

## **Adelaide Elementary School Title I Parent & Family Engagement Policy/Plan/Procedures**

2020 - 2021

Adelaide Elementary School is committed to the goal of providing quality education for every scholar in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Adelaide and home work together to promote high achievement by our scholars. Neither home nor Adelaide can do the job alone. Parents play an extremely important role as our scholars' first teachers. Support for their scholars and for the school is critical to scholars' success at every step along the way.

Adelaide recognizes that some scholars may need the extra assistance available through the Title I program to reach the state's high academic standards. Adelaide intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all scholars to succeed.

### **POLICY REQUIREMENTS**

- A. Adelaide will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures, distribute these to parents of scholars, and make available the Parent and Family Engagement policy/procedures to the local community.
  - This document will be provided to parents at the first PTA Meeting and Student Led Conferences. Additional copies will be available for parents in the Adelaide family center.
- B. Adelaide will convene an annual meeting, at a convenient time, to which all parents of scholars shall be invited and encouraged to attend, to inform parents of their school's participation in Title I, and to explain the requirements of Title I, and the right of the parents to be involved.
  - Parent Zoom
  - PTA Meeting
- C. Adelaide will offer flexible meetings, such as meetings in the morning or evening, and provide, with Title I funds, transportation, childcare, or home visits, as such services related to Parent and Family Engagement.
  - Administration and the Family Liaison will be available to meet with families at their request. Home visits will be offered for students with attendance or social/emotional concerns that impact academic learning.
- D. Adelaide will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school-wide under Section 1114, and the process of the school review and improvement under Section 1116.
  - The Site Leadership Committee will meet to review the Adelaide SIP and make adjustments to the Title Family Engagement Policy/Procedures/Plan 3-4 times per year. Feedback will be collected from parents at Principal Zoom events and during Quarterly PTA Meetings and then used to adjust the plan and design parent events.

- E. Adelaide will provide parents—
1. Timely information about Title I.
  2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the expected student proficiency levels.
  3. 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 practically possible.
    - Student Led Conferences – two times per year
    - CEE Family Survey
    - Informal Conferences – as requested by families
    - Parent Feedback Zooms – feedback elicited, twice monthly
    - PTA Meetings
- F. If the Title I School-wide Program Plan (SIP) is not satisfactory to the parents of scholars, submit any parent comments on the plan when the school makes the plan available to the district. Comments may be submitted to either Adelaide’s Family Liaison or Principal.

### **SCHOOL-PARENT COMPACT REQUIREMENTS**

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all scholars served under this part, a **school-parent compact** that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child’s achievement.
  - November 2020 and March 2021
- Provide frequent reports to parents on their child’s progress
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities.
- 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.
  - ParentVue, Synergy, Remind
  - PeachJar
  - Phone Calls – Language Link
  - Interpreters for conferences and other parent meetings
  - Email
  - Weekly Friday School Newsletters
  - Weekly Lunch with the Principal for Scholars, Scholar Advisory

### **BUILDING PFE CAPACITY FOR PARENTS AND STAFF**

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

- 1) Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
  - Parent Partnership Guides
  - Kindergarten Camp August
  - Family Orientations September 2020
  - Open House 2020: Classroom expectations, standards taught, Partnership Guides, Strengths based family survey, FRL Application, parent communication tools, and PTA sign-up.
  - Student Led Conferences November, March: Student progress on district assessments and mastery of grade level standards.
  - Ready K! and Kindergarten Jumpstart, Spring 2021
  - Twice Monthly Parent Information Zooms
- 2) Provide materials and training to help parents to work with their scholars, such as literacy training and using technology (including education about the harms of copyright piracy).
  - Family Orientations September 2020
  - Ready K! (Fall, Winter, Spring): Parent education focused on kindergarten readiness in social/emotional skills, literacy, and numeracy.
  - Curriculum Q & A during PTA events
  - Twice Monthly Parent Information Zooms
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
  - Adelaide Retreat: Parent involvement strategies
  - Twice monthly Building Professional Development and staff meetings around engagement
  - Staff Meetings – Parent Partnership guides
- 4) Coordinate and integrate parent engagement 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 parent engagement.
  - Ready for K!, Kindergarten Jumpstart , and Kindergarten Camp are parent engagement opportunities that provide information on child development, early literacy, numeracy, and social/emotional skills, and strategies for purposefully play for teaching and reinforcing skills are presented.
  - Strategies that support the development of literacy skills for ELL and Special Education students are available to families during these events
  - Weekly Language Lunch with the ELL teacher for support
  - Weekly Lunch Bunch with the counselor for SEL support
- 5) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of scholars in a format and, to the extent practicable, in a language the parents can understand.
  - We use a variety of communication tools to communicate regarding activities, meetings, programs including the Blackboard Connect call out system, PeachJar, Remind, emails through Synergy, newsletters, and letters from teachers.

## **ACCESSIBILITY ASSURANCE**

In carrying out Title I parent and family engagement requirements, Adelaide will provide parents and family members information and program access in a language parents understand (*including parents and family members who have limited English proficiency, parents and family members with disabilities*), including providing school reports in a language parents understand, to the extent practical.

- Student Led Conference paperwork in a variety of languages
- Interpreters for conferences and student support meetings
- Family events promoted in a variety of languages
- Staff members available to translate for office related business
- Blackboard Connect messages translated
- Social Media – Facebook, Instagram

## **ADOPTION**

Adelaide's Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of scholars in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Adelaide on 10/15/2019 and will be in effect for the period of 2020-2021. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I scholars and make it available to the community on or before 11/1/2019.

In partnership,

*Andrea Tee*

Adelaide Elementary School Principal & Title I Authorized Representative

October 16, 2020