



# Parent and Family Engagement

Danville-Neel Elementary School

Morgan County Board of Education

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## **Introduction**

All Title I Schoolwide and Targeted Assistance Schools must complete the following diagnostics: the Stakeholder Feedback Diagnostic, the Parent and Family Engagement Diagnostic, the Coordination of Resource/Comprehensive Budget Diagnostic, and EITHER the Title I Targeted Assistance Diagnostic OR the Title I Schoolwide Diagnostic. Parent Survey must be done annually, but it can be done electronically or by paper.

## **Parent and Family Engagement**

**Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents involved. (Sec. 1116(c)(1))**

DNES conducts a Title 1 Parent Engagement Meeting during the first 30 days of the school year. Parents are informed 2 weeks in advance through our DNES website, DNES Facebook page, school messenger system, our DNES marquee sign, as well as notices sent home. The MCS system has a presentation that informs our parents of their involvement rights, the 1% set aside, as well as Title 1 requirements. The Parent Advisory Committee decides which activities or programs would meet the goals of the parent involvement program. The committee makes a request to requisition the necessary funds from the fund reserved/allotted to the parent participation component of the plan. Parents are surveyed to determine how they want these funds to be used. Parent meetings and/or workshops are scheduled to address topics and concerns indicated on the parent surveys, the annual Title I meeting, as well as at parent involvement meetings. When requested, parent involvement funds are also used to address specific topics and concerns by ordering and distributing informational materials such as flyers, booklets, and pamphlets. Parents are informed that they have a right to be involved in their child's education.

**Describe: 1) How there will be a flexible number and format of parent meetings offered, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school. (Sec. 1116(c)(2)(3))**

1) Parent meetings are scheduled at various times during the day and in different formats to accommodate as many different parent schedules as possible. Parent input from surveys is helpful in scheduling these meetings. Parent meetings are scheduled during school and after school. They can be assemblies, large group meetings, and small group meetings. Some teachers also have meetings via phone conversations to accommodate as many parent schedules as possible. We plan 3 parent engagement activities/meetings during the school year. We use parent engagement funds to support the meetings by supplying parents with needed materials, transportation, and child care when needed.

2) Parents are invited to become members of the Parent Engagement Committee. and they are involved in all meetings and decision-making. At the end of the school year, all DNES parents are asked to complete a Parent Survey about the Title I program. The survey results are included in the annual comprehensive needs assessment and school improvement planning process.

3) The Parent Engagement Committee decides which activities or programs would meet the goals of our parent engagement program based on the data from our surveys and parent suggestions. The committee makes a request to requisition the necessary funds. Funds may include the purchase of notebooks and covers for parent communication, pamphlets, instructional materials, supplies for parents, and materials for our Parent Resource Room.

**Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children. (Sec. 1116(c)(4)(A)(B)(C))**

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Parents and community stakeholders attended Leadership Committee meetings in the Spring of 2018 and the beginning of the 18-19 school year. After the findings of the comprehensive needs assessment, as well as the goals and strategies, were reviewed. The Parent Engagement Chairperson spoke to parents about Parent Involvement activities during 2018-19. Parents were invited to comment and contribute throughout the meeting. Parents were encouraged to identify plans and activities that were favorably received, as well as those that were not as effective. They were asked to identify needs for future activities and encouraged to communicate with school staff as well as participate in upcoming school functions. The Parent Engagement Committee meets each spring to review and revise the School-Parent Compact. All parents are encouraged to attend and to provide comments and suggestions. The Parent Advisory Committee decides which activities or programs would meet the goals of the parent involvement program. The committee makes a request for funding as needed. Parents are surveyed so the committee can determine how these funds will be used. Parent meetings and/or workshops are scheduled to address the topics and concerns indicated on the parent surveys, the annual Title I meeting, as well as at parent engagement meetings. When requested, parent engagement funds are also used to address specific topics and concerns by ordering and distributing informational materials such as flyers, booklets, and pamphlets. Parents are provided information relative to curriculum in-use at our school as well as their child's data. Data reports are sent home on a regular basis. Explanations for the meaning of the data as well as their child's progress based on the data is provided. Parent representatives are involved in the discussion of any curriculum used via Title funds. They are also involved in the budget meetings that finalize how our Title funds will be used to support the needed/selected curriculum.

**Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated). (Sec.1116(d))**

Parents are involved in the evaluation of the school-wide plan during the annual Parent Engagement meeting, the ACIP Leadership Committee meetings, the Morgan County LEA Parent Survey, Morgan County Parent Engagement Meeting, and DNES fall and/or spring surveys. The Parent Advisory Committee meets each spring to review and revise the School-Parent Compact. All parents are encouraged to attend and provide comments and suggestions. They also ensure that the Compact is available to all parents in a language they can understand. The compact is used during parent-teacher conferences. The Parent Advisory Committee decides which activities or programs would meet the goals of the parent involvement program. Parent meetings and/or workshops are scheduled to address the topics and concerns indicated on the parent surveys, the annual Title I meeting, as well as at parent engagement meetings.

**Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan. (Sec. 1116(c)(5))**

Parents dissatisfied with this School Parent Engagement Policy may submit their concern in writing. The concern is submitted according to the following protocol until there is a satisfactory outcome. The concern is first submitted to the school, then to the Federal Programs Coordinator, then to the Superintendent, and then to ALSDE. Parent comments of dissatisfaction will become an attachment and will be filed with the plan. Additional copies of the comments will be sent to the Parent Involvement Coordinator, Federal programs Director, and the Superintendent. Every effort will be made to resolve the issues of concern with meaningful collaboration and discussion with all parties.

**Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).**

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**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall 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, as appropriate, to foster parental involvement. (Describe)**

The school's Parent Engagement Plan addresses the required activities of ESEA Section 1118 (c) through (f).

At the beginning of each school year, all parents are invited to attend a parent meeting to receive information regarding the program and Title I requirements and services. Several parent meetings, based on the results of the parent surveys, are planned each school year. These sessions are designed to help parents help their children. The school has provided several home links to instructional sites for use at home. Books and other parent resources are available in the Parent Resource Room. Danville-Neel Elementary School makes every effort to provide to all parents timely information about programs, a description, and explanation of the school's curriculum, assessments, technology integration, and achievement expectations. Parent meetings are held several times throughout the school year.

**Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall educate teachers, office personnel, and other school 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. (Describe)**

The School/Parent Learning Compact is sent home with each student at the beginning of the school year. The Learning Compact was created by the Parent Engagement Committee. It was modeled after plan samples provided by the ALSDE. Title I funds allocated for parent involvement are used to purchase materials to implement and support family literacy activities and to provide good parenting opportunities. Parents may check out resources to use at home with their children. The school has provided several home links on the school website. In addition, books and other parent resources are available through the Federal Programs Office. The distribution of Leadership/Data to parents has promoted a way for parents to better monitor their child's progress as well as their child to monitor their own progress. This allows the child to take ownership of his/her academic progress and bridge the gap between the parent and the teacher.

**Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec 1116, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully**

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### **participating in the education of their children.(Describe)**

Danville-Neel Elementary School communicates state and local content and achievement standards as well as school procedures, plans, activities to parents in a language they understand, via:

- Newsletters and brochures,
- School website
- School Messenger
- Calendars distributed weekly and/or monthly
- Student planners
- Personalized student data
- Orientation / Open House held before school starts,
- Meetings at school - PTO and informational meetings,
- Meetings held to foster parental involvement in their child's education
- Newsletters from the resource teacher and the Title I teacher
- Newsletters from school, counselor, School-wide resources and Federal Programs Office
- Counseling and Health Advocacy Council, comprised of counselor, principal, and upper and lower grade teachers and parents
- Orientation/Open House at the beginning of school year
- PTO meetings which often include student performances
- Grandparents' Day Lunch
- State-wide Parenting Days (parent-teacher conference day)
- Fall Festival
- Book Fair
- Classroom celebrations
- Veteran's Day Program
- Thanksgiving lunch
- Christmas lunch
- Report cards and mid-nine-weeks progress updates
- Standardized test score home reports
- Parent surveys
- Pioneer Day
- Field Day
- Day of Reading

**Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (Describe)**

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To ensure that school information is delivered in a language, to the extent practicable, so that parents understand, translation services are provided. Parents may be provided with translations of written communications and/or the services of an interpreter when oral communication is required. Interpreters are available when needed during the parent conference days as well as for other conferences, including LEP and IEP meetings. The Morgan County Board of Education website has ready-made forms, including the student handbook, translated into Spanish that are available to be downloaded and printed by all school personnel. TransAct, provided by the ALSDE, is a resource for printable documents and forms that are translated from English. Additionally, ELSA is a phone service that provides services in 180 languages, for a fee, in the rare situations in which usual sources for translations are unavailable.

**Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**Shall provide such other reasonable support for parental involvement activities as parents may request. (Describe)**

DNES and Morgan County School board shall provide reasonable support for parental involvement activities at parents' request by various means. Announcements regarding school activities are communicated to parents and community members through school newsletters, school messenger, social media, and remind 101. DNES scheduled parent conference days even when the system did not have them built into the school calendar. Parents complete surveys in the fall and spring. Results from the surveys are used to identify parental concerns and suggestions. Suggested parent involvement activities are reviewed by the Parent Engagement Committee and all suggestions are considered and implemented if deemed possible.

**Describe how the school will ensure the provision for participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. (See ESSA Sec. 1117(f))**

Teachers needing translations of documents may contact the county-wide translator for assistance. Examples of information included (but not limited to) are:

1. Information about programs under Title I
2. Letter regarding "Parents' Right-to-Know"
3. Description and explanation of the curriculum in use
4. Forms of academic assessment
5. Expectations of student achievement
6. Opportunities for regular meetings to pose suggestions and participate, as appropriate, in decisions related to the education of their children
7. Newsletters and calendars
8. Student progress reports and relative data information
9. Student Handbook
10. Child nutrition forms/information

11. Health room forms/information

To ensure that this information is delivered in a language, to the extent practicable, parents may be provided with translations of written communications and/or an interpreter. Interpreters are available when needed during the parent conference days held annually at DNES. The school provides individual student academic assessment results in a language the parents can understand.