



# Parent and Family Engagement

Eufaula Primary School

Eufaula City 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))**

Annually, the school convenes a parent meeting that encourages parent attendance for the purpose of informing parents about the school wide program and Title I requirements and offerings. This meeting is usually held early in the year during August. At this meeting, a discussion is held about the school wide plan, the school's curriculum, student assessments, student expectations for success, the 1% Title I allocation for parent and family engagement, and the parent's right to be involved in how this money is spent. The Title I Parent Advisory Committee meets annually to decide how to spend the parent and family engagement portion of the Title I budget. Generally, this money is spent for parenting workshops, parenting newsletters and events and activities to support the parenting program. All parents will be involved in decisions

concerning expenditure of funds by discussions and input at PTO meetings and by parent surveys that will be given at the end of the school year. Parents are encouraged to support their children and to be involved in school activities. Copies of the parent involvement policy and plan are made available to all parents. Parent Compacts, Parents Right to Know documents, and SDE Employment Surveys are distributed to all parents. Signed letters of receipt are retained with the classroom teacher or in the cumulative folder.

**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) Flexible scheduling for parent conferences will be made available to afford parents the opportunity to attend according to their home and work schedules. These meetings will be promoted through personal letters, telephone calls, news media, flyers, e-mail, web pages, etc. Babysitting, attendance awards, door prizes and other incentives will be utilized when possible. Translators will be provided for non-English speaking parents when possible. Eufaula Primary School maintains a list of translators in the main office, utilizes Language Line or utilizes teachers on staff fluent in Spanish or other languages. When feasible, written notification will be made in the family's native language. Individual needs of parents of all subgroups will be met to include translating into primary language, transportation, hearing impaired, etc. when possible.

2) Parents serve on all policy and plan development committees in the school. They are involved in the development of both policy and plan as well as being part of the approval process. Annually, parents are asked to review the plan and the compact and to recommend any changes they would like for consideration by the committee. Parents who serve on these committees share information from these meetings with all interested parents.

3) The Title I Parent Advisory Committee meets annually to decide how to spend the parent portion of the Title I budget. Generally, this money is spent for parenting workshops, parenting newsletters and events and activities to support the parenting program. All parents will be involved in decisions concerning expenditure of funds by discussions and input at PTO meetings and by parent surveys that will be given at the beginning and end of the school year.

## Parent and Family Engagement

Eufaula Primary School

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**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))**

The faculty and staff of Eufaula Primary School seek to provide parents and other caregivers information in a uniform and varied format at various times by the following methods:

- o A variety of communication tools, including website, newsletters, school marquee, e-mails, and a monthly school calendar of dates and events.
- o The Parent Handbook that provides information about programs, academic expectations, curriculum, academic assessments and other practical information about the school.
- o Sign-In sheets at Open House in which the parents may volunteer in their child's classroom, to serve on school committees, and/or system committees.
- o Parent surveys in which parents offer suggestions as to different workshop needs with a variety of opportunities for both participation and training in varied formats and at varied times.
- o Providing translators for parents of EL at all meetings and receipt of any school correspondence in a format and to the extent practical in a language that parents can understand.
- o Required parent conferences 1st nine weeks and at the beginning of the second semester to discuss expectations, student progress and interpretation and analysis of academic assessments.

**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))**

The parent compact was developed to build and foster the development of a school-parent partnership to help all children achieve the state's high standards. The compact is reviewed annually by the CIP Advisory Committee and reviewed and updated yearly. It is the desire of our school that the principal, parents, teachers and students share the responsibility for improved student achievement.

The school and parents are expected to build and develop a partnership to help all students achieve or exceed proficiency on state's academic content standards. Therefore, the compacts are retained in the classroom for quick reference in working with parents and students. In order to ensure that the standards of the compact at the forefront of parents' and teachers' minds, the compact will be initialed at each parent conference held throughout the school year.

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

If a parent disagrees with any aspect or component of the Eufaula Primary Continuous Improvement Plan, Parent and Family Engagement Plan, Eufaula City Schools Parent and Family Engagement Policy, and/or the LEA Consolidated Application for ESSA funds, that parent may contact the Principal. If not resolved, these written concerns will then be forwarded to the Eufaula City Schools' Director of Federal Programs at the Eufaula City Schools Central Office. If still dissatisfied, written concerns will then be forwarded to the Alabama State Department of Education Federal Programs Director.

**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).**

**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)**

Eufaula Primary School has adopted the National Standards for Parent and Family Engagement Programs: regular communication between home and school; promoting and supporting parenting skills; student learning; volunteering; school decision making and advocacy; and collaborating with the community. These quality indicators are evidence based and grounded in both sound philosophy and practical experience. At the beginning of each school year, Eufaula Primary School will hold an Annual Meeting of Title I Parents. It is at this meeting that we inform all parents that we are a Title I school, describe what services will be offered and how parents have the right to be involved in their child's education, as well as all requirements of Title I. Parents are also encouraged to attend Open House, PTO meetings, and grade specific meetings where state testing requirements and how to monitor their child's progress throughout the school year will be discussed. The school's principal, assistant principal(s), academic coaches, and guidance counselor are also available to discuss state and local academic assessments with parents. Follow-up individual conferences with parents are held with homeroom teachers.

**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)**

- a. Parent seminars/workshops on effective parenting skills and parental support are offered to support student learning on a quarterly basis at varied times during the day.
- b. Parenting workshops are held periodically to help parents deal with parenting issues based on survey results.
- c. A parent lending library, as well as a parenting center, are available for parent/family information and resource materials.
- d. The school counselor/principal/classroom teacher or special area teachers will make home visits to discuss the needs of students when needed.
- e. The parent computer center is available for parent use to assist parents in improving their technology skills and monitor his/her child's academic achievement.

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

- a. Use a variety of communication tools, including system and school web page, monthly and weekly newsletters; monthly school calendar of important dates and events. Tools will include: Twitter, Remind 101, Facebook, and Instagram
- b. A parent handbook is distributed to parents to provide positive, practical information about our school.
- c. Clear information is provided regarding student placement, school activities, student services, and optional programs.
- d. Parents are required to pick up student report cards at the end of the 1st nine weeks at their parent conference and again at the beginning of the first semester.
- e. An informational board is provided in the Parenting Center for parents on topics of interest.
- f. Parent/School Compacts, Employment Surveys, Parents Right to Know documents, and the ECS and EPS Parent and Family Engagement Plans are distributed and signed at the beginning of each school year and located with the classroom teacher or in the cumulative folders.
- g. Forms and newsletters are available in English and in Spanish to the extent practicable.
- h. Transportation will be provided (as needed) for parents to attend conferences, meetings, and programs.
- i. A Parenting Center is available during school hours and includes: Parenting magazines, pamphlets on areas of concern, supplies to help children with projects, computer and printer, and materials needed to strengthen academic areas.
- j. Monthly meetings will be held and calendars of events will be provided to parents.

**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)**

- a. Translators are available for scheduled parent conferences and parent meetings paid for by Title I funds, if needed.
- b. Conference times are varied to meet the needs of our working parents (morning, afternoon, and evening).
- c. Newsletters, school forms, and fliers are translated into a language our parents can understand and are sent home for their review.
- d. Community transportation system will be available to parents as requested and scheduled by EPS employees.

**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)**

Eufaula Primary makes every effort to work with parents in meeting their requests to become involved in all school activities and important meetings. The information obtained through the yearly parent surveys give us the information needed to accommodate the parents' requests. (For example: workshop topics, state testing, homework concerns, and assistance with discipline) Parents also give suggestions to EPS faculty and staff members throughout the school year

**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))**

Eufaula Primary makes it a priority to provide opportunities for parental participation with limited English proficiency and parents with disabilities. All parent notifications are sent to these parents in a language they can understand to the extent practicable. Translators are provided for scheduled conferences and school activities. This is possible through the utilization of Title I funds. EPS strives to accommodate the individual needs of parents of all sub-groups through providing a handicapped -- accessible building, transportation, hearing/vision services, etc. for all school activities. Special accommodations will be provided for home bound parents by phone or home visits.