

**School Level
Parent and Family Engagement Policy**



**School Parent and Family Engagement Policy
Catahoula Elementary
2019-2020
[Revised on 10/19/2019 (A. Berard)]**

Catahoula Elementary's Calendar of Events

- **August 12, 2019: Open House/Meet & Greet**
- **September 30, 2019: Annual Title I Informational Meeting**
- **October 17, 2019: 1st 9 Weeks Award Assembly**
- **October 18, 2019: Fall Parent/Teacher Conference**
- **November 9, 2019: Bucks Booster Fall Fest**
- **November 21, 2019: Grandparents' Day**
- **November 21, 2019: Data & Dinner (Bingo for Books)**
- **December 19, 2019: Annual Christmas Program**
- **January 16, 2020: 2nd 9 Weeks Award Assembly**
- **February 7, 2020: Dads' Breakfast**
- **February 21, 2020: Mardi Gras Parade**
- **February 29, 2020: Super Saturday**
- **March 19, 2020: 3rd 9 Weeks Award Assembly**
- **March 20, 2020: Spring Parent/Teacher Conference**
- **April 9, 2020: Testing Pep Rally**
- **April 9, 2020: Testing Forum**
- **May 8, 2020: Mom's Breakfast**
- **May 19, 2020: Annual Bucks Bash**
- **May 20, 2020: PreK/K Graduation (8:30)**
- **May 20, 2020: 4th 9 Weeks Award Assembly/Talent Show (9:30)**
- **May 21, 2020: 5th Grade Promotion Ceremony**



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**

Catahoula Elementary 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.

Parents will receive the Parent and Family Engagement Plan at the beginning of the school year via letter home and school website. Parents will be informed of their parental rights to be involved in the planning and development of the plan through meetings, surveys, and questionnaires. Administrators and parents will meet at the end of the academic school year with a panel meeting open to all parents. At this particular time, evaluations will be completed and then used in August to present a draft of reviews from the parent evaluations. The PTO has input on events at school.

- **Annual Title I Meeting**

Catahoula Elementary 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.

Catahoula Elementary School will hold an Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting will not be used to ask for parent input but will be provided as an opportunity to disseminate information and distribute copies of the revised Parent and Family Engagement Policy.

- **Communications**

Catahoula Elementary 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.

Catahoula Elementary School is constantly searching for effective techniques to improve communication between home, school, and community with regularity and in a purposeful manner concerning student expectations, curriculum, instruction, assessment, programs, and individual student progress. To meet this commitment, the following actions will be taken by Catahoula Elementary School:

- *Provide student handbooks annually to offer information regarding the St. Martin Parish School Board staff and contact information, campus procedures regarding student and parent rights and responsibilities, attendance regulations, work missed procedures, dress codes, discipline guidelines, Positive Behavior Support Expectations, transportation procedures and rules (to and from school), safe school expectations including visitors, playground, cafeteria, grading policies and reports, pupil progression, assessments, Title I, Section 504, and Special Education procedures, medical concerns, parent-teacher conferences, internet user guidelines, and awards opportunities*
- *Provide student agendas to provide daily communication between parent and teacher regarding daily assignments, daily comments, expectations and/or progress.*
- *Update the school website continually with relevant and timely information including staff information, email addresses and websites, helpful educational web links, school happenings, contact information, calendars, curriculum, lunch menus, etc.*
- *Send monthly calendars home*
- *Utilize JCall and Remind to send pertinent information home verbally and digitally*
- *Host an Open House event, including Meet & Greet*
- *Facilitate Pre-Kindergarten and Kindergarten orientation*
- *Encourage parent-teacher conferences and facilitate these meetings by maintaining an open-door policy through contact with the teacher or administrator for any concerns regarding their child*
- *Maintain communication regarding student progress through the use of report cards and progress reports, as well as ongoing parent-teacher communication through direct, oral and written means*
- *Host awards day programs and Synergy Rallies and Testing Pep Rally*
- *Continually solicit parent comments and concerns from parent surveys, Leadership Council meetings, PTO meetings, Open House Events, suggestion box, and student assistance meetings*
- *Host and produce the Annual Grandparent's Day and Annual Christmas Programs*
- *Continually seek student comments and concerns from student surveys*

- **School-Parent Compact**

Catahoula 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 will be distributed to parents, describing how the school is going to communicate with parents and information about how the school will provide materials related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand. This compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and the parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom. Catahoula Elementary School is committed to the enhancement of learning opportunities for students both on campus and at home. Learning at home includes family interaction that reinforces school based learning, holds students accountable for their academic performance, and provides support and assistance for students to achieve better education.

To meet this commitment, the following actions will be taken by Catahoula Elementary School:

- *Regularly utilize student conduct sheets to keep parents informed and aware of behavioral and expectations with the classroom*
- *Utilize student agendas, Remind, and teacher webpages to keep parents aware of homework and all curricular activities*
- *Sponsor academic-related assemblies such as the Ned Show, an annual Science Fair, Social Studies Fair, Fine Arts Fair, and Math Fair*
- *Keep parents informed about higher standards of learning*
- *Strongly reinforce and implement our Positive Behavior Intervention Program through the rewards system*
- *Sponsor Red Ribbon Week activities*
- *Sponsor Parent Night that provides curriculum information that is vital to student learning*
- *Provide parents with Eureka Math information & ELA Guidebooks information*
- *Host Super Saturday Expo to help prepare students for standardized testing*
- *Utilize Character Education Week to teach students the importance and benefits of having good character*
- *Provide information on The Leader in Me seven habits to use at home*



- **Reservation of Funds**

Catahoula Elementary 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:

Catahoula Elementary's school budget for parent and family engagement activities and programs will be equally divided between Fall and Spring activities. Parents will be involved in providing input into how the funds are used via PTO or evaluations.



- **Coordination of Services**

Catahoula Elementary 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:

Catahoula Elementary School is committed to enriching parenting skills, assisting parents in providing homes that support childhood education and development, and furthering the education of our staff in working effectively with the diversity represented by our students' families. To meet this commitment, the following actions will be taken by Catahoula



Elementary School:

- *Provide Title I Orientation meetings annually to explain Title I policies, legal requirements, parent rights, services and compacts*
- *Host LEAP information session and Super Saturday*
- *Send home standardized test-taking tips and strategies*
- *Inform parents of the Positive Behavior Support procedures to be utilized to reward good character and student behavior*
- *Sponsor an annual Meet & Greet activity*
- *Provide parent resources in a variety of areas with brochures and/or flyers at all school events*
- *Participate in the DARE Program for 5th graders, partnering with St. Martin Parish Sheriff's Office.*

- **Building Capacity of Parents**

Catahoula Elementary 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.



Catahoula Elementary School faculty and staff acknowledge that parents and the community are vested in quality education. Volunteering in support of student learning and progress is available both on-site and off-site in a variety of activities. The establishment of positive and active partnerships with parents and the community creates a cohesive community and school family which we strongly encourage and appreciate. The increased instructional time that is afforded to the teachers, the valued input shared by the volunteers, the ownership experience by the families, the generosity displayed by the students, and the unified strength created by the school, families, and community have positive outcomes because the students see and experience strong volunteerism taking place in their learning environment. To meet this commitment, the following actions will be taken by Catahoula Elementary School:

- *Enthusiastically seek talents and interests of parents and community members which may promote positive experiences for Catahoula Elementary School students*
 - *Encourage and seek out opportunities for parents and community to regularly volunteer for the good of the Catahoula Elementary School students*
 - *Inform parents regularly of opportunities to volunteer at Catahoula Elementary School such as classroom activities, programs, projects, and field trips*
 - *Maintain a log of parent and community volunteer activities*
 - *Engage parents in academically relevant assemblies such as Awards Day every 9 weeks, Synergy Rallies, and Parent Night*
 - *Engage parents and the community in planning, learning, and support activities for Catahoula Elementary School through the PTO*
- **Building Capacity of School Staff**
- Catahoula 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:

School Parent Teacher Organization Guidelines will be used with school staff to build

capacity to work with parents as equal partners. Parish Professional Development in the form of monthly district-level training will be used as assistance for building staff capacity.

Catahoula Elementary will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

Catahoula Elementary School faculty and staff is strongly committed to providing opportunities for shared input resulting in a plan of action based on interrelated goals and objectives which leads to enhanced school improvement and success. This commitment engages parents and community members in an open-door, open forum policy. To meet this commitment, Catahoula Elementary School will seek input by the support and active facilitation of the following committees and processes:

- *Leadership Council Committee*
- *Positive Behavior Intervention Support Team*
- *Parent Teacher Organization*
- *Crisis Management Team*
- *School Improvement Team*
- *School Building Level Committee*
- *Professional Learning Community*

In support of strengthening student academic achievement, **Catahoula Elementary** 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.

Catahoula Elementary 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.*