



## Cut Off Elementary School

### 2017-2018 Parent and Family Engagement Plan

***"Parent and Family Engagement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities***

**GOAL:** To enhance the instructional program and academic achievement of students at Cut Off Elementary School by involving parents in all aspects of the school's activities.

**OBJECTIVE:** The administration, faculty, and staff will provide a variety of programs to promote parent and family engagement to improve the academic performance of students. Documentation of these programs will include sign-in sheets, copies of the monthly school calendar, and school visitations.

Cut Off Elementary will adhere to the following ESSA Parent and Family Engagement Federal Program Assurances outlined in Section 1116 of the Every Student Succeeds Act

#### **Part 1: ESSA Parent and Family Engagement Assurances:**

- Jointly develop the local educational agency plan under section 112, and the development of support and improvement plans;
- Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employees, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- Coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent

- feasible and appropriate, with other relevant Federal, State, and local laws and programs;
- Conduct, with the meaningful involvement of parents and family members, an annual evaluation for the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying -
    - i. Barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
    - ii. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
    - iii. Strategies to support successful school and family interactions;
  - Use the findings of such evaluation in subparagraph to design evidence-based strategies for more effective parental involvement, and to revise if necessary, the parent and family engagement policies described in this section; and
  - Involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

**Part II: Six Types of Parent & Family Engagement:**

Cut Off Elementary will utilize the Six Keys to Successful Partnerships to foster Parent and Family Engagement

**Standard I:**

*Parent: Parenting Skills are promoted and supported. Cut Off Elementary will:*

- Purchase parenting books, magazines, and other informative material regarding responsible parenting

- Advertise current selections, and give parents the opportunity to borrow the materials for review.
- A Parent Center has been developed for parents and families and includes a lending library with a variety of materials of interest to parents of pre-adolescent children. Periodicals, brochures, books, etc. that focus on parenting are available for loan through the Parent Center.
- Resources available from the Parent Center are included in monthly school calendar and PTC Facebook page to increase parent awareness of these resources.
- The Parent Center also includes information regarding available community non-profit and private referral sources. This information is disseminated to families as needed.
- The Parent Center houses a designated parent computer.

**Standard II:**

***Communication: Communication between home and school is regular, two-way, and meaningful.***

1. The Parent and Family Engagement Program at Cut Off Elementary, developed by staff and parents, includes program practices that enhance parent and family engagement and reflects the specific needs of Cut Off Elementary students and their families.
2. The Parent and Family Engagement Plan is comprehensive, coordinated and inclusive. Parent and Family Engagement roles are varied.
3. Communication between home and school is regular, two-way and meaningful. To encourage communication with parents, Cut Off Elementary will:

**Prepare and distribute information packets to each Cut Off Elementary family describing:**

- Cut Off Elementary Parent and Family Engagement Plan/Program
- The various ways parents can volunteer at Cut Off Elementary
- Planned parent and family engagement opportunities
- Parent communication methods through weekly newsletters (Prek-2<sup>nd</sup> grade) and agendas (3<sup>rd</sup>-5<sup>th</sup> grade), phone calls, conferences and social media
- The role of parents, teachers, and students. This information is also available in student agenda planners.
- Parent volunteer and interest surveys
- PTC membership form and invitation to join

## Two-Way, Meaningful Communication Methods:

- Weekly communication folders are sent home to parents containing student work for parent comment and review along with other school information.
- The Parent Internet Website provides instant access for parents to view their student's grades, attendance, lunch account information and access tutorial help on the district's web-site:
- PTC, in conjunction with Cut Off Elementary, publishes a monthly newsletter to keep parents informed of upcoming events and other school issues. The newsletters are sent home in weekly folders and also available to read on the school's web-page.
- Parents are encouraged to sign up for team e-mail distribution lists. Teams communicate with parents daily via e-mail regarding homework assignments, upcoming projects and parent involvement events.
- Staff member's e-mail addresses can be accessed through school web-page.
- Parents without internet access are encouraged to use a computer designated for their use in the Parent Center.

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## Standard III:

*Volunteering: Parents are welcome in the school and their support and assistance are encouraged.*

Cut Off Elementary promotes and encourages a welcoming atmosphere to foster parent involvement and volunteer participation.

- Cut Off Elementary does not have policies that hinder parent involvement at school.
- The Parent and Family Engagement Contact Person at the school encourages staff members to utilize the volunteer resource book published by PTC, which lists the interests and availability of volunteers.
- The information on the parent survey determines the frequency of each parent's desired participation, and includes the option of volunteering just one time per year, performing the work at home.
- The Parent and Family Engagement Contact person ensures that parent participation is acknowledged.

- Volunteers are encouraged to attend a training session held by the PTC President to establish volunteering procedures.

**Standard IV:**

*Student Learning: Parents play an integral role in assisting student learning.*

In order to promote parents' efforts at Cut Off Elementary, Parent and Family Engagement meetings are regularly scheduled and parents are provided up-dates/ reports on school business and an overview of:

- What student will be learning
- How students will be assessed
- What parents should expect for their child's education
- How parents can assist and make a difference in their children's education

**Cut Off Elementary schedules regular Parent and Family Engagement meetings, such as:**

- Before School Teacher/Student/Parent Meet & Greet
- Parent Night
- Monthly PTC Meetings
- Quarterly Parental Involvement Activity
- School Performance Informational Meeting

At these meetings, parents receive a report of the state of the school, building test results, curriculum expectations and standards, how students are assessed, and information regarding how they can help children achieve academically.

**Standard V:**

*School Decision Making and Advocacy: Parents are full partners in the decisions that affect children and families.*

Cut Off Elementary includes the process for resolving parental concerns which is described in various newsletters during the school year. The process includes:

- How to define a problem

- Whom to approach first
- How to develop solutions

**Standard VI:**

*Collaborating with Community: Community resources are used to strengthen schools, families and student learning.*

Community resources strengthen school programs, family practices and student learning. To capitalize on community resources, Cut Off Elementary:

- Encourages and supports the Parent Teacher Organization, which fosters parental and community involvement at Cut Off Elementary.
- PTC leaders' input is sought and utilized in appropriate decisions affecting students and families.
- Solicits community support and assistance with academic programming, extra curricula activities, fund raisers, PBIS, and etc.

**Part III: School-Parent Compact**

As a component of the school-level parental involvement plan, each school will jointly develop, with parents for all children 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.

**\*\*A copy of the Cut Off Elementary School Compact is attached to this plan.**

This school **Parent and Family Engagement Plan** has been developed jointly with, and in agreement with parents of students at ABC School, a Title I school, as evidenced by the list of parent participants below.

This plan was adopted by the school on August 9, 2017, and will be in effect for the 2017-2018 school year. A complete Summary of this plan will be distributed to ALL parents at Cut Off Elementary School, a Title I school, on or before September 15, 2017. The entire detail plan will be on the school website at Cut Off Elementary's website and will be available in the school office no later than September 15, 2017.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Level PI Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Improvement Plan Parent Representative

\_\_\_\_\_  
Date



to the following parents for their willingness to give their time and effort in providing input for the development of this School Parent and Family Engagement Plan.

(\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, etc)