



School Parent and Family Engagement Policy

Munson Elementary School

School Year 2021-2022 [Revision Date 9/3/2021]

In support of strengthening student academic achievement, **Munson Elementary School** receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

Munson Elementary School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports required under Section 1111 of ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:
 - *Parent and family engagement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:*
 - *Parents play an integral role in assisting their children's learning;*
 - *Parents are encouraged to be actively involved in their children's education at school;*
 - *Parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children;*

and

- *Other activities are carried out, such as those described in Section 1116 of ESSA.*

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

• **Jointly Developed**

Munson Elementary School will take the following actions to involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, 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 practicably possible.

Title I Parents are invited in the beginning of the year to join a Parent Feedback Forum. The Forum meetings in the spring to:

- provide feedback
- give suggestions
- be involved in the development of the school parent and family engagement policy
- review and improve parent and family engagement programs

Title I Parents are involved in the planning process through electronic and paper surveys.

• **Annual Title I Meeting**

Munson Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Under the direction of the district Curriculum Supervisor a Title I Annual Parent meeting for Munson Elementary school is scheduled in collaboration with building Title Tutors and administration.

The meeting is typically held the first or second week of October. The meeting is held either in person or virtually and is recorded.

• **Communications**

Munson Elementary School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement; and
- Information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

The parent and family engagement policy is distributed to parents annually along with the parent student school compact and parents' right to know. It is also posted on the district's website on the Title I programming page.

The school communicates information with parents through paper flyers and letters, email communication, social media updates, and posted information on school/district websites.

In person meetings and events are recorded for those who cannot attend.

• **School-Parent Compact**

Munson Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

Title I Parents are invited in the beginning of the year to join a Parent Feedback Forum. The Forum meetings in the spring to:

- provide feedback
- give suggestions
- be involved in the development and revision of the school-parent compact

Title I Parents are involved in the planning process through electronic and paper surveys.

- **Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)** If applicable, **Munson Elementary School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

NA for Munson Elementary School

• **Coordination of Services**

Munson Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family 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 parents in more fully participating in the education of their children by:

Munson Elementary School collaborates with local community partners such as the Gauga Public Library to provide ongoing parental and family support through events, literature, tutoring, and resources.

• **Building Capacity of Parents**

Munson Elementary School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress and the achievement levels of the challenging state academic standards;
- Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging state's academic standards;
 - The state and local academic assessments, including alternate assessments; ▪ The requirements of Title I, Part A;

- How to monitor their children's progress; and
- How to work with educators to improve the achievement of their children.

Munson Elementary School holds conference nights, provides online resources, curriculum events, screencast recorded video tutorials for parents, summer programming, and a Reading Connection Newsletter to support parents in helping their students achieve academic success.

• Building Capacity of School Staff

Munson Elementary School will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other 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 by:

Munson Elementary School offers training through staff meetings, virtual PD, guest speakers (ex: community agency counselors, SST), and through department chairs in how to reach out to, communicate with and work with parents as equal partners.

Munson Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- offering wifi hotspots if and when needed
- providing individual assistance through conferences with administration and/or teachers