



Waterville Community Elementary

Parent and Family Engagement Policy

What is family engagement?

Family engagement is defined as parents and school personnel working together at the classroom, local, and district level to support and improve the social, emotional, and intellectual well-being of children and adolescents. This partnership affords parents the opportunity to do the following:

- A) Become an active participant in their children's learning process by engaging with school personnel
- B) Play an integral role in the decision-making process and development of ideas and policies (when appropriate) pertaining to their child's education
- C) Partner with the local school and district to build capacity for the increase of parent-teacher and teacher-student relationships, and for improved school environments that promote positive student outcomes
- D) Participate in the implementation of any other activities, such as those described in Section 1116 of the ESSA

About the Parent and Family Engagement Policy

In support of strengthening student academic achievement, Waterville Community Elementary School (WCES) has developed this parent and family engagement policy that establishes the school's expectations and



objectives for meaningful family engagement. The policy describes the strategies and resources for strengthening the ties between the families and the school. WCES is committed to engaging families in the education of their children and creating strong partnerships to implement family engagement strategies and activities to achieve academic goals. This plan will describe the ways in which WCES will build the school's capacity for family engagement.

When families and schools work together to help children grow, they are more likely to be successful. Title I provides for considerable family engagement at every level of the program. For example, parents participate in the development and implementation of the district and school plan and participate in the implementation of the district and school improvement objectives. WCES strives to ensure that school-level parent and family engagement policies meet the requirements of section 1116(b) of the Every School Succeeds Act (ESSA) and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESSA.

WCES offers a time for parents to connect regarding the school-level family engagement plans during our bi-annual Task Force Meetings held in the fall and spring of each school year.

Once final revisions have been made, the school's parent and family engagement policy is uploaded to the school website and can be made available through each school's Title I personnel. All families are welcome to submit suggestions, ideas, and/or addendums on the school/district websites via email correspondence, or utilizing written correspondence to their child's school. Any and all feedback, both at the school and district level, is documented and taken into consideration when revising the policy for the following school year.



Strengthening Our Schools

Each year, the BCS district family engagement coordinator provides assistance and support to all Title I Schools to ensure family engagement requirements are being met and family engagement strategies are being implemented. Through the distribution of materials and resources, the district family engagement coordinator (FEC) helps schools to improve and strengthen partnerships with families and community members.

Essential Title I information is disseminated via the FEC through the following avenues: established personnel meetings and trainings (principals, school planning teams, and the school-level FEC), parent, student, and community advisory meetings, school visits, and digital documentation. The FEC designs and coordinates all meetings with these various constituent groups to ensure all parties are well-informed and have a voice in the development of parent and family engagement plans, activities, and school-parent compacts.

In addition, Task Force Teams, along with district personnel, will provide training for implementation of school level engagement plans.

Title I Funds

As a Title I school, WCES hosts a Spring parent meeting to discuss how family engagement funds will be utilized in the upcoming school year. Minutes from the meeting, along with recorded parent comments, are reviewed by the district to determine areas of need and changes to the family engagement budget are considered.

School Staff

WCES's Leadership team meets regularly to serve as a springboard for generating ideas for family engagement activities and trainings that meet



the needs of our school. The goal is to provide opportunities to increase parental involvement, improve communication between the school and family, and build ties with the parents and community at large.

Opportunities for Meaningful Parent and Family Consultation

An essential component to creating a successful district and school improvement plan is the input and suggestions provided by parents and family members. Two meeting opportunities are provided each year for parents of Title I students to share their ideas to help the district, schools, and students in reaching student academic achievement goals.

Annual District Survey- Spring Results from the annual parent survey are utilized to make decisions regarding family engagement opportunities both at the school and district level. The survey contains questions that pertain directly to the use of funds to meet the needs of families at each Title I school. Feedback is gathered both in completing the survey rankings and a comments section.

Annual School Meetings - Each fall, WCES hosts an annual school meeting (**Open House / Meet N' Greet**) that offers parents an opportunity to review the current family engagement policies and activities set forth for the coming year. Parents also have the opportunity to look at policy and procedure through an invitation to participate in **Title I Task Force** meetings held bi-annually (fall and spring.) In addition to these meetings, parents are invited to attend **Parent Volunteer Training** each August where discussions surrounding family engagement occur and opportunities for addendums to current policy can be offered. Title I schools may send invitations, email and/or text parents notifying them about the dates and times for these meetings. Information regarding these meetings is also available on school websites and other social media platforms.



Communication and Accessibility

To ensure that excellent communication exists between schools and families, a training is held by the district FEC for all building level coordinators and includes training for proper parent notifications and resources. This training includes the assurance that parents receive information in their native language (when available), and that a provision for interpreters is made possible for parent events and/or meetings that discuss student progress. This information is then used to train teachers by each building level coordinator to make sure all parents are receiving information in a language they understand. Other forms of communication may also be utilized for optimal parent communication such as: newsletters, news outlets, social media, parent nights, and district and school websites. Information posted to the district website may be translated to the extent practicable.

To meet the requirements for parent and family engagement established by Section 1116 of the ESSA, the district family engagement coordinator will work in conjunction with the supervisor of special services to ensure full opportunities for participation for parents with disabilities, parents of limited English proficiency, and parents of migratory children. This includes, but is not limited to, providing information and school reports in a language parents can understand.

WCES will incorporate participation of federal, state, and locally funded preschool programs by seeking input during task force meetings for family engagement activities. Each spring, WCES will host “Kindergarten Rocks,” an event to allow parents to tour the school and receive information to help prepare them and their children for Kindergarten. We also ensure that our headstart programs (housed on-site) are invited to attend various family engagement events throughout the year to keep parents informed and allow their children to participate in fun and engaging learning activities (when deemed age appropriate). In addition,



preschool families are adequately notified of any pertinent district information through the use of district phone call systems and other messaging systems that post important parent information.

Parent and Family Engagement Evaluation

Each year, WCES will conduct an evaluation of the content and effectiveness of the school policy for family engagement. This review of policy will include an assessment that looks at the effectiveness of family engagement activities as they relate to the improvement of the academic quality of WCES. This evaluation will be conducted using the following methods:

- Annual Parent Surveys - Provided both digitally and with paper/pencil when necessary
- Opportunities for open discussion forums to occur during any of the following:
 1. Task Force Meetings
 2. Parent Volunteer Trainings
- Living documents housed on district and school websites for continual review by parents

WCES will utilize survey results and suggestions and ideas from the open discussion forums to design strategies to improve family engagement, to remove possible barriers to parent participation, and to revise and update its family engagement policies.



Mark Your Calendars

For Parents

Annual Parent and Family Survey: May (Annually)
School Improvement Forum / Annual Meeting: August (Annually)
Parent Volunteer Training - August (Annually)

For Schools

Title I Task Force Meetings: Fall/Spring (Title I Schools)

Contact Information

For more information please contact Mary Funk (WCES Title I Teacher/Instructional Support Specialist) at 423-478-8827 or mfunk@bradleyschools.org.