**Parent and Family Engagement Plan**

**2022-2023**

**Strategies to Increase Parental Involvement**

**1. 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.**

Rachel Patterson Elementary School will host an annual meeting for Title I parents during the month of September. The meeting will be in the evening as a convenience to parents that work. All parents will be notified in advance of the annual meeting date and time through flyers, calendar of events, and newsletters sent home by the students in the communication home/school folders. The annual meeting event will also be posted on the school's website. A reminder will be sent home to parents one week prior to the event. The annual meeting will inform parents about the Title I program, their rights as Title I parents, and how they can be involved in the Title I planning. The information from the annual meeting will be available on the website and on social media. The following topics will be discussed at the meeting:

- What it means to be a Title I School - The 1% Set Aside - The LEA Title I Plan - The LEA Parental Involvement Plan - The Continuous Improvement Plan (CIP) - The School Parental Involvement Plan - School-Parent Compacts - Requesting Qualifications of your Child's Teacher - Notifications of teachers who are not Highly Qualified - The Annual Evaluation of the Parental Involvement Plan - The process for how all Title I parents may have involvement in the 1% set aside - Introduction of Parent Involvement Leaders - Title I Parent Survey

**2. Describe: 1) How there will be a flexible number and format of parent meetings offered; 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.**

(1) Rachel Patterson Elementary School's faculty and staff have a strong belief in the importance of parental involvement. Therefore, a flexible number of meetings will be conducted throughout the school year to accommodate parents' schedules. We will also host a variety of parenting events like parenting workshops, parent/teacher conferences, and etc. for parents to be involved in their child's education. Parental information will be announced in the local newspapers, through newsletters and flyers sent home in the students' home/school folders, School Status messages, Facebook, and postings on the school's website.

(2) Rachel Patterson Elementary School will host various parent meetings throughout the school year to involve parents and allow parents the opportunity to participate in the decision-making, planning, and improvement of the Title I program. All parents will be afforded the opportunity to participate on various school-wide committees. Two parent representatives will participate on the Parent Advisory Committee. Parent representation will be evident on the Continuous Improvement Plan (CIP) committee. A welcome letter will be sent home in August by each student inviting parents to participate in all aspects of school business and school improvement. The welcome letter will also be posted on the school's website. Parents will be notified about meetings and opportunities to participate in a timely manner in order to receive information about school events and activities, offer suggestions, and provide approval of school-wide decisions and improvement plans. All suggestions and concerns will be welcomed and taken into consideration by committee members. All suggestions will be responded to in a timely manner. Parent surveys will be posted on the school's website and paper copies will be sent home by each student in April or May in order to gain input and feedback about activities, workshops, and materials the school should offer parents and the community during the upcoming school year. The parent surveys will give parents the opportunity to voice their opinions and concerns about the Title I program as well as identify the school's strengths and weaknesses.

(3) Rachel Patterson Elementary School received funds for parental involvement to implement programs and activities to address the educational needs of our students and parents. The funds are allocated to purchase materials/supplies (colored paper) for communicating with parents (newsletters, memos, invitations). Parents are informed of their rights to be involved in the planning and implementation of the parenting funds. Therefore, parents are invited to virtually attend an allocation of funds meeting to discuss how parenting funds will be used to benefit the parenting programs and activities, the students, the faculty and staff, and the parents. All funds are spent with improvement of the parenting program at the forefront and building capacity for strong parental involvement to promote academic achievement for all students. Parental involvement funds are used to maintain and keep communication open for parents to access information concerning their child's homework, grades, attendance, and behavior. The parental involvement funds are also used to purchase home/school communication folders for each student. These folders act as a communication tool between school and home in order to bridge the communication gap. Teachers use the folders to transport and/or communicate homework, grades, graded papers, discipline, progress reports, report cards, and upcoming events and activities to parents. Teachers also send notes and communications from the principal home in each student's folder. Parents use the folders to return homework to school, send notes to their child's teacher, and send monies for different activities and events to the classroom teacher or front office. Parental involvement funds are vital to the operation of the Title I Parental Involvement program.

**3. 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.**

Rachel Patterson Elementary School provides pertinent information to parents on a monthly and weekly basis. Newsletters, homework/behavior charts, and memos from the principal are sent home by each student at the beginning of each week to inform parents in a timely manner about weekly skills, homework, tests, behavior, student progress, school-wide activities, and upcoming events. Activities at a glance are occasionally sent to parents to assist with keeping track of upcoming dates and times. Reminders are sent to parents about school activities and events a week prior to the event. Parents are given information on how to schedule parent/teacher conferences and how to participate in the educational process of their child at the Title I parent meeting in September. Parents are given copies of the school's handbook and the Escambia County Code of Conduct in August at the beginning of school. Curriculum descriptions and assessments are provided to parents at the beginning of the school year. All of these documents are also accessible on the school's website. School programs and activities are communicated to parents through the use of memos, flyers, newspaper announcements, invitations, and postings on the school's website, newsletters, and School Cast messages. Rachel Patterson Elementary School provides parents information in a language that is easy to understand and appropriate to the parents' home language. The TransACT compliance and communication center is available online to access any parent letters and information needed to communicate school information to parents in various languages. Every effort is made to communicate with parents in their primary language. Translators from the Escambia County Parental Involvement Department are available to all parents upon request during any school program and/or meeting.

Questions and concerns about students and parents with limited English proficiency and/or migratory children and parents will be directed to: Mrs. Lotoya Cooper-West, Director of Federal Programs, 501 South Pensacola Avenue, Atmore, Alabama.

**4. 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).**

The purpose of the School-Parent Compact is to build and foster the development of home-school communication. Rachel Patterson Elementary School revises its School-Parent Compact each year. Parents are invited and encouraged to participate in the revision process. The School-Parent Compact is used throughout the school year as a working document that outlines the schools’, the parents', and the students' responsibilities for improved academic achievement, as well as to signify a partnership to help students achieve the State's high standards. Parents play an integral role in student achievement at Rachel Patterson Elementary School. Teachers are committed to documenting all parent contacts on the School-Parent Compacts. In addition, parents are held accountable for all responsibilities on the School-Parent Compact by signing the document each time a parent/teacher conference is held. Teachers communicate regularly with parents through weekly newsletters, memos, behavior charts, graded papers, progress reports, report cards, and phone calls. Parents are invited to participate in the implementation of the school-wide plan by supporting school and classroom rules, assisting with homework and helping with skills not mastered at school, monitoring attendance, maintaining appropriate student behavior, and attending school-wide activities that support parental involvement of the plan and improves students’ academic achievement.

**5. Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.**

After the Continuous Improvement Plan (CIP) has been revised by the Continuous Improvement Plan (CIP) committee, parents are encouraged to review the school-wide plan on the school's web-site. Parents have the right to submit their concerns in writing to the school regarding the plan. A Dissatisfaction of CIP form is available to parents on the school's web-site.

If parents find the plan to be unsatisfactory, all concerns should be forwarded to: Mrs. Lotoya Cooper-West, Director of Federal Programs, 501 South Pensacola Avenue, Atmore, Alabama 36502. Once all concerns have been addressed and the plan has been approved, it will be available to parents on the school's web-site.

**6a. 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 NCLB Section 1118, 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 training for parents of participating children in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I, and how to monitor their child's progress and work with teachers to improve the achievement of their children. (Describe)

The school will build capacity for involvement by providing training opportunities for parents in understanding content standards and curriculum assessments. Rachel Patterson Elementary School will provide training opportunities for parents during various parenting virtual meetings and workshops. The school will provide a variety of parenting resources in the parent resource center to assist parents with understanding curriculum and assessments, College and Career Ready Standards, reading, math, and preventing difficult behaviors. The school will provide opportunities for faculty and staff to receive training about the integral role communication between home/school plays in academic achievement. The school will ensure that information be sent to parents regarding all parenting programs, parent meetings, and/or other activities in a timely manner and format that parents can understand. Rachel Patterson Elementary School will make every effort to work with parents in their requests regarding their involvement in their child's education.

**6b. 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 NCLB Section 1118, 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 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)

The school will build capacity for involvement by providing training opportunities for parents in understanding content standards and curriculum assessments. Rachel Patterson Elementary School will provide training opportunities for parents during various parenting meetings and workshops. The school will provide a variety of parenting resources in the parent resource center to assist parents with understanding curriculum and assessments, College and Career Ready Standards, reading, math, and preventing difficult behaviors. Parental involvement funds will be used to maintain the parent resource center with printer ink and copy paper for parents to access information concerning their child's homework, grades, attendance, and behavior. The school will provide opportunities for faculty and staff to receive training about the integral role communication between home/school plays in academic achievement. The school will ensure information is sent to parents regarding all parenting programs, parent meetings, and/or other activities in a timely manner and format that parents can understand. Rachel Patterson Elementary School will make every effort to work with parents in their requests regarding their involvement in their child's education.

**6c. 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 NCLB Section 1118, 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)

Rachel Patterson Elementary School will continue to educate faculty and staff of the important role parental involvement plays on student achievement. Teachers and school staff will be informed of the value of communicating and collaborating with parents during monthly data meetings, grade level meetings, faculty meetings, professional development opportunities, and parenting materials provided by our LEA and information purchased through parental involvement funds. Weekly newsletters, handouts, flyers, and letters will be sent home to parents in the home/school communication folders in order to keep an open line of communication with parents, to keep parents informed about school activities and events, and to build capacity and strong ties for working with parents as equal partners.

**6d. 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 NCLB Section 1118, 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 that encourage and support parents in more fully participating in the education of their children. (Describe)

Rachel Patterson Elementary School will encourage community-based organizations and businesses to become involved in the educational process of the school. Local community resource centers will be encouraged and solicited to provide opportunities for parents to learn about proper child development and family living. The school will provide opportunities for HIPPY, Head Start, and local daycares to tour our facilities and build capacity and strong ties for working with parents and organizations as equal partners.

**6e. 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 NCLB Section 1118, 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)

The school will ensure information be sent to parents in a timely manner regarding parenting programs, parent meetings, and/or school activities and events and in a format that is easy to understand by all parents. Every effort will be made to communicate with parents in their primary language. The needs of all families will be taken into consideration and handled on an individual basis. The TransACT compliance and communication center will be available to access parent letters and information needed to communicate school information to parents in various languages. Translators from the Escambia County Parental Involvement Department will be available to all parents upon request during any school program and/or meeting.

Questions and concerns about students and parents with limited English proficiency and/or migratory children and parents will be directed to Mrs. Lotoya Cooper-West, Director of Federal Programs, 501 South Pensacola Avenue, Atmore, Alabama.

**6f. 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 NCLB Section 1118, 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)**

Rachel Patterson Elementary School will make every effort to work with parents in meeting their requests regarding their involvement in their child's education. Our school will provide other reasonable support as parents make requests through conferences, telephone contacts, and parent surveys. Parent surveys will be conducted in April or May to provide parents opportunities to evaluate our program, offer input, and provide suggestions for improving our programs to better meet the needs of our students and parents. The results will be used to develop goals and activities for the upcoming school year.

**7. Describe how the school will ensure the provision for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students; including providing information and school reports in a format and, to the extent practicable, in a language that parents can understand.**

Rachel Patterson Elementary School will provide opportunities for the participation of parents with limited English proficiency and parents with disabilities. Every effort will be made to accommodate parents with disabilities. Rachel Patterson Elementary School campus is handicapped-accessible. The school will ensure all parenting information and student reports be sent to parents in a language that is appropriate and in a format that is easy to understand. The TransACT compliance and communication center will be available to access parent letters and information needed to communicate school information to parents in various languages. Translators from the Escambia County Parental Involvement Department will be available to all parents upon request during any school program and/or meeting.

Questions and concerns about students and parents with limited English proficiency and/or migratory children and parents will be directed to:

Mrs. Lotoya Cooper-West, Director of Federal Programs, 501 South Pensacola Avenue, Atmore, Alabama.

Children and parents with disabilities will be directed to Suzanne Barnett: Special Education Coordinator, 1634 Poplar Street, Flomaton, Alabama.