

# Elmcrest Elementary Parent and Family Engagement Policy/Plan and Procedures

**2019 - 2020**

Elmcrest Elementary is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Elmcrest Elementary and home work together to promote high achievement by our children. Neither home nor Elmcrest Elementary can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

Elmcrest Elementary recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Elmcrest Elementary intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

## PART 1-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

- A. Elmcrest Elementary will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community. This will be provided:

- At morning Mug presentation and PFA meeting
- An updated copy of policy/procedures on the school's webpage:  
<https://www.washoeschools.net/elmcrest>
- A copy at school events,
- A copy ready at parent-teacher conferences.
- Revision meeting in May

Elmcrest Elementary will have an annual Parent and Family Engagement Policy/Plan and Procedures meeting every spring in the month of May which would take place in the school's multipurpose room. At this meeting, parents will be provided the opportunity to share their input on the policy/plan and procedures.

- B. Elmcrest Elementary will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. The annual Title 1 meeting takes place at our Back-to-School Night event the Friday evening before school starts. This takes place in the school's multipurpose (cafeteria).
- C. Offer flexible meetings, such as meetings in the morning, afternoon and/or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.
- 1) Morning mug every second Tuesday of each month at 9:00 am in the multipurpose room (cafeteria)
  - 2) Elmcrest Elementary can set up a meeting at the Bonanza Casino meeting room for families located in that area.
  - 3) Parent and Faculty Association (PFA) meetings the third Tuesday of every month at times requested by parents and faculty.

- 4) One-on-one meetings available, through home-visits or at the school, with the Family and Community Engagement (FACE) Liaison.
  - 5) Parent-Teacher Conferences held in October and any other meetings between teachers and parents per request of the parents or teachers. If a parent is unavailable to attend in person, phone meetings/conferences can be arranged.
  - 6) Annual Title 1 meeting in the fall at our Back-to-School Night event the Friday evening before school starts.
  - 7) Annual Parent and Family Engagement Policy/Plan and Procedures meeting every spring in the month of May which would take place in the school's multipurpose room.
  - 8) Meetings between admin and parents available per request of the parents or admin.
- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school-wide under Section 1114, and the process of the school review and improvement under Section 1116. Parents are involved in developing and revising the School performance plan with the school leadership team. This takes place once in the fall and once in the spring. At this meeting we will teach parents how to access [School Performance Plan](#) on WCSD website.
- E. Provide parents of participating children—
1. Timely information about programs through:
    - Monthly and weekly informational fliers sent home, for example, monthly newsletters.
    - Updated lobby by the school's office and updated marquee board in the parking lot.
    - The Schools Facebook page and school's main webpage through the WCSD.
    - Connect Ed phone calls every Tuesday and Sunday evening.
    - Monthly Morning Mugs and PFA meetings.
  2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
  3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
    - i. Provide timely information to families about programs through weekly classroom and monthly school-wide newsletters, calendars, progress reports, conferences, and phone calls.
    - ii. · During conferences and throughout the school year, teachers will provide a description and explanation of the curriculum, forms of academic assessments used, proficiency levels students are expected to meet, along with goals and objectives to promote academic and social-emotional growth.
    - iii. · Families are encouraged to contact and meet with the classroom teacher directly for any questions or concerns relating to the education of their child
- **Proficiency levels -**
    - [Parent Roadmap to the CCSS](#)
    - [Smarter Balanced Summative Guide](#)
    - [Interpretive Guide to the Smarter Balanced Summative Assessment Reports -2018](#)
    - [Resultados en Español](#)
    - [WIDA ACCESS for ELs](#)
    - [EL Exit Criteria](#)

F. If school-wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

Parents are able to share comments and concerns through the school's Facebook page as well as through email.

The FACE Liaison is available throughout the school week for parents to set up meetings to discuss any comments or concerns regarding students or the school.

## PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

-Provide frequent reports to parents on their child's progress.

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

- Parent-teacher conferences in the fall.
- Connect Ed Call
- Classroom Dojo
- Face Liaison
- Emails
- Facebook page
- Teachers do positive phone calls to parents
- Administration meets with parents at Morning Mugs and per parents' request
- Communication in home language of family

## BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

- 1) Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
  - a. Discuss proficiency level at conference and explain MAP and academic data.
  - b. Infinite campus and registration support provided for parents on a one-on-one basis to learn how to navigate system, be able to check child's progress daily.
  - c. At conferences parents are provided information on NVKR (read by grade 3). With reading levels, intervention plans and ideas for them to use at home.
- 2) Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
  - a. Infinite campus and registration support provided for parents on a one-on-one basis to learn how to navigate system, be able to check child's progress daily.
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
  - a. Family literacy club-teaching parents how to help their children read.

- b. Infinite campus workshop provided for parents to learn how to navigate system, be able to check child's progress daily.
  - c. A Check and Connect program implemented to raise awareness about attendance and family circumstances.
  - d. School counselor sets up an annual meeting about cultural competencies, respect, and bullying. This is a mandatory meeting for all staff.
- 4) Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
- a. Collaboration with Pre-K program
  - b. 21<sup>st</sup> Century/Team Up after school program
  - c. Bringing in local resources such as Parent University, HOPES clinic, Children's Cabinet, Food Bank.
  - d. Discussion on reading proficiency date; RbG3 requirements.
  - e. Encourage parents to attend Nevada Family Engagement Summit.
- 5) 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.
- a. Information will be distributed to families through home notes, monthly newsletters, conferences, informational bulletin boards, Family Cup of Coffee Meetings, Family Nights, workshops, and home visits.
  - b. Students will receive classroom progress reports as needed and WCSD report cards quarterly as a means to inform parents of current academic achievement or concerns.
  - c. In an effort to enhance communication with our parents/guardians, and respect our non- or limited-English speaking families, translations of written material and interpreters for meetings and conferences are available.
  - d. All Connect-Ed messages from the telephone system will be sent to homes in English or Spanish, depending on the home language preference.
  - e. Elmcrest E.S has a part time FACE Liaison (Family and Community Engagement Liaison) who is available during school hours.

**The following are allowable activities:**

- 6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- 7) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- 8) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions. Parent University provides transportation and interpreters for all their workshops.
- 9) May train parents to enhance the involvement of other parents.
- 10) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation. If a parent is unavailable to attend in person, phone meetings/conferences can be arranged.
- 11) May adopt and implement model approaches to improving Parent and Family Engagement.
- 12) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.

- 13) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities. Bring in resources from the community such as NN Hopes, Food Bank (Smart Shoppers), Join Together Northern Nevada (JTNN), and others to work with parents.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed 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.

- Interpreters at IEP meetings and 504 meetings

PART IV-ADOPTION – This Elmcrest E. S Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Elmcrest E. S. on 5/2019 and will be in effect for the period of 2019-2020. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 5/2019.

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Signature of Title I Authorized Representative

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Date

**Name and Signature of Parents, Students, and Staff Involved in the Parent & Family Engagement Policy Process:**

Name	Signature