

# Spears Elementary Parent and Family Engagement Policy 2024-2025



## Spears Parent and Family Engagement Policy ESSA Section 1116

1. Spears Elementary shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of ESSA Section 1116 subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Section 1116 (b)(1) & (e)(5)

**The Parent and Family Engagement policy is reviewed and revised annually through the Campus Improvement Team at the first meeting of the year. The CIT consists of staff, parents/guardians, community members and business representatives. In addition, all parents are invited to attend the CIT meeting to offer input on the revision process. CIT meetings are advertised through our weekly campus newsletter. The PFE policy will be distributed to all families through parent/teacher conferences, campus newsletters and grade level websites.**

2. Spears Elementary shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved; Section 1116 (c)(1)

**Spears Elementary will host two annual Title I meetings in the fall. Additionally, the Title I presentation will be distributed to all families through our campus newsletter and posted on our campus website. The Title I meetings will be advertised through our newsletter and on social media. Campus administrative team will conduct the meetings.**

3. Spears Elementary shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement; Section 1116 (c)(2)

**Title I meetings are scheduled at two separate times with one during the day and one in the evening to accommodate all families. Meetings are held in person but a video of the information is provided electronically to all families. Interpreters may be available upon request.**

- **Option 1 Title 1 Meeting: 6:30 - 7:00 PM after Meet the Teacher Night (library)**
  - **Option 2 Title 1 Meeting: 4:00 - 4:30 PM (library)**
4. Spears Elementary shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) (Campus Improvement Plan), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children; Section 1116 (c)(3)

**As members of the Campus Improvement Team (CIT), parents participate in reviewing and revising the PFE program each year. Spears has established a Diversity, Family & Community Involvement Vertical Team which sets goals for parent involvement. A representative from this vertical team is always present at each CIT meeting.**

5. Spears Elementary shall provide parents of participating children—
- (A) timely information about programs under this part;
  - (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and
  - (C) 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 practicably possible;
- Section 1116 (c)(4)

**Parent and Family Engagement activities are advertised through our campus newsletter, grade level websites, School Messenger and social media accounts. Some examples of PFE activities include:**

- **Curriculum Night - an annual event which provides families an overview of the instructional program for specific grade levels. Curriculum Night is held virtually in September.**
  - **Parent/Teacher Conferences - opportunities for parents to meet with teachers, either by phone, virtual or in person, to discuss individual student performance. Conferences are held in October or November but are available throughout the year at parent request.**
  - **Open House/Multicultural Art Show - an evening to share student work with families and showcase K-5 student artwork that represents cultures from around the world.**
6. If the schoolwide program plan (Campus Improvement Plan, CIP) under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. Section 1116 (c)(5)

**The Campus Improvement Plan will be posted to our campus website once approved by Board of Trustees, typically in November. Parents will be notified when CIP is posted through the campus newsletter. Parents who need additional information or offer specific feedback**

**(positive or negative) may contact the campus principal.**

7. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, Spears Elementary shall: Section 1116 (e)

(i) provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children; Section 1116 (e)(1)

- **Curriculum Night - offers a quick overview of the campus instructional program.**
- **Report Cards and Progress Reports - provides periodic reviews of student progress.**
- **Home Access Center (for grades 2-5) - online access for parents into daily/weekly grades.**

(ii) provide materials and training to help parents to 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 parental involvement; Section 1116 (e)(2)

- **Grade Level Websites**
- **Be Kind to Your Mind**
- **Weekly Newsletter**
- **Social Media (Facebook, Instagram, and "X")**

(iii) educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; Section 1116 (e)(3)

- **Annual professional development**
- **Diversity, Family & Community Involvement Committee**
- **Collaboration with other campus and district professionals**

(iv) 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, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; Section 1116 (e)(4)

(v) provide such other reasonable support for parental involvement activities as parents may request. Section 1116 (e)(14)