



Parent and Family Engagement Policy

School: Elizabeth Traditional Elementary School

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.

- Susan Spencer-Smith, Principal
- Patrick Brann, Assistant Principal
- Ashley Sheaffer, Literacy Facilitator
- Rachel Harris, Reading Coach
- Merritt Smith, Math Coach
- Sara Nelson, Math Coach
- Niche Faulkner, Counselor
- Ann Witmer, Parent - PTA Representative
- School Leadership Team Representatives

B. Briefly describe the process your school used to:

1. Selection of Participants
- The School Leadership Team was elected in May of 2020 and the members of the Instructional Leadership Team were appointed by school administrators.
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

II. Annual Information Meeting

A. Title 1 information shared at family curriculum night via a [slide show and video](#)

III. Flexible meeting times

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

- During the 2020-2021 school year, parents have been and/or will be invited to planned events throughout the year. Since we will not be allowed to hold parent meetings until further notice, all parent engagement meetings have been or will be virtual. We have also recorded each meeting to assist parents with convenient viewing and information sharing. We will also offer multiple slots of available meeting times (morning, afternoon, and evening if needed) for individual meetings with parents in order to meet a wide range of scheduling needs.

IV. Title I Part A Planning

A. Timeline and Strategies:

- We created our school parent involvement events calendar for the first half of the school year only due to the uncertainties of CMS and Covid restrictions.
- These school events are regularly advertised via the school Facebook Page, ETES Newsletter, Connect Ed Messages, and Teacher Emails, and Weekly Instructional Videos.
- We will release our updated calendar for the second half of the year as we get closer to the winter break and have a clearer understanding of how the remainder of the school year will proceed. .

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
 - We will use our school wide communication (Connect ED, Weekly Newsletter, Facebook Page, School Website, School Marquee and Teacher Emails to provide families with information related to our school-wide programs.
2. School performance profiles
 - School performance profiles are reviewed annually with our School Leadership Team and posted on our school webpage.
3. Assessment results of their child's performance
 - Parents will receive assessment results of their child's progress during the October parent conference time (required face-to-face meeting that will be held virtually with each individual parent). Parents will also obtain emailed copies of formal testing reports and receive information about student progress with report card and progress report distribution.
4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards.
 - Each grade level at Elizabeth Traditional held a Curriculum Day event for parents. During this time, curriculum and assessments aligned to state standards were shared. Further detailed information for parents related curriculum is shared during the individual conference each October. All parents in need of a translator have been provided this accommodation during meetings and/or through written communication,
5. Opportunities for regular meetings to participate in decision making
 - Every third Friday of the month, the SLT meets to discuss school wide initiatives related to instruction, safety, social emotional learning and events. Our PTA also holds monthly board meetings and yearly parent meetings to vote on the PTA budget and other school related extracurricular events.
6. Timely responses to suggestions and questions raised by parents
 - We are required to respond to parent phone calls or emails within 24 hours. We routinely monitor social media to answer questions related to school-wide events and programs.
7. Reasonable access to staff, opportunities to volunteer and participate in child's class
 - Elizabeth Traditional utilizes volunteers routinely throughout a normal school year. During the current school year, parent volunteering and class participation opportunities have been limited due to remote learning. However, during the time school is open and available to parents, routine requests for parental involvement is ongoing (examples include room moms/dads, PTA membership, school dances, Extravaganza in the Park, Book Fair Volunteers, Teacher Appreciation, Class Celebrations/Parties, Field Trips, School Concert Preparation).

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
- Our school compact was sent home at the beginning of the year for parents to review and discuss with children. We also have the compact available during our individual conference time with parents in October (with translators as needed). Parents are able to better understand the compact if individual questions arise during individual conferences.

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
 - Our commitment to communicating performance standards, assessment information, Title I, student progress and individual decisions made for students is primarily done through individual parent/teacher conferencing. However, we also cover these topics during our annual Curriculum Day events. Reports are also made available to families and discussed via phone when face-to-face/virtual conferencing and home visits are not possible. Translators are used for both verbal and written communication as needed.
 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.)
 - During remote learning, Elizabeth Traditional will provide virtual training each Friday to assist families with games and ideas related to math and literacy standards that can be done at home. When parents are able to return to the school for make and take workshops, we will resume our commitment to these quarterly events.
 3. Educate teachers and other staff to work with parents
 - Our school faculty meetings are used each Wednesday to provide staff with a variety of parent communication topics and strategies. We also educate staff during workdays and early release days as needed for parent communication/education. Our school nurse, counselor, and LIM Parent Action Team provide helpful communication tools as well.
 4. Coordinate and integrate parental involvement programs/activities
 - Parent involvement is coordinated through our PTA events calendar (which includes all activities throughout the year. This calendar is set by the PTA, SLT, Instructional Leadership Team and School Lighthouse Team for specified parent involvement opportunities. During the beginning of the 2020-2021 school year, the calendar has been a fluid document as activities and parental involvement opportunities occur, change, and develop due to Covid 19 restrictions.
 5. Develop appropriate roles for community-based organizations and businesses
 - The school counselor, literacy facilitator, SLT/PTA and school administrators work with specific support agencies and community based organizations. The identified staff member(s) work as a community based liaison for development of appropriate roles to support the school. Organizations such as the Augustine Tutors, Thompson's Counseling Service and CPCC volunteers are examples of community based organizations in support of school programs at Elizabeth.
 6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child

- ETES is committed to utilizing school wide activities throughout the year for parent engagement. However, when appropriate and feasible, ETES will seek additional support activities as needed to better engage parents with the child's well being and academic progress. For example, holding holiday food/gift and coat drives for our most needy families (especially our homeless families) is done yearly on an as needed basis. Addressing barriers (i.e. conducting home visits, providing transportation support, and troubleshooting technology with paper copies) are ways we have been able and will continue to be able to further address engagement.
7. Ensure that information related to parent involvement is sent home in the language used in the home
- Our teachers have key staff identified to help with translated materials needed for families with English as a second language. WE also have access to school based interpreters when we are unable to reach parents with CMS interpreters that are utilized as needed throughout the year.

VIII. English Learners and Disabled Parents and Families

- A. Provide full opportunities for the participation of English Learner parents or with disabilities
 - Annual meetings/communications are held with parents of EC, TD and EL students to ensure that all needed specialized learning information is shared.

IX. Parent/Family Requests

- A. Describe how you will provide reasonable support for activities requested by parent and Families.
 - Most families are able to receive support specific to their needs through either the counselors or the tutorial supports offered at the school (using reading/math coaches and through the intervention process). We also have extra support through volunteering (Augustine Tutors and CPCC volunteers). As already stated, most parents are able to utilize Thompson's for social emotional support/counseling as referrals from teachers and parents become necessary.

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.
 - This particular parent and family engagement initiative is managed through monthly SLT meetings and annual curriculum meetings each year. The SLT grade level parent reps routinely provide input to the School Improvement Plan. Our plan is then reflected and explained to all parents during Curriculum Day events and individual conferences.

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 - N/A
 2. Provide necessary literacy training
 - ETES provides parents with make and take literacy events at the school when we are able to open. These events are planned and implemented with facilitators, coaches and teachers. Parents and their students are invited to school, receive books, materials and refreshments as they learn literacy games and activities that can be fun to do at home. In remote learning, we are making video recordings for each family to support literacy, math, social emotional learning and leadership magnet theme learning in the home.
 3. Pay reasonable and necessary expenses associated with local parent and family

engagement activities, including transportation and child care cost

- Each year, our PTA sets aside a scholarship fund in the budget to assist families with field trips, clothing and school supplies as needed.
- 4. Train parents and families to enhance the engagement of other parents
- Our parents in the school are trained to assist with school tours. This group of parents are formed through PTA volunteers. A total of 6 formal school tours are planned for the school year. This trained parent group offers prospective families part of the tour at ETES.
- 5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities
- Our staff has provided parent input when planning meetings by offering different meeting times throughout the school day and week. We do make home visits on as needed occasions and we also videotape meetings and programs during remote learning and send to parents.
- 6. Adopt and implement model approaches to improving parent and family engagement
- Our leadership magnet comes with a Parent Engagement Action Team. This team meets monthly to provide ideas and ways to engage families. New family engagement goals are set each year through this team.