

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. (Sec. 1116(c)(1))

During the first semester that school is in session, St. Elmo Elementary School holds its required annual meeting for Title I parents. Parents are notified of the meeting through: (1) notices sent home by students, (2) the school website. To assist in providing the opportunity for all parents to attend, the meeting is offered at two separate times-once during the school day and once in the evening (virtual).

Topics to be discussed at this year's meeting are:

- What it means to be a Title I school
- The 1% Set-Aside
- The LEA Title I Plan
- School-Parent Compacts
- The ACIP Plan
- The LEA Parental Involvement Plan
- Notifications of Teachers who are not HQ
- The School Parental Involvement Plan
- The Annual Evaluation of the Parental Involvement Plan
- The process for how all Title I parents may have involvement in the 1% set-aside, the LEA Title I Plan, the ACIP Plan, the revisions of compacts, the LEA and School Parental Involvement Plans, and the Annual Evaluation of the LEA Parental Involvement Plan
- Timeline for this year's Parental Involvement Opportunities (including opportunities to share in decision-making)

Describe: 1) 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; 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. (Sec. 1116(c)(2)(3))

1. The leadership and staff of St. Elmo Elementary School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for parents will be offered two times during the first semester of school (recorded/in person) once during the school day and once in the evening. In addition, our Parent Resource Center will be available during school hours for parents to pick up materials and information.
2. St. Elmo Elementary School believes in involving parents in all aspects of its Title I Program. Our process for how all parents have the opportunity for involvement in decision-making is as follows: Our Title I Parent Advisory Committee (PAC) serves as representatives on decision-making processes and as contact persons for parents to answer questions about parental involvement and parents' rights. They keep parents informed of various committee work

receive input from parents for committee decisions. They assist in evaluating the Parental Involvement Plan and in training other parents to be parent leaders. Parents are informed through parent newsletters and the website of parent involvement activities going on throughout the year. 3. St. Elmo Elementary School uses its parental involvement funds (\$2,357.63) as follows: to fund all materials housed in the Parent Resource Center; to notify parents when State testing occurs and tips for assisting their child in preparing for the assessments; and to fund materials and supplies for Family Math/Science/Reading Programs or Activities.

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. (Sec. 1116(c)(4)(A)(B)(C))

At parent meetings throughout the year, St. Elmo Elementary School presents information about its Title I Programs, the curriculum and forms of academic assessment used. Parents learn about priority goals in reading and math. They also learn about how to schedule parent teacher conferences and are reminded about how they can participate in decisions related to the education of their child. We have approximately 62 EL students. An interpreter is available, upon request, at all meetings to communicate with these parents. In addition, documents are translated, to the extent possible, in the various languages that our parents can understand.

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). (Sec. 1116(d))

St. Elmo Elementary revised its School-Parent Compact in May of 2023. The new compact was developed through a collaborative effort of the ACIP Committee, including school staff members, parents, and a community stakeholder. After reviewing the contents of the document with parents, the compacts are sent home and/or put on social media. Parents are asked to sign the Compacts signifying their commitment to work in partnership with the school to ensure their child's success in school. The Compacts are discussed with teachers during faculty meetings. Each teacher is given the responsibility to explain the compact to the students and obtain the students' signature. The teachers house copies of the School-Parent Compact in their classrooms for use during parent-teacher and/or student-teacher conferences.

St. Elmo Elementary

Parent and Family Engagement Plan 2023-2024



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Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan. (Sec. 1116(c)(5))

In August of each year, St. Elmo Elementary School brings in its ACIP Committee to review, evaluate, and revise its ACIP Plan. There are two parents on the committee who represent all the parents of the school. During the review process, parents are notified of meetings through parent newsletters/social media. The notices make parents aware that the plan is under review, that a copy of the plan is available for review in the Parent Resource Center and on social media, and that parents have the right to give input regarding the revision of the plan. The notice also states that after the plan is finalized and approved, if a parent finds the plan to be unsatisfactory, they have the right to submit their concerns in writing to the school's principal, and the principal will submit their concerns to the central office at the same time that the ACIP is submitted.

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 ESSA Sec. 1116, requirements for building capacity and parental and family engagement). 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)

St. Elmo Elementary School accomplishes this through its required annual Title I parent meeting held at the beginning of the school year, as well as with additional Title I parent meetings held each semester. Parents receive an overview of the state academic content standards, academic achievement standards, and assessments. In addition, an explanation is given regarding Title I, what services are offered, and how parents have the right to be involved in their children's education. Parents learn about their role in helping their child to be successful and the best ways to work in partnership with their child's teachers. St. Elmo's ACIP Committee works diligently to ensure that all parent materials and training is closely aligned with our school's identified goals. St. Elmo has its own Parent Resource Center. The Center is open during school hours. The Center houses materials available for checkout and available online to assist parents in helping their children become successful learners. At the beginning of the year, a parent meeting is conducted on topics that address identified school goals. Materials related to each topic will be provided during the meeting and/or online. Specific topics may include: Grade Level Expectations; Title I Parent Meeting (parental rights); navigating St. Elmo's website, devices and social media.

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 ESSA Sec. 1116, requirements for building capacity and parental and family engagement) 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)

St. Elmo Elementary School will continue to work with its teachers through in-services, faculty meetings, and grade level meetings in understanding the importance of parental involvement and that parents are our partners. This year our ACIP Committee placed special emphasis on the need to foster a closer connection between our school's identified goals and our parent involvement activities. The committee will continue to work closely with their constituents to ensure that meetings include a parental involvement focus. The principal will set the expectation that teachers work closely with the Title I Facilitator in planning parent involvement activities and materials that best meet our school's identified goals. Teachers will continue to provide innovative ways to serve parents who cannot attend traditional school functions or conferences such as Schoology, school and classroom Facebook pages, Twitter, Class Dojo, school app, texting, school messenger, pics/videos posted for parents, and livestream school events.

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 ESSA Sec 1116, 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, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (Describe)

St. Elmo coordinates its parent involvement activities for all Title I parents. We have an EL teacher that serves to accommodate our ELL population and their parents. An interpreter is available (upon request) to communicate EL parents.

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 ESSA Sec. 1116, 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)

We have approximately 62 EL students and an interpreter is available, upon request, at all meetings to communicate with these parents. In addition, documents are translated, to the extent possible, in the various languages that our parents can understand.

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 ESSA Sec. 1116, 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)

St. Elmo makes every effort to work with parents in meeting their requests as related to their involvement in their children's education. Parent surveys are conducted in April/May of each year. Suggestions from these surveys are taken into consideration and implemented when possible. Information is provided to parents about certain services and any concerns they may have. Materials are available for parents to address their concerns.

Describe how the school will ensure the provision for participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. (See ESSA Sec. 1117(f))

An interpreter is available, upon request, at all meetings to communicate with parents who have limited English proficiency. In addition, documents are translated, to the extent possible, in the various languages that our parents can understand. Every effort is made to accommodate parents with disabilities. St. Elmo Elementary is a handicapped-accessible building. Currently, St. Elmo has a population of migrant students.

