

# James K. Polk Elementary School

2023-2024

## Parent and Family Engagement Policy/Plan and Procedures

### PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

- A. James K. Polk Elementary will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.
1. Present proposed PAFE Policy/Plan and Procedures for feedback from staff members at Staff Meeting on November 16, 2023
  2. Present proposed PAFE Policy/Plan and Procedures for feedback from families at the PTA meeting on October 17, 2023
  3. Send revised PAFE Policy/Plan and Procedures to all families by November 30, 2023
- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
1. At our annual meeting, Back to School Night on September 14, 2023, parents were informed of school's Title I status, notified of upcoming events, and encouraged to participate in school events.
- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.
1. The timing of the Coffee with Carter events will alternate between mornings and afternoons to accommodate families' schedules
  2. Child care and alternate times will be provided for families during some Parent Workshops
- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
1. PAFE Policy/Plan and School Improvement Plan will be reviewed and improved at PTA meetings throughout the year to continuously improve upon these plans.
- E. Implement an effective means of outreach to parents of English learners, in a language the parents can understand, to inform them regarding how they can—
- be involved in the education of their children; and
  - be active participants in assisting their children to—
    - attain English proficiency;
    - achieve at high levels within a well-rounded education; and
    - meet the challenging State academic standards expected of all students
      - Newsletters, event flyers, surveys, etc. are provided to parents in a language the parents can understand on ParentSquare and when documents are sent home
      - Interpreters are provided at conferences, meetings, and school-wide events for parents
      - Teachers discuss student performance and expectations at parent-teacher conferences

- WIDA ACCESS for ELs 2.0 and EL services were explained to parents at Back to School Night

F. Provide parents of participating children—

- timely information about programs under this part;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- At Back to School Night, parents were provided with information on the curriculum, assessments, proficiency levels, and more in both a general, school-wide section and also grade-level specific sections.
- In addition to parent-teacher conferences, parents may request to meet with their child's teacher at any point during the school year

G. If schoolwide program plan 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 district.

1. The comments of any parent who is unsatisfied with the plan will be noted



## PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.
  - Parent/teacher conferences are held in November and February
  - Additional conferences are available throughout the year, if necessary
- Provide frequent reports to parents on their child's progress.
  - All parents receive students' report cards at the end of each quarter
  - Some parents (those whose children are struggling academically and/or behaviorally) will also receive an interim report in the middle of quarter 2, quarter 3, and quarter 4
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
  - Parents are encouraged to volunteer for PTA events (picture day, book fair, etc.) and field trips
  - Parents have opportunities to read to classes, provide enrichment opportunities, etc. in classrooms
- 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.
  - Frequent phone calls (using Language Line for interpretation, when necessary) are expected to occur
  - Parents may email teachers and/or work with our Parent Liaison to schedule a phone call or meeting with teachers
  - ParentSquare allows for two-way communication between the school and families, along with the teacher and families, with automatic translation when preferred by families

## BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

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

- Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
  - Teachers discuss standards and progress with parents at conferences
  - Coffee with Carter events provide parents with instructional information and strategies to support their children at home
  - Targeted parent workshops will be provided for families of designated students based on needs found within assessment data
  - Parenting classes will occur to support parents based on parenting questions/needs
  - SOL Night will be offered to parents of children in grades 3-5 to provide more information about SOL (Standards of Learning) tests and give strategies to help their children at home
- Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
  - Success Workshops for each grade level will be held at least twice during the year. Each grade level will host a \_\_ Grade Success Workshop that provides families with materials prior to the event. The teachers will walk the families and students through using the materials and present additional curriculum/instructional information to the group.

- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
  - Our family liaison and social worker work diligently to help bridge the connection between families and school while providing families with the resources they need.
  - Teacher communicate with families frequently through ParentSquare, emails, texts, phone calls, and in person.
- Coordinate and integrate parent 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 parent engagement.
  - The Family and Community Engagement (FACE) Center works with the school and our family liaison to host Coffee with Carter events
- Ensure 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.
  - Flyers, newsletters, etc. are all sent home to parents in languages they can understand.

**The following are allowable activities:**

- 1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
  - a. **Parents will be encouraged to complete surveys after events to provide the school with feedback**
- 2) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
  - a. **Literacy training from funds will be used only the district has exhausted all other available sources.**
- 3) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
  - a. **Free child care will be provided to families during Family Workshops**
- 4) May train parents to enhance the involvement of other parents.
- 5) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
  - a. **Parent-teacher conferences are offered at various times throughout the day, including before, during, and after the school day**
- 6) May adopt and implement model approaches to improving Parent and Family Engagement.
- 7) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

**PART III-ACCESSIBILITY REQUIREMENTS**

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

**Information will be provided to parents in a language and manner that is accessible to them**

**PART IV-ADOPTION** – This [James K. Polk Elementary School](#) Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by [James K. Polk Elementary School](#) on 11/10/22 and 11/15/22 and will be in effect for the period of 2022-2023. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 12/16/22.

Signature of Title I Authorized Representative

Date:

**Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:**

Name: Carla Carter

Role or Title: Principal

Signature:

Name: Katherine Loiselle

Role or Title: Assistant Principal

Signature:

Name: India Tillman

Role or Title: Assistant Principal

Signature:

Name: Corinne Nelson

Role or Title: Kindergarten Team Lead

Signature:

Name: Milann Polite

Role or Title: 1<sup>st</sup> Grade Team Lead

Signature:

Name: Chaaron Pearson

Role or Title: Parent/PTA President

Signature:

Name: Katie Rogers

Role or Title: 2<sup>nd</sup> Grade Team Lead

Signature:

Name: Susan Lathrop

Role or Title: 3<sup>rd</sup> Grade Team Lead

Signature:

Name: Alexis Sperry

Role or Title: 4<sup>th</sup> Grade Team Lead

Signature:

Name: Marie Peaches

Role or Title: 5<sup>th</sup> Grade Team Lead

Signature:

Name: Krystal Gray

Role or Title: Instructional Coach

Signature: