

MAE RICHARDSON ELEMENTARY SCHOOL

Parent and Family Engagement Policy



1. Mae Richardson Elementary shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of ESSA Section 1116 subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. Section 1116 (b)(1) & (e)(5)

- **The Parent and Family Engagement Policy and Family-School Compact will be distributed annually in the following ways:**

- **The Family-School Compact will be included with back-to-school online registration materials.**
- **Both documents will be posted on the district website.**

- **Parent input will be encouraged through parent surveys and/or PTA meetings.**

2. Mae Richardson Elementary shall 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; Section 1116 (c)(1)

- **Our Title I parent information meeting will be held annually. The meeting will be offered in the evening to make it easier for working parents to attend.**

- **Parents will be notified of the meeting using the following methods:**

- **Posted on ParentSquare**

3. Mae Richardson Elementary shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement; Section 1116 (c)(2)

- **Our Title I parent information meeting will be held annually. The meeting will be offered in the evening to make it easier for working parents to attend.**

- **Childcare will be provided at our annual Title I parent information and PTA meetings.**

- **The school Title I teacher and/or school administrators are available to answer any questions or review parent involvement upon request.**

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4. Mae Richardson Elementary shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan under section 1114(b) (Campus Improvement Plan), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children; Section 1116 (c)(3)

- **Provide parents the opportunity to give feedback and suggestions at the annual Title I parent information meeting.**
- **Provide parents the opportunity to give feedback and suggestions through parent surveys, Parent Teacher Association meetings, and/or ParentSquare.**
- **Staff will have input on revisions through the school Site Council/Building Leadership teams.**

5. Mae Richardson Elementary shall provide parents of participating children— (A) timely information about programs under this part;

(B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and

(C) 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 practicably possible; Section 1116 (c)(4)

- **Parents are notified that Mae Richardson Elementary is a Title I school in the following ways:**
 - **Annual Title I parent meeting**
 - **ParentSquare**
 - **School and district website**
 - **Parent-student handbook**
- **Information about parent and family nights, including parent-teacher conferences, is:**
 - **Posted on ParentSquare**
- **Standards-based report cards are shared with families four times per year.**
- **Universal screening benchmark assessment results and/or information about student progress is shared with families at parent-teacher conferences.**

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- **Student Services Team (SST) meeting referrals are communicated to parents through the classroom teacher. Parents may also request an SST meeting for their child.**
- **Parents of 3rd-5th grade students are given an individual student report that shows the performance of their child on the state assessment in math and language arts.**
- **Parents of 5th grade students are given an individual student report that shows the performance of their child on the state assessment in science.**

6. If the school-wide program plan (Campus Improvement Plan, CIP) under section 1114(b) 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. Section 1116 (c)(5)

- **Provide parents the opportunity to give feedback and suggestions at our annual Title I parent information meeting.**
- **Provide parents the opportunity to give feedback and suggestions through parent surveys and Parent Teacher Association (PTA) meetings.**

7. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, Mae Richardson Elementary shall: Section 1116(e)

(i) provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children; Section 1116 (e)(1)

(ii) provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; Section 1116 (e)(2)

(iii) 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; Section 1116 (e)(3)

(iv) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent

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resource centers, that encourage and support parents in more fully participating in the education of their children; Section 1116 (e)(4)

(v) provide such other reasonable support for parental involvement activities as parents may request. Section 1116 (e)(14)

- **Mae Richardson Elementary School involves parents in school activities in a variety of ways and collaborates closely with the school PTA to host joint-sponsored events, which may include:**
 - **Back-to-School Night**
 - **Jog-a-Thon**
 - **Trunk-or-Treat**
 - **PTA sponsored community service projects**
 - **Battle of the Books**
 - **PTA sponsored dances**
 - **5th Grade Promotion Ceremony**
 - **Field Day**
 - **Family Math and/or Literacy Night**
 - **Expression of Learning Night**
 - **Music concerts and performances**
 - **Monthly assemblies**
 - **Various grade-level field trips, guest speakers, and enrichment opportunities**
- **Family nights include tips, flyers, and additional activities for working with students at home.**
- **Information is provided to parents through messages, meetings, documents, etc. so that parents understand the ways they can monitor their children's progress and work with educators to improve the performance of their children.**
- **Parents are informed of ways that they can participate in decisions relating to the education of their children.**
- **Mae Richardson 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:**
 - **Providing 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.**

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This school Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by Mae Richardson Elementary on 11-1-24 and will be in effect for the 2024-2025 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before 1-1-25.