

Moreland Road Elementary School

Parent and Family Engagement Policy and Plan for Shared Student Success

2021-2022 School Year
Policy Revised 02/23/2021



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<http://www.morelandroadelementary.education/index.html>

What is Title I?

Moreland Road Elementary is identified as a Title I school under the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards. The goal is to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family engagement. All Title I schools must jointly develop with parents and family members a written Parent and Family Engagement Policy.

Jointly-Developed School Policy for Shared Student Achievement

What is it?

This is a policy that describes how Moreland Road Elementary will provide opportunities to improve family engagement to support student learning. Moreland Road Elementary values the contributions and engagement of parents and family members. The purpose is to establish an equal partnership for the common goal of improving student achievement. Moreland Road Elementary, in meaningful consultation with parents, jointly developed with and agreed on with, a written policy that will include relevant activities and actions that support effective parent and family engagement and strengthen student achievement. This plan describes the school's expectations for parent and family engagement, ways that Moreland Road Elementary will implement and support specific family engagement activities and how parents can help plan and participate in activities and events to promote student learning at school and at home.

How is it revised?

The policy is revised annually each spring. Moreland Road Elementary involved parents in an organized, ongoing and timely manner in the planning, review and improvement of programs under Title I, Part A. Programs included the School Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and the family engagement budget. Regular in-person or online meetings were held for parents to formulate suggestions, to participate in decisions relating to the education of their child and for staff to respond to any suggestions as soon as practicably possible. Parents were involved in the development of the policy by giving feedback during in-person or online stakeholder meetings and via surveys online. Additionally, parent input and comments regarding this plan are welcome during the school year through an online form and at in-person or online meetings. The plan is posted on the school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and provide paper copies of the survey to ask parents for their suggestions on the plan and the use of funds for family engagement. Parents and family members can also give feedback during several in-person or online parent meetings and activities. The School Parent and Family Engagement Policy is then updated and distributed to parents and the local community. If the school improvement plan is not satisfactory, Moreland Road Elementary will submit any unsatisfactory parent comments on the plan upon submission to the district.

Who is it for?

All students participating in the Title I, Part A program, and their families are encouraged and invited to fully participate in the opportunities described in this plan. Moreland Road Elementary will provide full opportunities and information, to the extent practicable in a language parents understand, for the participation of parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children.

Where is it available?

At the beginning of the year, a copy of the plan is distributed to all parents at Open House. It is also distributed to parents and the local community at parent engagement events. A copy of the plan is provided in the new student orientation packet, at in-person or online parent workshops and in the front office. Additionally, the plan is posted on the school website and via social media. Parents can also retrieve a copy of the plan in the Parent Resource Center which is located at 455 Moreland Road in the front lobby.

School-Parent Compact

As part of the jointly developed plan, Moreland Road Elementary and our families will jointly develop a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact will detail how a partnership will be built and developed to help children achieve the State's high standards. This was a collaborative effort achieved when the school:

- Jointly developed a School-Parent Compact with parents through in-person or online stakeholder meetings held at flexible times and through feedback given online
- Created a compact that outlined how parents, the entire school staff, and students will share the responsibility for improved student academic achievement by using input from teachers on suggested learning strategies, parents on the type of support they need, and students on what would help them learn. Parents are encouraged to attend in-person or online annual revision meetings held in the spring each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and the compact.
- Described how they will build and develop a partnership to help children achieve the challenging State academic standards by providing specific activities/strategies to families for at home learning, and to promote student growth on identified school/grade level academic achievement goals such as literacy skills (phonics, reading and writing). The family will utilize strategies provided by the school to support student learning. Teachers and families will partner to set reasonable expectations for student academic growth. The students will share responsibility for their learning targets jointly established with their teachers and families.

Annual Title I Meeting

We encourage and invite all parents to an evening of information and learning about our Title I program. The in-person or online meetings will cover our school's Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and parents' requirements. Meeting information will be posted in the school newsletter, on the school website, via social media and through ParentLink. The in-person or online annual meetings will be held at a convenient time in August 2021 and will also be available to view online on the school website.

Communications

Moreland Road Elementary will promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach achievement goals. The school will take the following measures to provide parents of participating children information and supports by:

- Providing timely information about Title I programs through various methods including at the in-person or online Annual Title I meetings, through the Title I Information Sheet in the student's agenda, at student showcase nights, at open house, at in-person or online ongoing workshops, in the parent resource center, by posting the Title I Information Sheet on the school's website and by giving new families a welcome packet containing the Title I Information Sheet upon registration.
- Offering a flexible number of meetings in the morning, afternoon or evening by scheduling meetings at alternate times based on the data from the fall and spring parent surveys.
- Offering meetings in flexible formats by meeting in person, by providing resources in person, by posting videos of the workshop on the school's website for parents to access and by offering meetings at community establishments.
- Providing transportation to prevent barriers to parent and family engagement by inviting parents to RSVP to request transportation to the school or other location to attend school parent engagement events.
- Providing child care to prevent barriers to parent and family engagement by inviting parents to RSVP to request arrangements for child care while they attend parent engagement events.
- Addressing opportunities for regular meetings if requested by parents for Title I programs/meetings within 1-2 business days.
- Providing information related to the school and parent programs in an understandable and uniform format, including alternative formats upon request and in a language parents can understand, by providing materials available in other languages, a Spanish statement on documents directing parents who to contact if translation is needed, by sending materials by mail or email upon request, by providing a translator available upon request and by using parent-friendly language void of acronyms and educational lingo.
- Responding to parent requests by answering via email, phone, or note in the agenda within 1-2 business days.
- Distributing the Parent and Family Engagement Policy to parents, family members and the community at open house, in the new student orientation packet, on the school website, via social media, in the front office, at in-person or online parent workshops and in the school Parent Resource Center.



Reservation of Funds

School districts that receive more than \$500,000 in Title I funds are required to reserve 1% of funds for parent and family engagement activities. Moreland Road Elementary will take the following actions to engage parents in decisions about how Title I, Part A funds are spent by:

- Sharing the budget for parent and family engagement activities and programs with parents by requesting input through fall and spring surveys and feedback forms at in-person or online workshops, and stakeholder meetings, in the newsletter and online via the school's website to determine how Title I funds should be spent.
- Involving parents in input opportunities for how the funds are used by discussing it at in-person or online workshops, by notifying all in-person or online stakeholders of the multiple meetings at varying dates/times to provide input on the 1 percent reservation of parent engagement funds and through multiple feedback forms on the website, in surveys and at in-person or online meetings.

Coordination of Services

Moreland Road Elementary will coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs. The school will also conduct other activities that encourage and support parents in more fully participating in the education of their children by the school:

- Coordinating and integrating parent and family engagement programs, activities, and strategies with event for parents with the Pre-K program, English to Speakers of Other Languages (ESOL), or Special Education to offer tips and resources for parents.
- Translating important parent correspondence into a language that a significant percent of the students and families speak. Documents, which are not translated, will contain a statement for identified languages indicating who to contact for translation assistance.
- Coordinating with other organizations, businesses, and community partners to provide additional supports and literacy resources to families by allowing our partners in education to share resources and information to enhance in-person or online parent workshops.
- Making resources available through a Parent Resource Center that contains pamphlets, brochures, and handouts about academic subjects. Many materials will be available in identified languages.

Building Capacity of School Staff

Moreland Road Elementary will provide in-person or online training to educate teachers, specialized Instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the:

- Value and utility of contributions of parents.
- How to reach out to, communicate with and work with parents as equal partners.
- Implementing and coordinating parent programs.
- Building ties between home and school.

The school will train staff by:

- Providing in-person or online trainings at grade level/faculty meetings.
- Providing online avenues to build staff capacity.
- Emailing staff information to build parent capacity with reflection questions/input.
- Sharing information in a parent friendly language.

Moreland Road Elementary will provide reasonable support for parent and family engagement activities as parents may request by:

- Providing monthly newsletters that feature tips, games, web resources, and other activities focusing on the identified school goal.
- Providing information through open house, at student showcase nights, the in-person or online Title I meetings, workshops, stakeholder meetings, and combined events with another program and community events, the new student orientation packet, in the parent resource center, and during parent-teacher conferences.
- Providing information and using a variety of methods to support families including posting online videos, providing online feedback opportunities, transportation, childcare, translation/interpretation services upon request, sending materials in other languages and sending materials via email and mail upon request.



Building Capacity for Family Engagement

Moreland Road Elementary will provide the following activities that have been chosen, in meaningful consultation with our parents, to be undertaken to build parents' capacity for involvement in the school to support their children's academic achievement:

- Engaging parents in the development of in-person or online training for teachers, principals, and other educators to improve the effectiveness of that training by having parent co-presenters at in-person or online parent workshops and asking parents for feedback on topics for in-person or online staff training through surveys.
- Providing necessary in-person or online literacy training for parents after the district has exhausted all other reasonable available sources of funding for such training by inviting parents to attend in-person or online parent workshop on literacy skills, providing parent resources and sharing newsletter tips.
- Paying reasonable and necessary expenses for activities, including transportation and child care costs, to enable parents to participate in school-related in-person or online meetings and trainings by using school resources for transportation and child care based on parent request.
- Training parents to enhance the engagement of other parents by working with parents to co-present at parent workshops.
- Maximizing parent and family engagement and parent participation by arranging in-person or online school meetings at a variety of times and providing online options by providing in-person or online workshops at a variety of times throughout each semester (morning, afternoon, and evening), posting videos from the parent workshop on the school's website with contact information, by providing events in the community and by sending information via email to parents who request information from the in-person or online workshop if they are not able to attend.
- Adopting and implementing model approaches to improving parent and family engagement by seeking input from parents about how to improve our in-person or online workshops. We will use survey data from the Fall Parent Questionnaire to determine parents' needs and address them and provide online opportunities for families to be engaged.
- Encouraging parent participation on the districtwide parent advisory council to provide advice on all matters related to parental engagement in Title I, Part A programs by reaching out to and submitting a list of engaged parents to participate on the District Parent Advisory Council (DPAC).
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations in engagement



Parent and Family Engagement

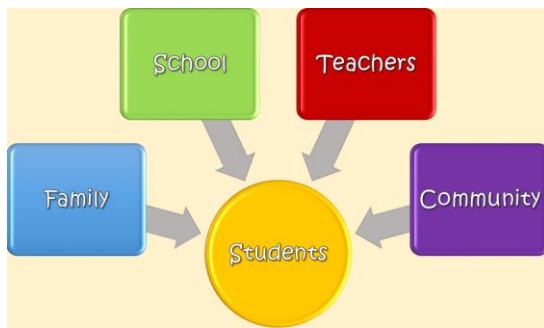
To Moreland Road Elementary, parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

- Parents play an integral role in assisting their child's learning
- Parents are encouraged to be actively involved in their child's education at school
- Parents 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

School Parent Resource Center

Come visit the school Parent Resource Center at 455 Moreland Road, in the front lobby to check out books, pamphlets, study materials, and activities to use at home with your child.

Hours: Monday-Friday, 7:30 am - 3:30 pm



District Parent Resource Center

Books, DVDs, pamphlets in identified languages, and computer access are available at the District Parent Resource Center located in Room B112 on 234 E. Taylor Street. The center is open Monday-Friday from 8:00 am - 4:00 pm and after hours by appointment.

Melinda Owens

District Family and Community Engagement Specialist

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Building Capacity of Parents

Moreland Road Elementary is committed to building parents' capacity for strong parent and family engagement to ensure effective engagement of parents and to support a partnership among the school and the community to improve student academic achievement. The school will:

- Provide materials and in-person or online training to help parents work with their children to improve their child's achievement, such as in-person or online literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement by providing resources in packets from the Parent and Community Engagement Liaison, and through parent resource center materials, online, face-to-face interactions at parent workshops, and in-person or online parent-teacher conferences
- Provide assistance to parents in understanding topics such as:
 - Description and explanation of the curriculum in use at the school by providing resources at student showcase nights, open house, in-person or online parent workshops, and parent-teacher conferences.
 - Challenging State academic standards and achievement levels of standards by providing resources at student showcase nights, sharing tips and helpful websites in the monthly newsletter, offering in-person or online parent workshops, implementing parent-teacher conferences, and sending classroom newsletters.
 - State and local academic assessments including alternate assessments and a description and explanation of the assessments used to measure student progress by providing resources at student showcase night, during in-person or online parent-teacher conferences and workshops, in the monthly school newsletter and on the school's website.
 - Requirements of Title I, Part A by holding in-person or online annual Title I meetings by offering the Annual Title I meetings and providing the Title I Information Sheet in your child's agenda.
 - How to monitor their child's progress through papers and assessments sent home and through the standards-based report card, through in-person or online parent-teacher conferences and workshops, by sending home progress reports and report cards, offering student showcase night, and by providing online resources on your child's teacher's website.
 - How to work with educators to improve the achievement of their child by providing in-person or online parent workshops about various academic tips and strategies, offering a monthly school newsletter for strategies and tips, and sharing information online on the school's website, YouTube channel, or Facebook page.
 - Strategies parents can use to support their child's academic progress by providing in-person or online parent workshops about various academic tips and strategies, offering a monthly school newsletter for strategies and tips, and information online at the school's website, YouTube channel, or Facebook page.
 - Partnering with teachers to support their child's academic achievement by providing materials and resources to help parents work with their child to improve their child's achievement through regularly communicating, sharing Infinite Campus resources, offering in-person or online parent-teacher meetings and conducting in-person or online parent workshops.
- Provide parents individual student assessment results and interpretation of those results by hosting in-person or online workshops about the Georgia Milestones Assessment, and sharing online resources for the Georgia Milestones Assessment (GMA).

