

Title I

School Parent, Guardian, and Family Engagement Policy Planning Template 2023-2024

School: Allenbrook Elementary School

Directions: The Every Student Succeeds Act (ESEA) requires each Title I school to develop a written parent and family engagement policy. Use the outline below to ensure your school's policy includes all of the required components.

I. Parent and Family Engagement Policy

- A. List names and roles (teachers, administrators, parents, etc) of persons involved in developing Parent and Family Engagement Policy.

Tonya Grimes - Principal
Doug Neill - Assistant Principal
Angela Boyce-Thornton - MCL
Marcella Burton - MCL
Pamela Echols - Teacher
Brandon Chavis - Instructional Assistant
Rodrissa Polite-Jones - Parent
Latesha Cathey - Parent
Samone Smalls - Parent
Sharman Beebe - Parent

- B. Briefly describe the process your school used to:
1. select participants to develop the policy (school improvement team, parent/family committee)
 2. develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Engagement Section 1116 of The Every Student Succeeds Act (ESSA))
 3. implement policy

Members of the School Improvement Team were selected to develop Allenbrook Elementary's Parent Involvement Policy based on previous experience working with Allenbrook families and community members. Team members have experience working with parents from a variety of culturally and socioeconomically diverse backgrounds. Allenbrook Elementary's Parental Involvement Policy was initially developed after gathering and analyzing a variety of data from the 2022-2023 school year. In April and May of 2023, the School Improvement Team reviewed the existing Parent and Family Engagement Policy and discussed strengths and opportunities for

improvement. The 2023-2024 School Improvement Team members were elected in September of 2023.

Members of the School Improvement Team have had several conversations and meetings to provide parents with authentic opportunities to share their aspirations for the school and to give feedback on their experience last year. Input garnered from these meetings has served to inform small but careful revisions to our school's policy. Allenbrook Elementary continues to invite all parents to take an active role in their child's education. During the school's Annual Title Meeting, the Principal introduced the Title 1 policies and information to families. The 2023-2024 Parental Involvement Policy will be reviewed with the current School Improvement Team during the October Meeting. Allenbrook Elementary's Parental Involvement Policy will be implemented upon adoption by all parties involved.

II. Annual Information Meeting

- A.** Describe your plan to conduct an annual meeting to inform parents of their school's participation in Title I Part A. Include strategies to inform English Learner parents.

An annual meeting was held on Sept 29, 2023 to inform parents of Allenbrook Elementary's participation in Title I Part A. Information regarding parent involvement guidelines and service offered through the district will be presented to parents in an open meeting format, and interpreters will be present to translate information in Spanish. Our bilingual ML assistant is available daily to help with translation needs and to help ensure translated documents are accurate. A Spanish interpreter was present for the meeting to assist families. During this meeting, parents received answers to the following questions:

- What does it mean to be a Title I school?
- What is the 1% Set-Aside for parental involvement?
- What is the CMS Title I Plan?
- What is the CMS Parental Involvement Policy?
- What is a SIP (School Improvement Plan)?
- What is the School-Parent Compact?
- How will I be notified if my child is taught by a teacher who is not Highly Qualified?
- How is the Annual Evaluation of the CMS Parental Involvement Policy conducted?
- How can I be involved in all of these things I'm learning about?
- How do I request the qualifications of my child's teacher(s)?

Notification of this meeting was shared with parents via Blackboard Connect phone messages, ParentSquare, the school website, and school flyers. Parents have an opportunity to actively participate in the planning of our Title I school wide program. Interpreters were present during the annual meeting to provide interpreting services for families who need them. Our bilingual ML assistant is available daily to help with interpreting services.

III. Flexible meeting times

- A.** Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.

Parents at Allenbrook Elementary are provided with classroom and schoolwide alerts that include workshop and meeting opportunities scheduled during the mornings, afternoons, and

evenings. School Improvement Team meetings are held either in-person or via Zoom/Teams, and in the evenings after work. The Principal, Assistant Principal, and admin team members are consistently available for personal conferences, conversations, and updates. A Kindergarten family transition meeting was held in-person and exclusively for the families of our Kindergarten students to engage and support them. Individual and group PreK orientations were offered in-person and via Zoom. First quarter parent conferences are being held through the end of the 1st Quarter, during which parents are given the opportunity to provide feedback and gain a clear understanding of their child's academic progress and the vision for this school year. Meetings are offered via in-person, Zoom/Teams and phone to provide parents with flexible times and opportunities to engage at a time that fits their schedule. The meeting on September 29th had multiple sessions to provide parents with multiple opportunities to engage, and to allow parents with multiple students to visit different classrooms.

IV. Title I Part A Planning

- A.** What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.

The 2023-2024 School Improvement Team was nominated on Sept. 11, 2023 and the week of September 25th. Parents were recruited, volunteered, and were nominated for service. The 2023-2024 School Improvement Team vote will be held on October 11th, 2023. Parents will be given a survey to assess their readiness and willingness to engage, and possible barriers to engagement. Opportunities continue to be extended to parents to participate in reviewing and improving the Title I schoolwide program at Allenbrook Elementary. Teachers and staff have actively reached out to parents and staff members to encourage participation in school events. Open meeting dates and times throughout the school year will be shared with all school stakeholders in advance via a variety of communication methods. In addition to ongoing individual conversations, the following regular opportunities are in place to allow parents, families, and caregivers to engage in the planning, review, and improvement of the Title 1 program:

- Quarterly Family Nights
- Quarterly Parent Conferences
- Student-led Conferences
- Surveys and Feedback
- School Improvement Team

V. Parent Information and Opportunities

- A.** Describe how you will provide parents and families with the following:

1. Timely information about Title I Part A Programs
2. School performance profiles
3. Assessment results of their child's performance
4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities
5. Opportunities for regular meetings to participate in decision making
6. Timely responses to suggestions and questions raised by parents
7. Reasonable access to staff, opportunities to volunteer and participate in child's class

Parents, families, and caregivers are provided with relevant program and school performance data on a regular basis. ParentSquare, Blackboard Connect (recorded phone messages), flyers sent home with students, School Website, flyers in the front office and use of the school marquee, Mid-term and Quarterly reports, Multi-Language Learner reports, State of the School Address, School report cards, and other academic reports will be used to communicate information pertaining to Title I Part A Programs at Allenbrook Elementary. Translations will be provided in Spanish as well as other languages as needed. Opportunities for parents to volunteer will be shared via school and classroom newsletters. Additionally, parents may inquire about volunteer opportunities via phone, email or scheduled appointments. The administration is available as needed for individual parent conferences, and teachers engage in regular communication via ParentSquare and phone calls. Quarterly Family/Curriculum Nights are held to update families of the overall school program, and quarterly conferences are held with families to update them in detail regarding their child's progress. Staff adheres to the CMS expectation of 24-48 hour (or two business days) response time when responding to parent requests.

VI. School-Family Compact

- A.** Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities

The Family School Compact for pre-kindergarten students is given out during home visits and the school's Open House. Each teacher is given a Compact Attempt Form to complete at the completion of all home visits. Every attempt will be made to contact all parents. The Family/School Compact for school-age students (K-5) was distributed at the Annual Title 1 Parent Meeting, and sent home during the last week of September. Each teacher was asked to submit original signed copies of compacts to the school's Title I contact, and make every attempt to contact every parent regarding the compact. Copies of Family/School Compacts were provided in English and Spanish. Access to language interpreters is available for translation into other languages. All compacts and other Title 1 information

VII. Building Parent and Family Engagement Capacity

- A.** Briefly discuss how you will address the following:
 1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child
 2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.)
 3. Educate teachers and other staff to work with parents
 4. Coordinate and integrate parental involvement programs/activities
 5. Develop appropriate roles for community-based organizations and businesses
 6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
 7. Ensure that information related to parent involvement is sent home in the language used in the home

Allenbrook Elementary will provide parents with assistance in understanding performance standards, assessments, Title 1, student progress and decisions relating to the education of their child as follows: Parents were encouraged to attend our Back to School Curriculum Night during which families were updated on overall school performance and planning, as well as grade-level program expectations. Other opportunities to engage include:

- grade level specific curriculum evening events
- Quarter 1 parent conferences with their child's teacher
- Regular weekly updates via phone and ParentSquare
- appointment with administrators.
- Survey to assess barriers to engagement

Materials and Training will be available to parents at the school during our Back to School Curriculum Night, along with other information pertaining to instructional resources applicable to their child's learning needs. Teachers and staff members will participate in professional development during staff professional development sessions on how to best collaborate with parents. New teachers will discuss strategies with their mentors and in the monthly mentor mentee meetings. Parental Involvement programs and activities will be coordinated by the school administrative team, facilitators and members of the School Improvement Team. These programs will be communicated through ParentSquare, social media, Blackboard Connect messages and monthly newsletters. They will also be integrated with goals from the School Improvement Plan. Community-based organizations and businesses will have roles that align with the School Improvement Plan such as mentoring/tutoring students and volunteering to provide students with extra reading practice. Suggestions for additional ideas to allow parents to become full partners in the education of their child are welcome to be discussed during the School Improvement Team meetings, in writing, by phone or with a scheduled appointment. Interpreters are accessible to ensure that information related to parent involvement is clearly communicated.

VIII. English Learners and Disabled Parents and Families

A. Provide full opportunities for the participation of English Learner parents or with disabilities

Parents of Allenbrook Elementary students whose primary language is not English are welcomed and invited to take part in all opportunities offered to participate in their child's education. With some advance notice, interpreters are able to assist parents with most language services during meetings and school events. The school employs a full-time bilingual Teacher Assistance who is available to help with Spanish translation needs. Interpreters in the home language are scheduled for EC, 504, and other meetings. The school staff uses the CMS interpreter line for general conversations and parent updates. Disabled parents have an opportunity to access all areas of our school campus unencumbered by stairs. All areas of the building are located on one level and are wheelchair accessible. This provides full opportunities for the participation of Multi-language Learner parents or with those with disabilities.

IX. Parent/Family Requests

A. Describe how you will provide reasonable support for activities requested by parent and Families.

Parents are always encouraged to share their requests and suggestions regarding ways to take part in their child's schooling at Allenbrook Elementary. Parents share their thoughts with their child's teacher, a member of the School Improvement Team or a member of the administrative

team. Any suggestions will be expeditiously routed through the proper personnel, committee or team, and a parent should typically expect to receive feedback from an administrator or staff member within two business days.

X. Annual Evaluation

- A.** Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools.

Parents will be given opportunities throughout the year to voice their constructive feedback regarding our school's Title I school wide program. One of the ways parents may do so is through an annual Parent Survey conducted in the spring. The Parental and Family Engagement Policy was reviewed during April and May School Improvement Team meetings, and parents and staff provided feedback. The 2023-2024 policy will be reviewed and approved at the October SIT meeting. Feedback, be it positive or negative, helps our school teams to know what is working and where we need to grow. This information will be reviewed towards the end of the school year, and parents are welcome to attend. At every School Improvement Team meeting, parents are encouraged and provided the opportunity to provide feedback regarding success, opportunities, and challenges. The results of the annual review meeting will be shared during the first annual Title I meeting of the following school year.


XI. Other Parent and Family Engagement Practices (School may include the following).

Only describe the ones you choose to implement

- A.** Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.
 1. Involve parents/families in the development of training for teachers, principals and other educators
 2. Provide necessary literacy training
 3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost
 4. Train parents and families to enhance the engagement of other parents
 5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities
 6. Adopt and implement model approaches to improving parent and family engagement

Parents are given updates and the opportunity for input regarding professional development at School Improvement Team meetings. The school provides Quarterly Curriculum Nights to provide parents with updates and strategies to support their understanding of content and the curriculum. Teachers provide individual explanations and updates. Funds are used appropriately in support of parent and family engagement. Parents are encouraged to maintain frequent communication with their child's teacher and schedule meetings with teachers at any time throughout the school year. Classroom teachers have procedures in place to communicate with parents individually and whole class throughout the school week via through ParentSquare. Each teacher sends home a weekly review/preview message to ensure all families are receiving current information. Home visits are conducted as needed by the counselor and the Leadership Team.

{Please have this document translated into Spanish or other languages for your school}



Title I Principal Signature

10/2/23

Date