**St. Martinville Primary**

**Parent and Family Engagement Policy**

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***St. Martinville Primary***

***2019-2020***

***Revised 9/18/19***

**St. Martinville Primary’s Calendar of Events**

* *August 12, 2019* **Annual Title I Information**
* *November 2019* **Fall Event**
* **October 18th Fall Parent/Teacher Conference**
* *February 2019* **Spring Event**
* **March 20th Spring Parent/Teacher Conference**

 **Required School Parent and Family Engagement Policy Components**

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

* **Jointly Developed **

**St Martinville Primary** 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 and respond to any such suggestions as soon as practicably possible.

*In support of strengthening student academic achievement opportunity is made available by St. Martinville Primary to all parents and school stakeholders to participate in the development, review and improvement of the school’s Family Engagement Plan.  To ensure that the plan is reflective of the school community and inclusive of parents as full partners, SMP will take the following actions to involve parents in the joint development and agreement of its Family Engagement Plan, its School-wide Improvement Plan and its School-Parent Compact.*

* *The school will distribute to parents and make available to the local community a Parental Involvement Plan that the school and parents of participating children agree on.*
* *Parents are included in decision making at district and school level through meetings, surveys and other school events*
* *The plan will be made available on the school’s website for parents to review and offer suggestions and improvements of the plan throughout the year*

* **Annual Title I Meeting**

**St Martinville Primary** 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.

*At the beginning of the school year St Martinville Primary will meet with parents and other stakeholders to provide parents with information regarding all aspects of Title I in regards to their rights, responsibilities and role as integral partners in their child's education, specifically  their right to be involved in the planning and development of the school’s Family Engagement Plan and the School-wide Improvement Plan. The plan will be communicated both verbally and written. Families will be informed of the school's participation in the Title I program at all literacy and social events, conferences and meetings.The school will create open channels of communication with ongoing and meaningful consultation of families whose children benefit from Title I  .*



* **Communications** **St Martinville Primary** 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, transportation, child care or home visits, as such services relate to parent and family engagement, and
* 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.

*St. Martinville Primary believes that positive, engaged relationships are crucial to the success of students, teachers and parents, and that the family and community must be involved in the education of children. Strong channels of communication are vital to enhancing the quality of school life. The school will keep parents informed through its PTO and other communication platforms, including digital, verbally, electronically and written  forms of communication.*

* *Distribution of start of school forms to students (student handbook, parent handbook, Discipline Policy, Contact information, Internet Acceptable Use Policy and Attendance Policy*
* *Two parent-teacher conferences conducted per year, undergirded by an open door policy*
* *Parent-Teacher Organization meetings*
* *Hosting an Open House to provide parents with an opportunity to get to know school staff*
* *Providing instruction and encouragement for the use of the school’s Parent Command Center*
* *Updating the school website with relevant and timely information*
* *Use of student information system automatic calling feature to advise parents of events and student attendance and academic concerns*
* *Teacher websites advise parents of contact information, teacher schedule, homework and links for practice or remediation*
* *Use of school marquee to inform parents and the community of news and upcoming school activities*
* *Recognition of outstanding student achievement and school recognition in local newspapers*
* *Invitations to attend school programs, ceremonies and events*

* **School-Parent Compact**

**St Martinville Primary** 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.

*The compact for St Martinville Primary outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement.  This compact also describes how the school and parents will build and develop a partnership to help students achieve State standards for academic achievement. To understand how working together can benefit their child, it is necessary for all parents to be aware of the district’s and the school’s goals for student academic achievement. Compacts will be distributed at the beginning of the school year and as new students enroll in order to obtain commitment from all parties.*

* **Reservation of Funds**

**St Martinville Primary** 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:

*St. Martinville Primary’s school budget for parent and family engagement activities and programs are very carefully prioritized and allocated accordingly between Fall and Spring family engagement activities. To the extent feasible and appropriate, parents are given opportunity through the Parent-Teacher Organization, annual  surveys, school meetings and open channels of communication with the school administration to provide input into how funds are used. In support of strengthening academic achievement, local businesses and organizations actively support the school as Partners in Education:*

* *Joyce’s Supermarket*
* *Cade’s Grocery Store*
* *Cash Saver’s Grocery*

* **Coordination of Services**

**St. Martinville Primary** 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:

*St. Martinville Primary is committed to supporting partnership among the school, parents and the community by providing a flexible number of engagement meetings, literacy trainings and materials that encourage and support parents to fully participate in the education of their child. Families will be made aware of events through resources such as newsletters, school calendar, use of the school sign, weekly student folders and the school website.  To meet this commitment, the following actions will be taken by the school:*

* *Providing a Title 1 meeting to explain Title 1 policies, services and compacts*
* *Sending home test taking tips/strategies for grades 3-5*
* *Hosting a Math (STEM) Night and ELA Night*
* *Sponsoring an annual Meet and Greet activity*
* *Sponsoring two Book Fairs annually*
* *Partnering with the Parish Library to promote positive learning experiences for         students*
* *Hosting the annual Dad’s Day, Grandparents Day, Muffins with Mom, and Sweetheart Dance events*



* **Building Capacity of Parents**

**St. Martinville Primary** 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:

* Provide 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;
* Provide 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; and
* Provide 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,
* How to monitor their child’s progress, and
* How to work with educators to improve the achievement of their child.

*St. Martinville Primary invites all parents to join the Parent-Teacher Organization to build partnerships with the school, families, and the community. Volunteers are also considered for the Title I Parent Advisory Council to share ideas and ways to involve other parents.  Parents can also submit their ideas or suggestions at any school activities and meetings, as well as, through a comment box located outside of the front office. The school will take the following measures to promote and support parents and families in order to strengthen the school and reach school goals. We will:*

* *Ensure that all information related to school and parent and family programs, meetings, and other activities is published in an understandable format, and to the extent possible in a language the parents and families can understand, and posted on the school website and included on the monthly school calendar/newsletter for all parents & families.*

* *Report results of the annual state and district school review to parents and families. Information on school performance is available on the school’s website, and sent home annually with students.*

* *Make sure parents and families receive a copy of their child’s national, state and district assessment results, along with a guide to explain the assessments used to measure student’s progress and the proficiency*
* *The school will handle responses to parent and family questions, concerns and suggestions in a timely manner via telephone calls, notes, emails and conferences.*

* *Communicate with all families and the community on a regular basis regarding school wide events and activities via phone messages, the school website, school marquee, social media, text, email, and flyers.*

* *Develop relevant trainings and helpful presentations to educate our staff on the importance of parent and  family engagement, as well as, provide training and materials for parents and families work with their children*

* *Collaborate with community leaders and business groups to increase participation and awareness of the school parent and family engagement plan and activities.*



* **Building Capacity of School Staff**

**St Martinville Primary** 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:

*Rather than assuming teachers will intuitively know how to facilitate a partnership with parents, St. Martinville Primary will provide School-level and district-level professional development  trainings for staff on strategies to improve communication with parents and ideas to increase family engagement. During regularly scheduled faculty meetings, staff will share resources and best practices designed to strengthen family-school connections and emphasize the importance of parents as equal partners. The Title I administrative staff will meet with each school principal and the school improvement committees three times a year to provide assistance for building staff capacity. An active and highly supportive Parent-Teacher Organization collaborates throughout the school year with administrators and staff to implement and coordinate programs that recognize the contribution of parents as equal partners:*

* *Administering surveys to parents/guardians at the beginning and end of the school year*
* *At professional development meetings, survey data is discussed and next steps are formulated*
* *District-level training sessions are conducted to empower the school to build capacity with parents as equal partners*
* *Staff will share best practices during regularly scheduled faculty meetings*
* *Read and reflect on educational journals or professional literature to increase knowledge of current best practices, policies and procedures*

**St. Martinville Primary** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

*St. Martinville Primary faculty and staff are strongly committed to providing opportunities for shared input resulting in a plan of action based on cohesive goals and objectives which leads to greater school improvement and student success. This commitment, by definition must engage parents and community partners in an open- door policy. To meet this commitment, St. Martinville Primary will seek input by the support and active facilitation of the following committees and processes:*

* *School Based Learning Committees*
* *Crisis Response Team*
* *Title 1 School Planning Committee*
* *Positive Behavior Intervention Support Team*
* *School-wide  Improvement Plan Committee*
* *Response to Intervention Team*
* *Family Engagement Committee*
* *Parent Teacher Organization participation is encouraged*
* *Pupil Progression Committee representation*

In support of strengthening student academic achievement, **St Martinville Primary** receives Title I, Part A funds and 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 district.

**St. Martinville Primary 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 targeted assistance or schoolwide program plan.
* 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 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*:

* *Parents play an integral role in assisting their child’s learning,*
* *Parents are encouraged to be actively involved in their child’s education at school,*
* *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, and*
* *Other activities are carried out, such as those described in Section 1116 of ESSA.*