Title I School Parent and Family Engagement Plan

Date reviewed -August 2024 ()

Directions: This template can be used when meeting with parents and family members annually to discuss the parent and family engagement policy at the school level. It is important to maintain agendas and sign-in sheets for compliance. Listed below are each of the parent and family engagement requirements under Section 1116 of the Every Student Succeeds Act. Please use the guiding questions that are highlighted in yellow to indicate what is done at your school to meet each of the requirements. This does not need board approval.

The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language, the parents can understand.

Cole Manor has developed a Parent and Family Engagement Plan in collaboration with parents to be in effect for the 2024-2025 school year. The planning meeting is scheduled for August 2024 with parent representatives. The plan is outlined below and is written to ensure a high level of ongoing, consistent family involvement and joint decision-making.

Who took part developing the parent and family engagement policy?

- Parents will be informed in regards to the Title I status of Cole Manor School on 9/12/24 and be invited to participate in decision making regarding the allocation of funds during regularly scheduled Parent Faculty Meetings. These meetings will be held on the first Wednesday of each month beginning in October. The time and date for these meetings is 6:00 PM and is listed in the district calendar as well as in school newsletters and on the website. Reminders are sent out on a regular basis via Connect Ed. as well as PFC newsletters. The meetings take place in the school library or virtually if needed.
- A summer planning meeting with parent representatives was held on August 8th to plan for the 2024 2025 school year and discuss revisions to the plan.
- Parents are invited to participate in the School Improvement Planning team. A planning meeting will be scheduled in October (10/2/24) to allow parents an opportunity to have input into the plan and address and needed revisions.
- Parents will be notified of parent workshops, conferences, meetings and professional development through the school newsletter, memos and flyers, a Parent FYI board, social media, the school website and via the Connect Ed phone system. These events will be held during various times and in various locations to ensure maximum participation. All events will have translation services available.
- Parents can access the Cole Manor School calendar on the school website for the most up to date information regarding meetings, and other events.
- The plan will be available in English and Spanish on the website and can be translated into other languages upon request.
- The policy states that the school will convene an annual meeting, at a convenient time.

- An annual meeting is held each year during Open House that will inform parents of the school's Title I status (School-wide Title I). The meeting is held at a time when the majority of families can attend; 5:20-7:50 PM. Parents will be informed in regards to the Title I status of Cole Manor School on 9/12/24. The information that is shared on 9/12/24 will be repeated on 10/2/24, a parent meeting (PFC). During this meeting, parents are invited to participate in decision making regarding the allocation of funds that are allotted for parent involvement. Parents are also informed of their rights and requirements to be actively involved in school decisions based on the Title I status. Meetings will continue to be held throughout the school year at various times as well as various locations to accommodate all schedules and needs.

School meetings

Cole Manor School will strive to involve parents in an organized, ongoing fashion. The Title I plan will be an agenda item on the monthly parent faculty meetings to allow families the opportunity to make ongoing, timely suggestions in planning, review and implementation of the plan. In addition to these meetings, the following opportunities will be in place that will offer collaboration opportunities for parents.

- Mid semester progress reports and report cards are shared on a regular basis
- Parent / teacher meetings are held on a regular basis, minimally two times per year.
- Parents have access to students' attendance at all times through the on line parent access center.
- Parent workshops will be held each year to describe and explain the instructional programs, curriculum, materials and assessments being used at the school level. The workshops will focus on the areas of reading, writing, math, science and state standardized tests and preparation, career exploration, community resources and other topics as well such as workshops, which focus on social / emotional and cultural issues as well as volunteering in our schools.
- School reports will be sent home in September, which will outline the PSSA scores for the school.
- There is a Parent Resource Center in the school conference room in which parents can check out materials. A 1-page inventory of the material is available at the main office.

Curriculum, state standards, and assessments?

Cole Manor will offer parent workshops on the topics of curriculum, state standards and assessment. In addition to workshops, parents can set up meetings with the leadership team to discuss in detail any part of the instructional program.

Cole Manor will provide, 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 possible via phone, e-mail or text messaging.

Accommodation of meeting requests?

The policy states how the school will involve parents and family members in the joint development of the School wide Program Plan under Section 1114 per ESSA *(ESSA, Section 1116(5))*. Applies only to Title I schools operating a School wide Program.

Discussion of the School wide Plan.

The policy states that a school-parent compact will be jointly developed with parents and family members. The compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the state's high standards. The compact shall:

- describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time *(ESSA, Section (d)(1));*
- address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
- parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
- frequent reports to parents on their children's progress;
- reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand *(ESSA, Section 1116(d)(2)(A-D)).*

How will the school involve parents and family members in the development of the school-parent compact?

The policy states how the school will provide assistance to parents and family members in understanding the challenging state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children *(ESSA, Section 1116(6)(e)(1)).*

The policy states how the school will provide materials and training to help parents 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 parent involvement *(ESSA, Section 1116(6)(e)(1)).*

Providing training materials to parents and family members?

The Cole Manor School will provide materials to parents at PFC meetings throughout the year as well as during the following events:

Open House, Parent workshops, Volunteer Programs, a Title I parent liaison, Parent presenters, school based Spring events , PFC sponsored activities, family cultural events and newsletters / flyers

The Cole Manor School will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement opportunities.

- End of year survey to assess parental satisfaction with school and offerings of workshops and information.
- Parental involvement committee to meet one time per month.

Cole Manor School has:

- Parent Resource Center / Library
- Regular workshops are offered and run by school staff and outside agencies that will address content information, social items, program information, assessment and more.
- Information and instructions will be published on a regular basis in the school newsletter. The newsletters are grade level appropriate.
- Uses Connect Ed & various social media platforms to inform parents of all important events and workshops

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Parents to train staff on how to work with parents as equal partners?

- Invite parents to attend statewide Parent Involvement Conferences at no cost to parents
- Use SPAC videos for professional development of teachers (parents as instructors)
- Teachers will engage in workshops and PD throughout the school year on the importance of parental involvement (September 2023-1st Staff training)
- Parents asked to deliver information to teachers

The policy states how the school will, 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 that encourage and support parents and family members in more fully participating in the education of their children *(ESSA, Section 1116(6)(e)(4)).*

How will the school coordinate with other federal, state, and local programs to include public preschool programs?

How will the school ensure information is in a language parents can understand? This should include how documents are translated.

C. Cole Manor will take the following actions to ensure that information is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Forms and newsletters will be available in Spanish as well as English
- Documents will be translated that are shared
- Connect Ed messages are translated
- Support is available for parents with disabilities or migratory families through the guidance office
- English learners are included by offering translation at events
- The community liaison assists with all translation needs