



## **School Parent and Family Engagement Policy**

**West Elementary**

**School Year 2023-2024**

**Revision Date 08/28/2023**

In support of strengthening student academic achievement, West Elementary receives Title I, Part A funds and therefore must jointly develop with, agree on 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 local educational agency (LEA).

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

- Involve families, 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 school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families 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 families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family 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 will carry out programs, activities, and procedures in accordance with this definition:  
Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
  - (A) families play an integral role in assisting their child’s learning;
  - (B) families are encouraged to be actively involved in their child’s education at school;
  - (C) families are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
  - (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

**JOINTLY DEVELOPED**

West Elementary will take the following actions to involve families 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 families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

We will have our annual Title 1 Family Engagement meeting on Tuesday, September 19, 2023. We reorganized and updated our PTO and will hold regular meetings for our parents to have input in all decisions.

**ANNUAL TITLE I MEETING**

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

We will have our annual Title 1 Family Engagement meeting on Tuesday, September 19, 2023.

## COMMUNICATIONS

West Elementary will take the following actions to provide families 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.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

The parent and family engagement policy will be put on the school's website ([wes.hcboe.net](http://wes.hcboe.net)), sent out on the ClassTag app for parents, and hard copies will be available for pickup from the front office.

## SCHOOL-PARENT COMPACT

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

We will allow parents to have input in revisions needed to our parent compact and allow them to have a say in the development.

## RESERVATION OF FUNDS

If applicable, West Elementary will take the following actions to involve the families 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:

For the 2023-2024 school year, we received \$3,284.80 in parent and family engagement funding. We plan to use these funds to host multiple Parent and Family Engagement events throughout the school year. Our goal is to host a family engagement event approximately once every nine weeks. We also plan to use some of the funds to purchase student folders and student planners whose purpose is to offer a direct line of communication from the school and teachers directly to the family. Additional funding will be used to furnish materials, supplies and light snacks for our Family Involvement events.

## **COORDINATION OF SERVICES**

West Elementary 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 families in more fully participating in the education of their children by:

West will work with local businesses and other sources of education, along with our families, to ensure our children are getting the best possible education.

## **BUILDING CAPACITY OF SCHOOL STAFF**

West Elementary will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

Hamblen Country Schools are partnering with TNTP to ensure our teachers are staying up to date on the latest research in education and instructional techniques. We will also partner with Solution Tree to work on productive collaboration.

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

We will have open communication with our parents and families in order to ensure that we are able to meet their needs. We have 1% of our allocations put aside for family engagement.

## **DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENT**

West Elementary will:

- Involve families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for families from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Train families to enhance the engagement of other families.