

School Parent Family Engagement Policy

Southeast Elementary 2021-2022

School Parent and Family Engagement (need one for each Title I served school)

All check boxes marked in this policy indicate an assurance on the part of the school.

Type of Title I.A program:

- Schoolwide
- Targeted

X This school parent and family engagement policy is developed jointly with, distributed to, and agreed on with parents of participating children. (Required) *Section 1116 (b)(1)*

Describe how the school seeks and obtains the agreement of parents to the parent and family engagement policy:

Annually, Southeast holds an all-school meeting to inform parents and families of our school's participation in the Title I program. The annual meeting was held remotely. Information presented includes an explanation of the Title 1 requirements, parent's right to be involved and provide input, an overview of our Response to Intervention program, and upcoming school community events. In addition, all parents/guardians are given the opportunity to review and sign the School-Parent Compact. Parents/guardians are provided multiple opportunities to participate in completing the Annual Parent School Wide Survey. All information is also made available on Southeast's website.

X Parents are notified of the policy in an understandable and uniform format. (Required) *Section 1116 (b)(1)*

X To the extent practicable, the school parent and family engagement policy is provided in a language the parents can understand. (Required) *Section 1116 (b)(1)*

School Parent and Family Engagement Policy:

Policy Involvement

X At the beginning of the school year, the school convenes an annual meeting, at a convenient time, to which all parents/families of participating children are invited and encouraged to attend. (Required) *Section 1116 (c)(1)*

X The agenda reflects that the purpose of the meeting is:

- X To inform parents/families of their school's participation in the Title I.A program (Required)

- X To explain the requirements of Title I.A (Required)
- X To explain the right of parents/guardians to be involved. (Required)
Section 1116 (c)(1)

X The school offers a flexible number of meetings. *Section 1116 (c)(2)*

- Using Title I.A. funds, to promote parental involvement the school provides (check all that apply) :**
 - Transportation
 - Child care
 - Home visits
 - X Funds will not be utilized for these purposes *Section 1116 (c)(2)*

X The school involves parents in an organized, ongoing, and timely way:

X In the planning, review, and improvement of the Title I.A program and/or Schoolwide program plan in the school. (Required) *Section 1116 (c)(3)*

Describe how parents are involved in the planning, review, and improvement of the Title I.A program and/or Schoolwide program plan in the school:

Parents are invited to attend the annual all-school meeting, and parent orientation sessions held at the beginning of the school year. Information is gathered from parents during parent teacher conferences, student showcase, and literacy parent workshops. Parents serve and are active participants in PTA, and other family involvement events. Parents are encouraged to provide feedback at the above events. Parents are involved in helping our school develop a vision, mission, and values statement. The Parent Teacher Association collaborates with BSIP action teams to facilitate action steps within our school plan.

X In the planning, review, and improvement of the school parent and family engagement policy. (Required) *Section 1116 (c)(3)*

Describe how parents are involved in the planning, review, and improvement of the school parent and family engagement policy:

Parents give input through the annual survey and through attendance at the annual Title 1 school meeting. Parents are provided opportunities to formulate suggestions and participate in decisions relating to the education of their child during parent conferences, student showcases, and literacy events.

The school provides parents of participating children:

X Timely information about the Title I.A programs. (Required) *Section 1116 (c)(4)(A)*

Describe plans to provide information about the Title I.A programs:

Information about Title I programs are provided at the annual meeting, parent orientation sessions, literacy events, parent teacher conferences, student showcase, and other school community events. Information is also on Southeast's webpage.

X A description and explanation of the curriculum in use at the school, the forms of academic assessments that are used to measure progress, and the achievement levels of the MAP assessment. (Required) Section 1116 (c)(4)(B)

Describe methods and plans to provide a description and explanation of the curriculum, academic assessments, and MAP achievement levels:

In the fall, Missouri Assessment Program, MAP, scores are sent home with students with information from the district about how to read and interpret the report. At the fall parent-teacher conferences, district-wide assessment results are shared with parents and explanations are provided about what the assessment measures, areas of strength, and areas that the student is currently working on in class. Curriculum is available on the school district website and information is conveyed to parents via newsletters from classroom teachers, newsletters from the administration, through student report cards, and parent-teacher conferences.

X Opportunities, as appropriate, to participate in decisions relating to the education of their children. (Required) Section 1116 (c)(4)(C)

X Responses to their suggestions as soon as possible. (Required) Section 1116 (c)(4)(C)

School Parent and Family Engagement Policy:

Shared Responsibility for High Student Achievement

School-Parent Compact (Need one for each Title I Served Building)

The School-Parent Compact 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. *Section 1116 (d)*

X The school jointly develops with parents of Title I.A served children the school-parent compact. (Required)

The school-parent compact:

Describe the ways in which all parents will be responsible for supporting their children's learning. (Required) Section 1116 (d)(1)

Parents and students are encouraged to sign the Parent-School Compact which includes the parent responsibilities below.

Spend time with children on school work:

- Talk about class activities and new learning
- Check work for neatness, correctness, and completeness
- Review for quizzes and tests
- Practice spelling/vocabulary words/math facts
- Read to, and listening to their child read
- Set aside a quiet time for children to finish school work and read with some supervision
- Set aside a quiet learning place with some supervision for students who are enrolled

- in distance learning
- Limit the amount of time children watch television and play video games
- Be sure children are at school on time each day
- Care for the physical needs of their children
- Communicate with their child's teacher

Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment. (Required) Section 1116 (d)(1)

Our school is accredited through DESE via an Annual Performance Report. The data exhibited within the APR document provides evidence of a high-quality curriculum supported by research based instructional strategies. Within Park Hill, at the elementary level, instructional coaches and curriculum writers collaborate to develop a curriculum that is high-quality and aligned to the Missouri Learning Standards. At Southeast, teachers and teams are expected to follow this curriculum and collaborate to meet the needs of their students. Teachers are evaluated regularly to ensure they are following the district curriculum using the NEE teacher evaluation system, walk-throughs, and collaborative professional development sessions.

X Addresses the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

- X Conducting parent-teacher conferences at least annually, during which the compact shall be discussed (required for elementary schools) (Required)
- X Issuing frequent reports to parents on their children's progress (Required)
- X Providing reasonable access to staff, opportunities to volunteer, and observation of classroom activities (Required)
- X Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable in a language that family members can understand (Required) *Section 1116 (d)(2)(A) (B),(C),(D)*

School Parent and Family Engagement Policy:

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school:

- X Provides assistance to parents, as appropriate, in understanding (Required) *Section 1116 (e)(1)*
 - o the Missouri Learning Standards,
 - o the Missouri Assessment Program,
 - o local assessments,
 - o how to monitor a child's progress, and
 - o how to work with educators to improve the achievement of their children.

Describe plans to provide assistance:

Parents receive quarterly grade cards and progress reports mid-way through each quarter. Parents can communicate with their child's teacher as often as needed and information is provided in weekly classroom newsletters about the

curriculum, what students are learning in the classroom, and how parents can support learning at home. Information is available online about the curriculum and state standards. The building principal disseminates information to staff using weekly staff newsletters, a teacher handbook, staff meetings, collaborative professional development sessions, and reminder emails.

X Provides materials and training to help parents work with their children to improve achievement. (Required) Section 1116 (e)(2)

Describe plans to provide materials and training:

Materials are provided throughout the year to help parents support their children's learning. This is done through parent orientation at the beginning of the year, Parent/Teacher Conferences, and classroom newsletters. The Reading Interventionists provide reading strategy materials to students to assist parents in using these materials at home. ELD teachers and Reading Interventionists deliver materials during porch home visits complying with COVID safety guidelines. If parents need additional resources and materials, classroom teachers, Reading Interventionists, and ELD teachers provide the materials as requested.

X Educates 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. (Required) Section 1116 (e)(3)

Describe plans to educate school personnel regarding working with parents:

It is an expectation that classroom teachers and staff communicate with parents and provide support as needed. This can be done through a variety of ways, and teachers work to understand the best way to communicate with each family (phone call, email, virtual avenues such as Seesaw, Schoology, and Zoom). All classroom teachers send home a weekly communication via a classroom newsletter. Teachers also make one positive parent contact, per semester, for each student in their class. This is documented each semester on a log sheet and is submitted to the principal. Parents are invited to participate in two parent-teacher conferences annually, as well as attend Family Nights and other events. Professional Development is provided to staff regarding parent communication and engagement. District reading interventionists and ELD teachers are continuing to participate in book studies to enhance communication with the following books. This has been ongoing throughout the 2020-2021 school year and will continue during the 2021-2022 school year.

- School, Family, and Community Partnerships: Your Handbook for Action (3rd ed.; Epstein, et al., 2009)
- Beyond the Bake Sale: The essential Guide to Family -School Partnerships (Henderson, Mapp, Johnson, & Davies, (2007)
- Bicultural Parent Engagement: Advocacy and Empowerment (Olivos, Jimenez-Castellanos, Ochos, 2011)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school:

x To the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (Required) Section 1116 (e)(4)

Describe plans to coordinate and integrate:

Information is made available to parents about the school and other community resources through meet the teacher night and parent orientation. Resource checklists are provided to all students and specific students throughout the year. Parents are encouraged and invited to volunteer at the school and to participate in various family evenings. Additionally, each spring Southeast hosts a school and community resource night in which families are invited to visit each booth and learn more about resources available to them. Due to COVID safety guidelines, parents/guidelines and non student family members have not been allowed to enter our building this year. When safety and district guidelines allow, we plan to resume in person volunteering and school/community resource night. Our school social worker works with individual families to ensure supports and resources are in place and to connect families with other resources they may need. Porch visits are conducted by our ELD teachers and Reading Interventionist to ensure that families understand supports, resources, and information. In the spring, we host a student showcase in which students highlight their learning from the year to parents through different learning activities they have done while explaining what they have learned. Teachers are available to provide additional information and supports for extending learning at home as needed and when requested.

x Ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (Required) Section 1116 (e)(5)

x Provides reasonable support for parental involvement activities under this section as parents may request. (Required) Section 1116 (e)(14)

Optional additional assurances:

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school: (optional; check if applicable)

Involves parents in the development of training for teachers, principals, and other educators to improve the effectiveness of parent involvement training. *Section 1116 (e)(6)*

Provides necessary literacy training from Title I funds if the local educational agency has exhausted all other reasonably available sources of funding for literacy training. *Section 1116 (e)(7)*

Pays reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions. *Section 1116 (e)(8)*

Trains parents to enhance the involvement of other parents. *Section 1116 (e)(9)*

x Arranges school meetings at a variety of times, or conducts in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend conferences at school, in order to maximize parental involvement and participation. Adopts and implements model approaches to improving parental involvement. *Section 1116 (e)(10)*

x May adopt and implement model approaches to improving parental involvement. *Section 1116 (e)(11)*

Establishes a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I programs. *Section 1116 (e)(12)*

May develop appropriate roles for community-based organizations and businesses in parent involvement activities. *Section 1116 (e)(13)*

School Parent and Family Engagement Policy:

ACCESSIBILITY

In carrying out the parent and family engagement requirements of the Title I program, the school, to the extent practicable.

x Provides opportunities for the informed participation of parents and family members, including:
Section 1116 (f)

- x Parents and family members who have limited English proficiency. (Required)
- x Parents and family members with disabilities. (Required)
- x Parents and family members of migratory children. (Required)

x Provides information and school reports in a format and, to the extent practicable, in a language parents understand. (Required) ***Section 1116 (f)***