

# Randels Elementary Parent and Family Engagement Plan

## **In accordance with the *Elementary and Secondary Education Act of 1965 (ESEA)*, as amended by the *Every Student Succeeds Act of 2015 (ESSA)***

Parents, staff, and the building administrator have developed this Parent and Family Engagement Plan in accordance with the ESSA Section 1116 activities which are accomplished at Randels in the ways listed in each Section.

<b>ESSA Section</b>	<b>Ways in Which <u>Randels</u> Staff Accomplish These Activities</b>
<p><b>1116(b)(1)</b> This Plan has been jointly developed and distributed to parents and family members in a language that can be understood. The Plan is updated periodically to meet the changing needs of parents and the school.</p>	<p>Describe the development of the Plan, including the stakeholders involved, the steps taken to ensure the Plan is understood, and the process for updating the Plan.</p> <p><u>The plan was developed May 2017 through meetings with families, staff, administration, and community members. Every spring stakeholders provide input through surveys, suggestion boxes, and meetings. The revised plan is presented to stakeholders at the annual meeting in the fall for approval.</u></p>
<p><b>1116(c)(1)</b> Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved.</p>	<p>An annual meeting is held which includes information for parents on:  <u>Randels Elementary School will:</u></p> <ul style="list-style-type: none"> <li><u>*Hold an annual school-wide Title I meeting in the fall and all parents or invited to attend</u></li> <li><u>*Discuss the Continuous Improvement Plan, review the School-Wide Parent Engagement Plan, explain our Title I program and interventions, and inform parents of opportunities they can be involved in to help their child be successful</u></li> <li><u>*Distribute written and/or electronic notification of the meeting to all families.</u></li> </ul> <p>How are parents encouraged to attend?</p> <p><u>Parents and caregivers are encouraged to attend by personal invitations, open house, flyers, BAND, Google classroom, school messenger, dojo,.... Schools also offer incentive raffles with building funds.</u></p>
<p><b>1116(c)(2)</b> Offer flexible number of meetings at times convenient to parents and provide transportation, childcare, or home visits as it relates to parental involvement.</p>	<p>Meetings are offered at times convenient for parents and if needed, transportation, childcare, and home visits can be arranged:</p> <p><u>Randels Elementary School will host/provide:</u></p> <ul style="list-style-type: none"> <li><u>*Open House</u></li> <li><u>*Family engagement events and meetings</u></li> </ul>

ESSA Section	Ways in Which School Staff Accomplish These Activities
	<ul style="list-style-type: none"> <li><u>*STAR room parent tips in the Randels' newsletter</u></li> <li><u>*Student recognition assemblies</u></li> <li><u>*Parent-Teacher Conferences (in person and/or virtual meetings)</u></li> <li><u>*Flexible IEP times (in person and/or virtual meeting)</u></li> <li><u>*Parent Club</u></li> <li><u>*Classroom volunteers/mentors when allowable</u></li> <li><u>*ParentVue</u></li> <li><u>*ParentVue tip sheet</u></li> <li><u>*Provide child care, transportation, home visits as needed</u></li> <li><u>*Parent trainings &amp; sessions provided in the Parent Resource Room</u></li> </ul>
<p><b>1116(c)(3)</b> Involve parents in an organized, ongoing and timely way in the planning, reviewing, and improvement of Title I programs, including the development, review, and improvement of the Parent and Family Engagement Plan and the Schoolwide Program Plan.</p>	<p>Parents are involved in the development of the School Improvement Plan and Title I Program development in the following ways:  <u>Randels Elementary School will:</u></p> <ul style="list-style-type: none"> <li><u>*Review the Randels Parent Engagement during our annual Title I meeting in the fall</u></li> <li><u>*Review the Randels Parent Engagement Plan at our continuous improvement meetings</u></li> <li><u>*Teachers review Parent-Student-Teacher Compacts during fall and spring parent teacher conferences (in person and/or virtual)</u></li> <li><u>*Hold a Title I planning meeting with parents in the spring</u></li> <li><u>*Conduct a parent survey for all parents in the spring (on-line)</u></li> <li><u>*Review and make revisions to the Randels Parent Engagement Plan and the Teacher-Student-Parent compact incorporating recommendations based on parent survey results and meeting (in person and/or virtual)</u></li> <li><u>*Title I suggestion box by the main office to encourage continued communication between parents and the school all year</u></li> <li><u>*Review Title I program at Parent Club meetings (in person and/or virtual)</u></li> <li><u>*Continue all avenues of communications with parents using school newsletters, classroom newsletters, district publications, website, google classroom, and Synervoice to increase parent engagement in the School-Wide Title I Program</u></li> <li><u>*Parent trainings &amp; sessions provided in the Parent Resource Room</u></li> <li><u>*Parent/Community Liaison</u></li> </ul>
<p><b>1116(c)(4)(A)</b> Provide parents of Title I children timely information about the Title I Program.</p>	<p>Parents are provided information regarding the school Programs in the following ways:  <u>Randels Elementary School will provide timely information through:</u></p>

ESSA Section	Ways in Which School Staff Accomplish These Activities
	<ul style="list-style-type: none"> <li><u>*Fall Open House night</u></li> <li><u>*Annual Title I Meeting</u></li> <li><u>*Fall and Spring parent conferences (in person and/or virtual)</u></li> <li><u>*School/Classroom/District Newsletters</u></li> <li><u>*Report cards (quarterly)</u></li> <li><u>*ParentVue (parent access to assignments and grades)</u></li> <li><u>*District website-Randels Parent Engagement Plan, Parent-Student-Teacher Compact are available on our website</u></li> <li><u>*Kindergarten and middle school transition programming</u></li> <li><u>*Parent-Student handbook</u></li> <li><u>*Telephone calls and emails</u></li> <li><u>*Google Classroom</u></li> <li><u>*School calendar and bulletin boards</u></li> <li><u>*Continuous Improvement Committee</u></li> <li><u>*Parent Club</u></li> <li><u>*Social media (Facebook, Twitter, etc)</u></li> <li><u>*Parent/teacher communications apps such as Remind, Class Dojo, etc</u></li> <li><u>*Parent trainings &amp; sessions provided in the Parent Resource Room</u></li> <li><u>*Parent/Community Liaison/Resource Room Facilitator</u></li> </ul>
<p><b>1116(c)(4)(B)</b> Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the achievement levels students are expected to meet.</p>	<p>Parents are provided information about the school's curriculum, assessments, and proficiency level expectations in the following ways:  <u>Randels Elementary School will provide timely information through:</u></p> <ul style="list-style-type: none"> <li><u>*Fall Open House</u></li> <li><u>*Annual Title I Meeting</u></li> <li><u>*Fall and Spring parent conferences (in person and/or virtual)</u></li> <li><u>*School/Classroom/District newsletters</u></li> <li><u>*Report card (quarterly)</u></li> <li><u>*Progress Reports</u></li> <li><u>*Synergy/ParentVue (Parent access to assignments and grades)</u></li> <li><u>*Kindergarten and middle school transition programming</u></li> <li><u>*Telephone calls and emails</u></li> <li><u>*Google Classroom</u></li> <li><u>*School calendar and bulletin boards</u></li> <li><u>*Continuous Improvement Committee</u></li> <li><u>*Parent/teacher communications apps such as Remind, Class Dojo, etc</u></li> </ul>

ESSA Section	Ways in Which School Staff Accomplish These Activities
<p><b>1116(c)(4)(C)</b> Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision-making as it relates to their child’s education, and to respond to any suggestions as soon as possible.</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:  <u>Randels Elementary School will provide parents an opportunity to interact with their children's school by:</u></p> <ul style="list-style-type: none"> <li><u>*Suggestion box near the main office to encourage continued communication between parents and the school all year</u></li> <li><u>*Review the Title I Program, Parent Engagement Plan, and ask for suggestions for improvement at Parent Club meetings</u></li> <li><u>*Conduct a parent survey for all parents (online)</u></li> <li><u>*Parent-Teacher conferences (Fall/Spring/additional conferences upon request)</u></li> <li><u>*Telephone calls, emails, Google Classroom, and/or Two-Way Communication (Dojo, Remind, etc.) correspondence between parents and teachers.</u></li> <li><u>*Open door policy with the principal</u></li> <li><u>*Continuous Improvement Team Member</u></li> <li><u>*Parent trainings &amp; sessions provided in the Parent Resource Room</u></li> <li><u>*Parent/Community Liaison/Parent Resource Room Facilitator</u></li> </ul>
<p><b>1116(c)(5)</b> Ensure that if the Schoolwide Program Plan is not satisfactory to parents of participating students, submit any parent comments on the Plan when the school makes the Plan available to the Local Educational Agency (LEA).</p>	<p>If parents are not satisfied with the School Improvement Plan or Programs, they have opportunities to make comments by:  <u>Randels Elementary School will:</u></p> <ul style="list-style-type: none"> <li><u>*Title I Coordinators will submit parent comments/suggestions to the LEA administration and grant clerk during application and amendment planning meetings as well as other times as needed.</u></li> <li><u>*Title I Coordinators will share/discuss parent comments/suggestions to the building and district continuous improvement committees.</u></li> </ul>
<b>The School-Parent Compact Must:</b>	
<p><b>1116(d)</b> Jointly, with parents, develop a School-Parent Compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>1116(d)</b> Clearly explain district and school goals for students to meet the challenging State academic standards.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>1116(d) &amp; 1116(d)(1)</b> Describe ways that teachers are responsible for supporting students’ learning and providing high quality curriculum and instruction.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>1116(d) &amp; 1116(d)(1)</b> Describe specific ways parents will be responsible for supporting their children’s learning.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>1116(d)</b> Describe specific ways students will be responsible for their learning.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ESSA Section	Ways in Which School Staff Accomplish These Activities	
<b>1116(d) &amp; 1116(d)(2)(C)</b> Describe school activities to build partnerships with parents, including chances for parents to volunteer, take part in, and observe classroom activities, and communicate with teachers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>1116(d) &amp; 1116(f)</b> Describe how parents and family members are involved in developing and revising the compact.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>1116(d)(1) &amp; 1116(d)(2)(A-C)</b> Ensure regular two-way meaningful communication between family members and school staff throughout the school year, so that parents are kept up to date on their students' progress and get regular tips on home learning.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>1116(f)</b> Communicate information using family friendly language and format.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>1116(e)(1)</b> Shall provide assistance to parents of students served by the school in understanding the State's academic content standards, the State and Local assessments, and how to monitor their child's progress and work with educators to improve the achievement of their children.</p>	<p>How does the staff provide assistance to parents to help them understand the content standards, assessments, how to monitor their child's progress, and how to work with educators to improve the achievement of their children? What training is provided to families?</p> <p><u>To ensure that parents are informed about academic standards and assessments, Randels Elementary School will provide the following:</u></p> <ul style="list-style-type: none"> <li><u>*Parent Conferences (Fall, Spring, and additional times upon request)</u></li> <li><u>*ParentVue (parent access to assignments and grades)</u></li> <li><u>*Standardized test results are discussed during conferences and sent home</u></li> <li><u>*Students receiving additional assistance will be progress monitored and information will be shared with parents.</u></li> <li><u>*Literacy Coach and Title I staff will be available to provide information about assessments</u></li> <li><u>*Report cards (quarterly)</u></li> <li><u>*Progress Reports</u></li> <li><u>*Staff will share expectations and provide parents with resources to help their child reach their highest potential at Open House and/or through electronic communications</u></li> </ul>	
<p><b>1116(e)(2)</b> Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.</p>	<p>Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child's academic progress. These include:</p> <p><u>Randels Elementary School offers training and materials to parents through the following events and activities:</u></p> <ul style="list-style-type: none"> <li><u>*Open House Night</u></li> <li><u>*Transition to Kindergarten</u></li> <li><u>*Parent-teacher Conferences (in person and/or virtual)</u></li> <li><u>*Transition activities to the middle school for students and parents</u></li> <li><u>*Parent workshops (Family Engagement events &amp; meetings)</u></li> <li><u>*Provide lists of community resources to individual parents and assistance in accessing these resources, as needed</u></li> <li><u>*Summer School program</u></li> </ul>	

ESSA Section	Ways in Which School Staff Accomplish These Activities
	<p><u>*School/Classroom/District newsletters and publications</u></p> <p><u>*ParentVue</u></p> <p><u>*District/Randels Website provides parents with materials and resources to help their child achieve success</u></p> <p><u>*GISD Read to Million or comparable program</u></p>
<p><b>1116(e)(3)</b> Shall educate staff in the value and utility of parents' contributions, in how to reach out to, and communicate with, and work with parents as equal partners, to coordinate and implement parental involvement programs, and to build relationships between the parents and the school.</p>	<p>On-going professional development for staff on effective ways to increase parental involvement occurs annually. They include:</p> <p><u>*Randels Elementary School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will continue to participate in PLCs to implement new idease for effective parent communication. When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact. District will provide ongoing professional development on electronic communications to communicate information as well as available resources to familes. Title I staff will attend parent involvement workshops.</u></p>
<p><b>1116(e)(4)</b> Shall coordinate and integrate parental involvement 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.</p>	<p>Coordination with other Programs for parental involvement includes:</p> <p><u>Randels Elementary School will work to coordinate programs to ensure success for all:</u></p> <p><u>*Transition to Kindergarten</u></p> <p><u>*Parent Club Volunteers</u></p> <p><u>*School-Wide Family Engagement events &amp; meetings</u></p> <p><u>*Transition to the middle school for students</u></p> <p><u>*Church volunteers</u></p> <p><u>*Parent trainings &amp; sessions provided in the Parent Resource Room</u></p> <p><u>*Parent/Community Liaision/Parent Resource Room Facilitator</u></p>
<p><b>1116(e)(5)</b> Shall ensure information is shared with parents in a language and format they can understand.</p>	<p>Information is shared with parents in a language and format they can understand. Examples include:</p> <p><u>To ensure that all parents are informed in a timely and user-friendly manner, Randels Elementary School will provide:</u></p> <p><u>*Daily/Weekly communication folders</u></p> <p><u>*School/District/Classroom newsletters written in a language parents can understand</u></p> <p><u>*Interpreters as needed, through the GISD for parent contacts and Language Line</u></p>
<b>Gray Area - Recommended Best Practice, but Not Required</b>	
<p><b>1116(e)(6)</b> May involve parents in the development of training for teachers, principals, and other educators</p>	<p>_____</p>

ESSA Section	Ways in Which School Staff Accomplish These Activities
to improve the effectiveness of such training.	
<b>1116(e)(7)</b> May provide necessary literacy training from funds received under this part if the LEA has exhausted all other reasonably-available sources of funding for such training.	_____
<b>1116(e)(8)</b> May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.	_____
<b>1116(e)(9)</b> May train parents to enhance the involvement of other parents.	_____
<b>1116(e)(10)</b> 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 parental involvement and participation.	_____
<b>1116(e)(11)</b> May adopt and implement model approaches to improving parental involvement.	_____
<b>1116(e)(12)</b> May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Programs supported under this Section.	_____
<b>1116(e)(13)</b> May develop appropriate roles for community-based organizations and businesses in parental involvement activities.	_____

<b>ESSA Section</b>	<b>Ways in Which School Staff Accomplish These Activities</b>
<p><b>1116(e)(14)</b> Shall provide other reasonable support for parental involvement activities as parents may request.</p>	<p>Parents are provided with other reasonable support such as:</p> <p><u>Randels Elementary School will make every effort to support our parents and make sure their needs are met:</u></p> <ul style="list-style-type: none"> <li><u>*Child care</u></li> <li><u>*Transportation</u></li> <li><u>*Interpreters</u></li> <li><u>*in person and/or virtual meetings</u></li> </ul> <p>How does the school collect this information?</p> <p><u>Randels Elementary School will collect this information by:</u></p> <ul style="list-style-type: none"> <li><u>*Surveys</u></li> <li><u>*Suggestion Box</u></li> <li><u>*Parent Request</u></li> </ul>
<p><b>1116(f)</b> Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.</p>	<p>Staff provide opportunities for full parent participation:</p> <p><u>Randels Elementary School will provide:</u></p> <ul style="list-style-type: none"> <li><u>*Flexible meeting times</u></li> <li><u>*Handicapped Accessible Facilities</u></li> <li><u>*Home visits</u></li> <li><u>*Phone conferences (interpreters, as needed, through GISD for parent contacts)</u></li> <li><u>*School/District/Classroom newsletters written in a language parents can understand</u></li> <li><u>*Accommodations for parents with disabilities</u></li> <li><u>*Collaboration with community agencies</u></li> <li><u>*Transportation assistance</u></li> <li><u>*New student induction programs for new/migrant/transient/homeless/foster students with academic/social interentions as needed</u></li> <li><u>*Counselor referrals</u></li> <li><u>*Language Line accessibility</u></li> </ul>