

**NORTH PONTOTOC ELEMENTARY**  
**Parental Engagement Policy and Procedures**

**2018-19**

North Pontotoc Elementary is committed to the goal of providing quality education for every child in our school. We strive to establish partnerships with parent and with the community. The efforts of North Pontotoc Elementary School combined with the cooperation and efforts of each home will promote high standards and high achievement for all our students. Parents play a vital role in a child's life as the first teacher, the one who encourages, and the one who reinforces the efforts of the school. Support for their children and the school is critical to the success of children during every step of the educational process.

North Pontotoc Elementary School recognizes that some students, in order to reach the school and state's high academic standards, may need the extra assistance available through the Title I program. North Pontotoc Elementary will include parents in all aspects of the school's Title I program. Our goal is to develop a strong school/home partnership that will assist all our students in their quest for success.

**Part 1 – General Expectations:**

**A. Annual Title I Meeting:**

All parents are encouraged to attend the Title I Parent Meeting which is held each fall at a convenient time for parents. This meeting informs all parents of their school's participation in Title I, discusses aspects of the Title I program, discusses the parental engagement plan for the school, and explains the parents' right to be involved in their child's education. The school programs funded under Title I are also explained during this meeting.

**B. Flexible Meeting Schedule:**

There is a parent teacher conference day set aside in the fall for the convenience of working parents. Parents are invited to attend and meet with their child's teachers. Individual conferences may also be scheduled with teachers and administrators throughout the year. Other parent meetings are scheduled at various times. Parent surveys chose 6:00 as the most popular time for Parent/Family Nights. Parent committee meetings are held at 3:30 in the afternoons.

### C. Parental Planning:

North Pontotoc Elementary joins with parents each year to develop/revise the school parental engagement policy/procedures through Title I Parent Committee meetings and parent surveys. The Title I Parent Committee meets four times each year to plan parent/school activities and to develop the policies/procedures.

After revision, the plan is distributed at the Title I parental engagement meetings. Policies are available for parents at parent/school functions throughout the year in an effort to give all parents access to the policy. A Spanish parental engagement plan is available for Spanish-speaking parents at all family nights and EL family nights.

Each spring the parents are asked to evaluate the school's Title I program through meetings. They are asked to provide input for improvements to the program. There are also surveys used for parental engagement, ideas, and suggestions. Parents, teachers, and administrators are surveyed to best evaluate the Title I program. Members of the Title I Parent Committee compile the survey results and suggestions and make revisions to the program.

### C. For parents of participating Title I students: (Title I Programs/Assessments/Curriculum/Parental Input)

- During back to school parent meetings, parent conferences, parent nights, and upon request, a copy of the Mississippi College and Career-Ready Standards are available to all parents. Reading and math scores are discussed and distributed to parents. Parent workshops and trainings are offered throughout the year and various types of materials are distributed to parents to give them ideas for parent participation in student learning. A parent resource center is available for materials checkout by parents.
- The parents are provided information on the types of district, state, and school assessments used in each grade. Parents are informed weekly of school assessment scores, each nine weeks of district common assessment scores, and three times during the year of universal screener scores (NWEA). The parents of fourth grade students are informed annually of state test scores.
- Parents of all students are provided progress reports, report cards, and weekly papers (school assessments) related to student performance in a timely manner. Parents have access to their child's grades on a daily basis through the use of the district website Parent Portal.

- Copies of the school as well as district level report card are posted on the district website.
- North Pontotoc Elementary School encourages parents to attend meetings throughout the year to formulate suggestions and to participate in decisions relating to the education of their children. Individual teacher-parent conferences and MTSS meetings are used to make individual educational decisions.

D. For Parents of participating Title I students:

- Teachers communicate daily/weekly with parents through student agendas, classroom letters, and through either Class DoJo or Remind apps. Parents are expected to participate in regular communication with the teacher. Student grades, attendance, and discipline records are available to parents through the district parent portal. The principal invites all parents to sign-up for the principal text messages system. The teachers use classroom facebook pages, websites, classroom dojo, or remind for posting classroom information. The school also used a website, facebook, and Instagram to communicate with parents and the community.
- Parents are given the opportunity to complete parental surveys and are encouraged to submit any concerns to the school. Any concerns are then submitted to the district Title I coordinator.
- Parents are given the opportunity to review and comment on the schoolwide program plan. The School Advisory Team (which includes parents) meets to revise the plan each year and incorporates parent reviews and comments within the revisions. The schoolwide program plan is reviewed and approved by district personnel.

## Part II

Shared Responsibilities for higher student academic achievement –

### E. School-Parent Compact

A school-parent-teacher compact was jointly developed with parents through the use of parent surveys and meetings with the Title I parent committee and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact is reviewed during parent/teacher meetings and at the annual Title I meeting. The compact is discussed with each student. The principal, teacher, and parent sign the compact as an agreement to do their part in supporting quality education.

Each year the school-parent compact is reviewed, discussed, and revised by the present Title I Parent Committee. The Title I Parent Committee is formed each year and meets four times each year to plan school/parent activities and to develop school plans and policies.

### F. Building Capacity for Parental Engagement:

The school provides high-quality curriculum and instruction for all students through a highly qualified teaching staff. The school provides information to parents about student expectations and requirements. Each child at North Pontotoc Elementary School is given an agenda in which teachers and parents communicate daily about homework assignments, test schedules, student achievement, and school events. Parents are encouraged to communicate regularly with the teacher, stay involved in their child's education, and participate in school activities whenever possible. North Pontotoc Elementary encourages parents to become involved in student education by hosting parent events throughout the year. Parents are invited to schoolwide parent/teacher conferences in the fall. Parents are encouraged to schedule individual conferences as needed throughout the year. Parents are encouraged to celebrate student achievements by attending various student award ceremonies (reading fair, read-a-thon, honors day, etc.)

- During the first semester a day is set aside for schoolwide parent/teacher conferences. During the conferences student grades are reviewed. Student testing scores such as MAP, NWEA, and STAR are analyzed with parents to determine the areas of need for student success. Student interventions are discussed with parents if needed. Parents of any student receiving Tier 2 or Tier 3 interventions are invited to the MTSS meetings to be a part of the educational decision-making for their child.

- Upon request and at Title I family nights, parents are provided with materials and training to assist them as they work with their children to improve student achievement. Materials needed to assist the students in reading are distributed at Literacy Parent Nights. Other parent workshops throughout the year provide materials and training in math activities, science activities, health related activities, and other areas that are suggested by parents. Teachers in each grade level also developed a grade level parental engagement reading project for each family to participate in throughout the year. The school also has a Parent Resource Center that is open to parents daily for materials check-out. Parents are also given the opportunity to participate in the weekly “Frog Packets” game boards that are sent home for family engagement activities.
- During professional development sessions all staff will be educated in the importance of parental involvement. They will learn how to reach out to, communicate with, and work with parents as equal partners in the education of children. Parents will serve on school and district level advisory committees. The Title I Parent Committee and the PTO members work together to provide school activities.

H. Information related to school and parent programs, meetings, and other activities are included in classroom newsletters, remind, Class DoJo, and parent invitations are sent home with students. Information is also posted on the school website, school facebook, and school Instagram. Homeless student information is posted in all school buildings. EL teachers at North Pontotoc Elementary are available to assist with Spanish translation and interpretation. Therefore, correspondence is translated in Spanish for EL parents. School handbooks/agendas are provided online in Spanish for EL parents and students.

- North Pontotoc Elementary Parental Engagement Activities include:
  - Participating in Back to School meetings and classroom visit days
  - Attending the fall parent/teacher conference day
  - Participating in Title I meetings and family nights throughout the year
  - Assisting with school and classroom special events  
 Readathon/School Fundraisers/Spring Fling/  
 Jump Rope for Heart
  - Being involved with PTO
  - Attending parent/family workshops
  - Serving on parent committees/school advisory committees
  - Attending school programs
  - School Volunteer Program
  - Muffins with Mom
  - Doughnuts with Dad
  - Father/Daughter Dinner

### **Part III – Accessibility Requirements**

#### **H. Parent Participation:**

In carrying out the parental engagement requirements, North Pontotoc School shall provide full opportunities for the participation of parents with children with limited English proficiency, parents of children with disabilities, and parents of migratory children. Limited English proficiency students, migratory students, homeless students, and students with disabilities are identified upon school registration. North Pontotoc School provides information and school reports in a format and a language such parents can understand. Correspondence to EL parents is translated into Spanish and Arabic if needed. The school handbook/agenda is provided to parents and students in Spanish. Each year the school sponsors an EL parent night in which parents visit the school and are introduced to ways that they can help their children be successful in school. Parents of children with disabilities are involved in developing their child's individual education plans. The district provides a homebound teacher for children who are unable to attend school. The district also provides education for homeless students within the district. Title I funds are available for homeless student assistance and supplies.

### **Part IV – Adoption**

North Pontotoc Elementary School's Parental Engagement Policy/Procedures have been developed and revised jointly with and agreed upon with parents of children in the Title I program as evidenced by meeting minutes.

The Parental Engagement Policy/Procedures were developed by North Pontotoc Elementary School on July 6, 2009. The Policy/Procedures underwent yearly revision by North Pontotoc Elementary School Title I Parent Committee for the 18-19 school year on October 11, 2018. The school will distribute the Parent Engagement Policy/Procedures to parents of participating Title I children on or before October 15, 2018.