

6. 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.

*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:*

(a) 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.

M. W. Burroughs School will build capacity for parental engagement by including parents in decision making and hosting various parent classes/workshops. Parents are also included on the revision and/or updating of the parent compact which describes how teachers, parents & students work in partnership to help all students achieve the State's high standards. Parent meetings are held throughout the year and the Schoology platform and FB & school website is used to convey content standards, academic achievement standards, and various assessments given throughout the school year. All grades are posted weekly on Schoology. The parent portal is used for the parents to monitor their child's progress in lieu of progress reports. Report cards will be distributed 1-3rd quarter and mailed home for the 4th quarter. Parents may request a telephone conference or a webex to discuss any questions or concerns. In addition, an explanation will be given regarding Title I, what services will be offered, and how parents have the right to be involved in their child's education.

(b) 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. M. W. Burroughs School will continue to work with teachers and other staff members through in-services, PST & faculty meetings, and/or grade level meetings in learning the importance of parental contributions and how to reach out and communicate with parents/guardians as valuable partners in their child's academic achievement. All staff members are expected to welcome parent interactions, as appropriate, and to work with the parents in educating their child. All teachers will communicate regularly with the parents through schoology with a class newsletter and/or announcements, Class Dojo, calls, texts and/or email.

(c) Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal 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. M. W. Burroughs School coordinates its parent involvement program for all Title I parents to ensure that activities are aligned with our CIP. We encourage parents to be actively involved at BES. Parents are asked to participate in parenting activities such as but, not limited to Title I Meetings, CIP meetings, and Parenting workshops. Parents are also welcome to request

materials and computers to help in the education of their child. BES recognizes the importance of parental involvement and supports parents to be more involved in the education of their children. BES parents are also invited to participate in the District Advisory Board with the Department of Federal Programs Parent and Family Engagement division to have a voice at the district level.

(d) 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. M. W. Burroughs School ensures that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and to the extent practicable, in a language the parents can understand when requested and/or needed. Documents can be translated upon request and an interpreter can be called to verbally assist in communicating with EL parents.

(e) Shall provide such other reasonable support for parental involvement activities as parents may request. M. W. Burroughs School makes every effort to work with parents in meeting their requests as related to their involvement in their child's education. Parent surveys are utilized to ensure that every parent can have a voice and to make changes to support parents when needed. The school invites the parents to be involved in their child's education and has multiple ways for parents to communicate with the teacher/office for any assistance. To ensure an effective partnership with the school and the parents, the parent compacts are referred to during parent conferences as a reference of the different responsibilities of everyone. Community stakeholders are invited to be a part of the CIP committee and many community members donate school supplies each year and volunteer when possible.

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. M. W. Burroughs School recognizes that parents may be diverse in culture, language, and needs. At BES, to the extent practicable, we provide opportunities for these parents to be a part of their child's education. BES recognizes its responsibility to eliminate barriers that may impede family involvement in school programs. BES has an assigned ESL teacher who is available to assist in verbal communications with parents of EL students and an interpreter is available when needed. Translation of written communication is also available for parents requiring notifications in another language (when requested). At this time, M. W. Burroughs School has no migrant students, but will work with these parents to help their children be successful at school when needed. Every effort is made to accommodate parents with disabilities. M. W. Burroughs School is a handicap-accessible building. All parents are welcome and encouraged to be engaged with our school functions and volunteer when possible.



Mobile County  
PUBLIC SCHOOLS

Mobile County Public School System  
**Burroughs Elementary**

**Parent and Family  
Engagement Plan  
2024-2025**



*“Believe to Achieve”*

6875 Burroughs Lane  
Theodore, AL 36582  
251-221-1077

**LEARNING TODAY. LEADING TOMORROW.**

Mobile County  
PUBLIC SCHOOLS

**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 to be involved.**

During the first semester that school is in session, M. W. Burroughs Elementary School holds its required annual meeting for all parents of participating children in the Title I School-Wide Program. Parents are notified of the meeting through (1) notices sent home by students, (2) school messenger (3) website and/or FB notices and (4) school marquee and other public postings in English and other languages (when needed). Topics to be discussed at this year's meeting are: Parental Involvement (1% Set-Aside), LEA Title I Plan, Parental Involvement Plan, CIP, School Compact, Parents Rights to Know, Annual Evaluation of the Parenting Plan and Parental Involvement (Local & District Parent Advisory Committees).

**2a. Describe how there will be a flexible number and format of parent meetings offered, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.**

M. W. Burroughs has a strong belief in the importance of parental involvement and therefore will offer parent meetings throughout the year. Our meetings will include: Annual Title I, PTO, Parent Advisory & Parenting Classes/workshops. These will be offered virtually which will allow parents to view them live or view the recording at their convenience 24/7 on the school website or FB page.

**2b. Describe 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).**

We believe in involving parents in all aspects of the Title I school-wide program. We encourage parents to serve on the Parent Advisory and on the CIP committee. The CIP parent representatives are active participants in the development of the plan and attend the CIP reviews to stay up-to-date on the status of the school plan and give input for any changes or improvements. In addition, all parents are given the opportunity to review the plan and can request a digital or hard copy. During each review, the meeting is posted in the school newsletter for any parent to have the opportunity to discuss any issues with the parent representative by phone or email to offer their input at any time.

**2c. Describe how funds allocated for parent involvement are being used in the school.**

Burroughs Elementary uses the allocated parenting funds for the following supplies and materials such as but, not limited to: parent resources (available for checkout), postage, parenting workshop facilitators and interpreters. The parenting funds for 2024-2025 are \$2263.03

**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.**

Each year the school holds the annual Title I meeting in September to go over parents rights and discuss how they can participate in decisions related to the education of their child. Individual teachers discuss the grade level curriculum, assessments and achievement expectations through the Schoology platform at the beginning of the school year. Parents have access to the Parent Portal to access their child's current work and grades. Schoology and/or ClassDojo connects the teachers and parents which provides parents with the opportunity to communicate and/or meet virtually with the teacher as needed.

**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).**

M. W. Burroughs School will review, revise and update (if necessary) the school- parent compact annually with input from the parenting committee and/or Parent Advisory Committee. The compacts are sent home during the 1st quarter of the school year. The parents will discuss the compact with their child and they will sign the compact signifying their roles in working in partnership with the school & teacher to ensure that their child has a successful academic year. The compacts will be discussed with teachers at faculty and/or PST meetings and referenced during parent-teacher conferences throughout the school year.

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

M. W. Burroughs Elementary School will hold CIP reviews during the school year to evaluate and revise the school-wide plan based on current data. A copy of the CIP is available upon request electronically or in a printed hard copy. One or two parents serve on the CIP committee to represent the parents of the school and allow them a voice. Parent representatives contact information is posted on the school newsletter, FB and the school website. The CIP review dates are also posted and give notice to the parents that the plan is under review. If a parent has any areas of concern or dissatisfaction with the plan, they may attend the CIP or talk with the parent representative and/or submit their concerns in writing via email to the school. This will then be forwarded to the School Improvement Specialist. At anytime the parents may request a meeting with the principal and/or CIP facilitator to discuss any issues.

