

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.

Craighead's ACIP Team will work diligently to ensure that all parent materials and training are closely aligned with our school's identified goals. Craighead has its own parent center within the school. Once a quarter, the parent center---along with the media center--- will be open from 1:30 p.m. - 3:30 p.m. (or upon request), as this is when evening parent training will be conducted. The parent center houses material for parents to check out to learn about how they can help their child to be successful. Throughout the year, parenting classes will be held on topics that address identified school goals. Since our ACIP Team identified reading and mathematics as a goal, we will hold parental involvement classes on these topics and provide parents with related materials. Specific topics will include reading with your child, creating a home learning environment, and working as a partner with your child's teacher. Additional topics will be addressed as needed.

(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.

Craighead will continue to work with its teachers through in-services, faculty meetings, and grade-level meetings in understanding the importance of parental involvement and the understanding that parents are our partners. This year, our ACIP committee placed special emphasis on the need to ensure a closer connection between our school's identified goals and our parent involvement activities. Therefore, this year our principal will be working closely with each lead teacher to ensure that grade-level meetings include a parent involvement focus. The principal will set the expectation that teachers plan parent involvement activities and utilize materials that best meet our school's identified goals.

(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.

Craighead provides a parent resource room and encourages parents to utilize resources to assist their child at home. Quarterly parent activities are held to encourage participation and strengthen parent-teacher-student relationship. Parents are invited to participate in the District Parent Advisory Committee.

(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.

Information on all school meetings, parent notices, etc., will be sent to parents of these children in the language that is most commonly used by their parents.

(e) Shall provide such other reasonable support for parental involvement activities as parents may request.

Craighead Elementary School makes every effort to work with parents in meeting their requests as related to their involvement in their children's education. The majority of our parents have requested that meetings and activities be held at a specific time. The school has been able to accommodate this request, therefore, training will be held as needed per parent request.

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.

Craighead Elementary School, to the extent practicable, provides opportunities for the participation of parents with limited English proficiency and parents with disabilities. At this time, Craighead has no migrant students. In the event that students or parents with limited English proficiency become part of Craighead Elementary School, documents will be made available through "transact." Every effort is made to accommodate parents with disabilities. Craighead is a handicapped-accessible building. Special accommodations will be made to communicate by phone and through home visits for homebound parents should the need arise.



Mobile County
PUBLIC SCHOOLS

Mobile County Public School System Craighead Elementary School

Parent and Family Engagement Plan 2023-2024



The mission of Craighead Elementary School is to produce confident leaders who are inspired to reach their highest academic potential and are optimistic about their future pursuits which are necessities for becoming successful members of society.

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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 month that school is in session, Craighead Elementary School holds its required annual meeting of Title I parents. Parents are notified of the meeting through (1) notices sent home with students, (2) community advertisements through stakeholders, (3) newsletters, and flyers. To ensure maximum participation, The Title I meeting is held prior to Open House activities. 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; the LEA Parental Involvement Plan; the ACIP; the School Parental Involvement Plan; School-Parent compacts; requesting qualifications of your child's teachers; 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, the LEA and School Parental Involvement Plans, and the Annual Evaluation of the LEA Parental Involvement Plan; introduction of parent leaders/contact; timeline for this years' Parent Involvement Opportunities (including opportunities to share in decision-making).

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.

The leadership and staff of Craighead 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 of participating children will be offered two times during the first quarter of school--once during the Annual Title I Meeting and again during Parenting Day activities. In addition, our parent center will offer its parenting classes at varying times (upon request) to include morning sessions and/or evening sessions. The parent center will be open (upon request) up until 4 p.m. for parents to pick up materials and information. Once every quarter, the parent center--along with the media center--will be open from 3:30 p.m. until 4:30 p.m., as this will be when evening parenting classes will be held.

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).

Craighead 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: parent leaders have/will been/be trained on Title I, Part A, parental involvement, and parents' rights. They will serve as representatives on decision-making committees and as contact persons for the Title I parents to answer questions about parental involvement and parents' rights. They will keep parents informed of various committee work and receive input from parent leaders. Title I parents have introduced to the parent leaders at the annual meeting of Title I parents at the beginning of the school year. Parents will also be given a timeline outlining various parent involvement opportunities that will take place throughout the year. Parents will receive reminders of parental involvement activities through the school's website and newsletters.

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

Craighead Elementary School uses its parental involvement funds as follows: To fund all materials and supplies for our school's parent training and for the parent center. For the 2023-2024 school year, \$2,994.61 was allocated to Craighead Elementary School for parenting.

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.

Craighead will continue to work with its teachers through in-services, faculty meetings, and grade-level meetings in understanding the importance of parental involvement and the understanding that parents are our partners. This year, our ACIP committee placed special emphasis on the need to ensure a closer connection between our school's identified goals and our parent involvement activities. Therefore, this year our principal will be working closely with each lead teacher to ensure that grade-level meetings include a parent involvement focus. The principal will set the expectation that teachers plan parent involvement activities and utilize materials that best meet our school's identified goals.

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).

Craighead Elementary School revised its School-Parent Compact in July 2023. Upon review of the parental involvement plan, the committee decided that the compact needed to include a component for the students. The new compact was developed through a coordinated effort by school staff members and our school's Title I Parent Advisory Committee. All parents will be given a copy of the new compact at our Annual Title I Parent Meeting. The compact will be explained to the parents, and they will be asked to sign the compacts signifying their commitment to working in partnership with the school and ensuring that their child is successful in school. The compacts will be discussed with teachers at faculty meetings. Each teacher will be given the responsibility to explain the compact to the students and obtain the students' signatures. The teachers will house the compacts in their classrooms.

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

In May of each year, Craighead Elementary School will bring in its ACIP committee to review, evaluate, and revise the ACIP. There are parents on the committee who will represent all the parents of the school. During the review process, all parents will be notified of the review through notices sent home in newsletters, on the school's website, and by calling posts. The notices make parents aware that the plan is under review, that a copy of the plan is available for review in the library and the parent center, 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 principal. The principal will then submit their concerns to the district's parent specialist and Assistant Superintendent of Federal Programs.