be used as needed.

5. Opportunities for regular meetings to participate in decision making.

Our school will hold monthly SLT meetings, parent teacher conferences and family advocate activities. . Events will be scheduled during school hours, after school hours, at night and weekends.

6. Timely responses to suggestions and questions raised by parents

School Family Advocate Rick Martin will handle initial suggestion or question within 24 hours and forward to proper staff person or school committee as needed.

7. Reasonable access to staff, opportunities to volunteer and participate in child's class.

Connect Ed, Letters, website, newsletters, phone, established teacher communication methods, district emails, text messages and our volunteer management system will be used by School Principal, Asst. Principal, Family Advocate and staff to communicate these opportunities.

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 were given information during Open House on Aug. 24, 2017. Question and Answer session held. Interpreters present. Information distributed again on first day of school to students. Both English and Spanish versions given to parents.

B. Include a copy of the compact

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

Information provided during Open House on Aug 24, 2017 with PowerPoint presentation. Interpreter present and ESL staff. Question/Answer session. Written information in both Spanish and English.

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.)

Training information and materials will be distributed by appropriate staff personnel including Principal, Asst. Principal, Family Advocate, Technology, Math and Literacy Facilitators .Events to include

Curriculum Night, Math and Literacy Night; Science Night.

3. Educate teachers and other staff to work with parents-

Oakdale staff will attend PD trainings, staff development and meetings conducted by CMS personnel and non CMS personnel in various subject areas.

4. Coordinate and integrate parental involvement programs/activities

Coordination and integration will be done by Administrative staff, Family Advocate, Literacy Coordinators, and ESL dept.

5. Develop appropriate roles for community-based organizations and businesses

Oakdale Family Advocate Rick Martin will develop school partnerships and events to address school needs such as classroom help, office help and proctoring.

6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child

Our school Family Advocate will solicit parent feedback, surveys and other school events and activities to look for other opportunities.

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

All parent involvement information will be sent home in both English and Spanish versions. Our ESL staff and CMS interpreters will be used as needed. All other home language needs will be addressed with appropriate CMS staff.

VIII. LEP and Disabled Parents and Families

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

The ELL teachers have developed a program entitled Estamos Unidos. The purpose of the program is to introduce Spanish Speaking families to OES and many of our staff members. These meetings will serve as a time for parents to get to know other community members (other parents, teachers, administration) and learn from one another. Additionally the Oakdale Family Advocate Rick Martin will communicate with Parents of LEP students using appropriate language materials and methods to address specific needs.

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?

Principal Mary Weston and Asst. Principal Jovetta Dennis will work with school Financial Secretary to be sure school adheres to Title I guidelines.

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

School Principal and Asst. Principal along with Family Advocate and Financial Secretary will work with SLT committee and other parent focused groups to determine proper funding.

X. Parent/Family Requests

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

Oakdale Admin staff and Family Advocate will schedule events at different times of day, night, or weekends to accommodate families.

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.

The evaluation of the school parent and family engagement policy will occur in fourth quarter of school year. Policy will solicit feedback from different groups and sources including SLT, parent surveys, parent groups and Parent Teacher Conferences.

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
Our school will hold Literacy and Science Nights and other parent focused events to provide the 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