

Swansboro Elementary Title I Parent and Family Engagement Policy

Goal:

To create a master list of family engagement strategies and activities that schools can use when developing, finalizing, or updating their own Parent and Family Engagement Policies. This will provide division-wide support and help standardize family engagement practices across all schools.

Activity Overview:

Each group will review each section of the Title I Parent and Family Engagement template, acting as if their region represents the schools in that area. Teams will draw on their knowledge of individual schools and their current activities to identify examples and best practices for each section. The outcome will be a master list of items that schools can reference when building or revising their own policies.

The template provides a framework for documenting Parent and Family Engagement efforts and supporting collaboration between parents, staff, and students. Teams should focus on the key areas outlined in each part of the template while brainstorming concrete examples, programs, or practices that align with the section.

Part I – School Parent and Family Engagement Policy

Consider examples of annual meetings, parent involvement in planning, communication methods, and strategies schools currently use to share information or gather feedback. Identify items that could be standardized across the division.

Part II – Building Capacity for Parents and Staff

Consider the various ways schools train their staff and support parents in engaging with student learning, such as workshops, literacy programs, technology training, or parent leadership opportunities. Capture strategies that can be adapted or scaled across multiple schools.

Part III – School-Parent Compact

Identify examples of how schools define shared responsibilities between staff, parents, and students, including parent participation, student accountability, and school support. Note practices that could be included in a standard compact template.

Part IV – Accessibility Requirements

Document strategies used to ensure all families can participate, including those with limited English proficiency, disabilities, or migratory status. Include examples of translated materials, accessible communications, or inclusive engagement practices.

Outcome:

By the end of the activity, each group will have a comprehensive list of examples and strategies for each section of the template. This master list will serve as a resource for schools when building or updating their own policies, ensuring consistent and effective family engagement across the division.

Swansboro Elementary Title I Parent and Family Engagement Policy

Part I – School Parent and Family Engagement Policy

Swansboro Elementary School is committed to working together with our families to create, review, and update our Parent and Family Engagement Policy. Once the policy is complete, it will be shared with all families of our students and made accessible to the entire community.

Swansboro Elementary School will communicate this policy and related information through the following ways:

- Sending important updates and information to families using Parent Square in the primary language specified by the family.
- Sending printed event flyers are sent home with students as friendly reminders.
- Posting QR codes with event invitations in the school building, on the school website, and on flyers for easy access.
- Teachers sharing updates and information with families using ClassDojo.

Annual Meeting and Program Explanation

To ensure that all families fully understand and can participate in our Title I program, Swansboro Elementary School will hold an Annual Meeting at a time convenient for parents. During this meeting, we will clearly explain our school's Title I status, outline the program requirements, and describe parents' rights and opportunities for involvement.

Swansboro Elementary School will communicate and coordinate this meeting by:

- Holding Title I Back-to-School Nights to share essential program information with families.
- The Annual Meeting is typically held on the third Thursday of September to inform parents about PFE policies and opportunities.
- Promoting notices to families via email and Parent Square.
- Requiring RSVPs to plan and promote engagement
- Providing sign-ins to document attendance
- Offering vendor and resource tables to increase parent interest

Flexible Opportunities for Engagement

Swansboro Elementary School is committed to offering flexible and accommodating opportunities for parent engagement. Meetings will be scheduled at various times, including mornings and evenings. When possible and supported by Title I funds, Swansboro Elementary School will provide services like transportation, childcare, or home visits to help families attend.

Flexibility and support will be ensured through:

- Offering events at times that work with parent schedules, including during and after the school day.
- Utilizing teacher support to help provide childcare for events, making it easier for parents to attend.
- Providing transportation, home visits, and childcare for events as needed, based on referrals and observations from school staff.

Swansboro Elementary Title I Parent and Family Engagement Policy

- 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.
- Making accommodations based on verbal or written requests that are actively collected from parents.
- Provided Language support services to ensure families receive information in their native language.
- Posting signage outdoors during events to clearly guide parents to the location.
- Offering virtual attendance as an option for families who cannot attend in person.

Continuous Planning and Improvement

Parents will be actively involved throughout the year in planning, reviewing, and improving Swansboro Elementary School's Title I plan, including the requirements outlined in Sections 1112, 1114, and 1116.

This ongoing involvement will occur through:

- Annual and periodic Parent Feedback Surveys administered to capture family perspectives on the use of Title I funds, including PFE funds. Parents are also encouraged to share ideas on events and needs.
- PTA monthly meetings to discuss and share family interests, needs, and ideas for Parent and Family Engagement (PFE) events.
- Data collection used to refine parent programs and schoolwide planning
- 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

Support for Families of English Learners

To support our families of English Learners, Swansboro Elementary School will implement effective outreach and provide information in languages and formats that are easily understood by parents. These efforts will help families actively participate in their child's education and assist their children in attaining English proficiency, achieving at high levels, and meeting State academic standards.

Outreach will be carried out by:

- Utilizing language support services include the Synchroz language line for immediate assistance.
- Accurately translating flyers, notifications, and providing interpretation.
- Hosting "Day in the Life" or "How-To" events that provide mock experiences to families in their native language.
- Providing language support during Parent-Teacher Conferences and school tours.
- Disseminating important information to parents through calls and text messages.
- Offering an adult English learner class for families
- Provide parents of participating children—
 - timely information about programs under this part;

Swansboro Elementary Title I Parent and Family Engagement Policy

- 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.

Timely Information and Accessible Meetings

Swansboro Elementary School will ensure that parents receive timely information about Title I programs, along with clear explanations of Swansboro Elementary School's curriculum, academic assessments, and expected proficiency levels. Upon request, parents will be offered opportunities to meet regularly, share suggestions, and collaborate in decisions related to their child's education. Swansboro Elementary School will respond promptly to all parent input.

These commitments will be fulfilled by:

- Providing information to families to explain our reading curriculum.
- Sharing Title I pamphlets in multiple languages during school events.
- Hosting SOL Nights, Title I Nights, and Literacy Events to explain academic standards and assessments.
- Educational resources are sent home with students and given to parents during events to support learning at home.
- Our LIEP (Language Instruction Educational Program) team provides information for testing and language support.
- Report cards are shared and reviewed with families to discuss student progress.

Submission of Unsatisfied Comments

If parents are not satisfied with the schoolwide program plan, their comments will be collected and submitted to the Local Educational Agency (LEA) upon sharing the plan.

Swansboro Elementary School will uphold this requirement by:

- Administering school satisfaction surveys annually.
- Using exit tickets during PFE events to gather immediate feedback.
- Gathering engagement and feedback during school pick-up and drop-off times.

Swansboro Elementary Title I Parent and Family Engagement Policy

Part II – Building Capacity for Parents and Staff

To ensure the effective involvement of parents and to support a strong partnership among Swansboro Elementary School, parents, and the community to improve student academic achievement, each school and LEA must engage families and staff in activities that build capacity.

Understanding Standards and Monitoring Progress

Swansboro Elementary School will assist parents in understanding the challenging State academic standards, how to monitor their child's progress, and how to work collaboratively with educators. These efforts will include providing guidance, resources, and opportunities for parents to engage directly with staff and students, and will be carried out through:

- Hosting Literacy/Math Nights, Parent-Teacher Conferences, Enrollment Events, Open House/Back-to-School Night, Specialty School Interest Meetings, and Child Find Meetings.

Supporting Learning at Home

To further support families, Swansboro Elementary School will provide materials and training to help parents work with their children at home. This may include literacy instruction, technology training, and guidance on responsible digital practices, including the harms of copyright piracy.

Resources and training will be offered through:

- "How To" / "Day in the Life" events that model effective learning strategies.
- Dedicated Title I Math Night.
- Dedicated Title I Reading Night.
- Utilizing interactive parent logs to track and support learning activities.

Staff Professional Development

Swansboro Elementary School will also provide professional development for teachers, specialized instructional personnel, and other staff to increase understanding of the value of parent engagement and the essential role of families and communities in promoting student achievement.

Staff development will include:

- A dedicated portion of August In-Service Training focused on parent engagement.
- Staff meetings with a dedicated focus on student attendance and the role of family connection.
- Regular professional development meetings that focus on best practices for family and community engagement.

Coordination and Integration

Parent engagement efforts will be coordinated and integrated with other federal, state, and local programs, including public preschool programs. Additional initiatives, such as parent resource centers, will be conducted to encourage and support meaningful family participation.

Swansboro Elementary Title I Parent and Family Engagement Policy

Coordination and implementation will occur through:

- Hosting School Resource Fairs/Tables during school events to connect families with community programs.
- Sharing program information during PFE / Title I events.
- Posting resource information and flyers in the front office.
- Utilizing and promoting the OurBlock Resource Center.

Accessible Communication

Swansboro Elementary School will ensure that information about programs, meetings, and other engagement activities is provided to parents of enrolled children in formats and languages they can understand, to the extent practicable.

Communication and outreach will be maintained through:

- Parent Square communications (including videos and voice notes), teacher calls, Synchron language support, flyers, translators, social media posts in English and Spanish, and newsletters.

Swansboro Elementary Title I Parent and Family Engagement Policy

Part III – School-Parent Compact

Swansboro Elementary School, and the parents of enrolled children agree to share responsibility for student learning and to build a strong partnership that helps children meet the State's high academic standards.

School Responsibilities

Swansboro Elementary School will provide high-quality instruction, hold conferences, communicate student progress, make staff accessible, provide volunteer opportunities, and maintain two-way communication.

We will accomplish this by:

- Providing high-quality curriculum and instruction in a supportive learning environment, including:
 - Scheduled parent observation visits.
 - Promoting the parent volunteer policy via Parent Square.
 - Sharing the RPS curriculum guide, including Eureka Math and Literacy Essentials for Learning (LEL) for literacy.
 - Hosting events that share the curriculum with families.
- Holding parent-teacher conferences at least annually to discuss the compact and student achievement, through:
 - Completing the Engagement Plan with families.
- Providing parents with frequent progress reports, through:
 - Sending Progress Reports every 4.5 weeks.
 - Holding parent-teacher conferences as requested by the parent.
 - Holding annual IEP meetings and Child Find requests for specialized support.
- Providing parents with reasonable access to staff for consultation, through:
 - Parent Square, newsletters, emails, ClassDojo, text messages and calls.
- Providing opportunities for parent volunteering and classroom participation, through:
 - Opportunities for chaperoning field trips.
- Ensuring two-way, meaningful communication in a language families can understand, through:
 - Consistent and accessible Parent Square communications.

Parent Responsibilities

Parents will support their children's learning by monitoring attendance, ensuring homework completion, promoting positive use of extracurricular time, volunteering, participating in educational decisions, staying informed, and communicating with Swansboro Elementary School.

Parents will fulfill these responsibilities by:

- Working with their children on weekly homework packets (K-2).
- Utilizing the "How-to" explanation sheets (grades 3-5) to support learning.
- Participating in SOL prep sessions.

Swansboro Elementary Title I Parent and Family Engagement Policy

- Serving as a parent representative on the district parent council.
- Reviewing notices for School Board meeting participation.
- Reviewing Student Attendance Packs and attending End-of-Year Retention Meetings as needed.