

# Southampton Elementary School Title I Parent and Family Engagement Policies

## Part I – School Parent and Family Engagement Policy

Southampton Elementary School will work collaboratively with parents to develop, review, and update the Southampton Elementary School Parent and Family Engagement Policy. Once finalized, the policy will be shared with all families of enrolled children and made accessible to the wider community.

Southampton Elementary School will accomplish this through

- Surveys and open feedback opportunities. Parents are encouraged to provide input on the PFE Policy, the schoolwide plan, and family engagement activities. Draft versions of the policy are shared with parents to gather feedback before final approval. Once finalized, the PFE Policy is communicated to parents during the annual Title I meeting, posted on the school website, included in student welcome packets, and made readily available in the school office.
- Promote family engagement events via newsletters, flyers, QR codes, ClassDojo, and school ParentSquare, with reminders sent out as needed.
- Empower parents to influence school policies and engagement strategies through Back to School Night and Title 1 Night.
- Collect ongoing feedback through surveys and open discussions.

To ensure that families understand and can participate fully in the Title I program, Southampton Elementary School will hold an annual meeting at a time that is convenient for parents. During this meeting, Southampton Elementary School will explain its Title I status, outline program requirements, and describe parents' rights and opportunities for involvement. Southampton Elementary School will determine the meeting details and communication methods by:

- The Annual Title I Parent Meeting is held at the beginning of the school year in September on the School campus in the cafeteria, auditorium, or large meeting rooms.
- Strategies to encourage attendance include:
  - Digital and Print notifications of events
    - Weekly Newsletter (digital)
    - Social Media
    - Wednesday Folder (print)
  - Light Refreshments
  - Possible transportation provided by the school based on parent communicated need
  - School-wide community service opportunity

Southampton Elementary School is committed to offering flexible opportunities for parent engagement. Meetings will be scheduled at various times, including mornings and evenings, and, when possible, Southampton Elementary School will provide transportation, childcare, or home visits, supported by Title I funds. Flexibility will be ensured through

- Morning, afternoon, and evening meeting times
  - Virtual meeting options via Zoom or Google Meet
- Hosting home visits, parent-teacher conferences, and informal meetings at times convenient for parents.
- Using interpretation and language support services to deliver information in families' native languages.

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- Partnering with local organizations and leveraging staff support to remove barriers and maximize family participation.

Parents will be actively involved throughout the year in planning, reviewing, and improving Southampton Elementary School's Title I plan, including the requirements outlined in Sections 1112, 1114, and 1116. This ongoing involvement will occur through:

- Scheduled parent advisory or Title I planning meetings where goals, budgets, and program updates are reviewed.
- Parent feedback on the School Improvement Plan (SIP), Title I budget, family engagement activities, and instructional priorities.
- Meeting dates and documents are communicated in advance in multiple formats, such as email, website, flyers, and ParentSquare.
- Parents can participate in an annual evaluation of family involvement programs, including reviewing attendance, engagement data, and program effectiveness.
  - Feedback is used to revise next year's plans, family workshops, and budget decisions.
- Parents receive ongoing communication about school programs through newsletters, surveys, virtual meetings, parent workshops, and community events.
- Schools provide multiple language options and accommodations, so all voices are represented.
- Parents have access to open feedback channels year-round, such as suggestion forms, surveys, advisory groups, and office contacts.

To support families of English Learners, Southampton Elementary School will implement effective outreach and provide information in languages and formats that are easily understood by parents. These efforts will help families 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:

- Offering virtual and in-person meetings with interpretation services for all events, including PTA meetings, parent-teacher conferences, and presentations.
- Provide translation and language support through resources such as Syncroz tablets, phone lines, the Language Justice Team, and on-site interpreters.
- Communicate school information to families in their native languages via weekly newsletter, and Print/Digital sources.
- Engage families in events and experiences designed for English learners.
- Share student progress and school updates in accessible formats, including interim reports, ASPEN portal, report cards, homework folders, parent-teacher conferences, and partner with district and community supports to ensure equitable access.

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Southampton Elementary School will also ensure that parents receive timely information about Title I programs, along with clear explanations of Southampton 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, with Southampton Elementary School responding promptly to input. These commitments will be fulfilled by:

- Explaining curriculum, SOL expectations, and academic standards in family-friendly language through newsletters, curriculum nights, classroom communications, and school back-to-school/Title I nights.
- Providing access to student progress through ASPEN/Parent Portal, interim reports, report card, progress notes, and teacher communications quarterly and as requested.
- Offering workshops, family learning nights, and resources to support learning at home.
  - K-3: UFLI daily practice
  - 4-5: Fluency packets
  - ALL: Math manipulative packs for at-home practice
- Connecting families and teachers through ParentSquare, email, phone calls, text messages, conferences for individualized support, questions, and feedback.

If parents are not satisfied with the schoolwide program plan, their comments will be collected and submitted to the LEA upon sharing the plan. Southampton Elementary School will uphold this requirement by:

- Gathering comments and feedback through Google Doc surveys, exit tickets, and school satisfaction surveys.
- Engaging parents during Title I meetings, pick-up/drop-off, and school events to capture input on the plan.
- Scheduling follow-up meetings within 45 days of the start of school to review the plan, address concerns, and finalize the policy with parent input.
- Providing an open-door policy for parents to share suggestions with the administration.

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## Part II – Building Capacity for Parents and Staff

To ensure effective involvement of parents and to support a partnership among Southampton Elementary School, parents, and community to improve student academic achievement, each school and LEA must engage families and staff in activities that:

Southampton 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:

- Curriculum and SOL expectations are explained in family-friendly language through newsletters, curriculum nights, classroom communication, and school events.
- Parents can track grades, assignments, and attendance through ASPEN/Parent Portal and regular teacher communication.
- We offer workshops, family learning nights, and shared resources such as study guides, reading strategies, math supports, and technology tutorials.
- Families and teachers stay connected through ParentSquare, email, phone calls, text messages, and conferences, allowing individualized support and feedback.
- PTA- Monthly meeting

To further support families, Southampton 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:

- Providing learning materials, kits, and take-home resources during events such as Title I Math Night, Title I Reading Night, and Family Literacy Nights.
- Offering after-school tutoring, homework support, and step-by-step guidance through teacher meetings.
- Providing guidance on responsible digital practices, including safe online behaviors, monitoring, and understanding the harms of copyright piracy, through Back-to-School Night.

Southampton 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 role of families and communities in promoting student achievement. Staff development will include:

- During staff meetings and Professional Learning Communities (PLCs), educators are reminded of the importance of building strong, consistent partnerships with families.
- Staff are encouraged to use a variety of communication tools, such as communication logs, newsletters, ClassDojo, and ParentSquare, to maintain meaningful, two-way communication with parents.

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Parent engagement 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. Coordination and implementation will occur through:

- Communicating program information through multiple channels, including newsletters, ParentSquare, ClassDojo, social media, and flyers, with translation into families' home languages.
- Providing access to parent support tools and resources such as Syncroz language line, parent resource centers, and ParentSquare Resource Center.
- Aligning parent engagement activities across school services, including Special Education, English Learner services, Counseling, and Attendance, to ensure consistent communication and support.
- Hosting events that connect families with programs, such as school resource fairs and PFE/Title I events, to encourage active participation.
- Engaging in collaborative meetings and initiatives, such as TRIO meetings and Student Attendance Support Team meetings, to coordinate family support across programs.

Southampton 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:

- Providing information through multiple channels, including ParentSquare, ClassDojo, newsletters, social media, school marquee, flyers, and phone calls with translation as needed.
- Offering virtual and in-person meeting options, including video calls, phone calls, and whole-group presentations, with interpretation and language support services.
- Ensuring all materials, including take-home resources and event information, are clear, accessible, and available in multiple languages.
- Utilizing tools and services such as Syncroz tablets, Language Line, and Interpreter Justice Services to facilitate parent understanding and participation.
- Supporting parents to engage in their child's education by providing guidance and resources that help students improve their English proficiency, achieve at high levels, and meet State academic standards.

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## Part III – School-Parent Compact

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

### School Responsibilities

Southampton Elementary School will provide high-quality instruction, hold conferences, communicate progress, make staff accessible, provide volunteer opportunities, and maintain two-way communication, through:

1. Providing high-quality curriculum and instruction in a supportive learning environment, through:
  - The school provides a high-quality curriculum and meaningful opportunities for parent engagement through several coordinated practices.
  - Teachers receive ongoing professional development and participate in regular PLC meetings, where they collaborate with coaches and interventionists to plan rigorous lessons aligned with curriculum standards.
  - Staff meetings are held twice a month to review expectations for progress reports, interim, and data collection, ensuring families receive accurate and timely updates on student performance.
2. Holding parent-teacher conferences at least annually to discuss the compact and student achievement, through:
  - Parent-teacher conferences are scheduled throughout the year to discuss academic progress, learning goals, and any needed support. Additional consultations with staff, such as interventionists, counselors, or specialists, are available upon request to address individual student needs.
  - Parents are encouraged to participate in school life by volunteering for events and activities. Opportunities are shared through ClassDojo, ParentSquare, and PTA outreach, often using Google sign-ups for convenience.
  - Families may also request to observe classroom activities, helping them better understand instructional practices and support their child's learning at home.
3. Providing parents with frequent progress reports, through:
  - Providing parents with regular updates on student progress, including grades, assignments, attendance, and behavior, at scheduled intervals every 4.5 weeks, quarterly, every nine weeks, through report cards, interim reports, progress reports, and Parent Portal.
  - Providing timely updates on academic performance, attendance, behavior, and classroom participation through email, ParentSquare, phone calls, and ClassDojo.
  - Offering opportunities for families to ask questions, request clarification, and schedule follow-up meetings, parent-teacher conferences, IEP meetings, and child find meetings.
  - Ensuring all communications are clear, family-friendly, and accessible in multiple formats and languages.

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4. Providing parents with reasonable access to staff for consultation, through:
  - Offering scheduled opportunities for parents to meet with teachers, counselors, and administrators through ParentSquare, email, newsletters, phone calls, home visits, and in-person conferences.
  - Making staff available before school, after school, or during planning periods, as appropriate, to discuss student needs, academic progress, or concerns, and providing virtual meetings or home visits as needed.
  - Responding to parent communications, including emails, phone calls, and messages, within 24–72 hours to support home–school collaboration.
  - Providing interpretation and translation services as needed to ensure equitable access for all families.
  - Encouraging open communication and collaboration so parents can share concerns, ask questions, and provide suggestions.
  
5. Providing opportunities for parent volunteering and classroom participation, through:
  - Offering a variety of volunteer opportunities that align with families' availability, interests, and strengths, including/PTA membership, lunch buddies, field trips, and classroom volunteer opportunities.
  - Inviting parents to participate in classroom activities, special events, and school programs through newsletters, ParentSquare, and flyers.
  - Providing clear guidelines, support, and any required procedures, such as background checks, volunteer applications, and training sessions, so parents feel confident and prepared in their roles.
  - Coordinating classroom observations and participation on a case-by-case basis with teachers and administrators to ensure meaningful engagement.
  - Creating a welcoming and inclusive environment where families feel valued, respected, and actively included in the school community.
  
6. Ensuring two-way, meaningful communication in a language families can understand, through:
  - Ongoing training on the value of parent engagement and effective communication practices.
  - During staff meetings and Professional Learning Communities (PLCs), educators are reminded of the importance of building strong, consistent partnerships with families.
  - Staff are encouraged to use a variety of communication tools, such as communication logs, newsletters, ClassDojo, and ParentSquare, to maintain meaningful, two-way communication with parents.
  - Encouraging families to share feedback, concerns, and cultural perspectives through surveys, meetings, and emails to strengthen home–school partnerships.
  - Maintaining consistent, respectful dialogue that supports collaboration between home and school and promotes student success.

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## 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 Southampton Elementary School, through:

- Monitoring attendance, punctuality, and homework completion, using tools such as weekly homework packets, student folders, and the parent portal.
- Communicating regularly with school personnel through ParentSquare, emails, phone calls, newsletters, and responding to notices or updates from the school.
- Volunteering in the school community and supporting school initiatives, such as PTA membership and field trips, to strengthen home-school partnerships.
- Encouraging consistent routines, positive behavior, and constructive use of extracurricular time at home and in the community.
- Participating in school programs, workshops, conferences, advisory groups, and Title I meetings to stay informed and involved in educational decisions.

## Part IV – Accessibility Requirements

In implementing the Parent and Family Engagement requirements, Southampton Elementary School and local educational agencies will provide opportunities for all parents and family members to participate meaningfully in their child's education. This includes parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children. Southampton Elementary School will ensure that information and school reports required under Section 1111 are provided in a format and, to the extent practicable, in a language that parents can understand, through:

- Providing school information and reports required under Section 1111 in clear, family-friendly formats, and, to the extent practicable, in parents' preferred languages through translated documents, large print, and digital platforms. This information is updated as needed.
- Utilizing interpreters, translation tools, and multilingual staff for in-person, virtual, and telephone communications through RPS Language Line, Language Justice Line, and on-site interpreters during all meetings and events (as needed)
- Offering accessible facilities and accommodations, including ADA-compliant spaces, elevators, virtual attendance options, and one-on-one meetings for parents with disabilities or special needs.
- Communicating the availability of translation, interpretation, and accessibility services through newsletters, the school website, ParentSquare, and flyers, so families are informed before any event.
- Ensuring families with unique needs are actively supported in school engagement opportunities and can participate fully in decisions about their child's education.