**Parent and Family Engagement**

**Saraland Elementary School**

**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 involved.**

Saraland Elementary School (SES) will inform parents of the school's participation in the Title I program and explain the Title I requirements through annual parent meetings. Parents will be notified of the meetings through notices sent home by the students, public postings on the school website, and Schoolcast. Each year a Statewide Parenting Day is held and facilitated by the counselor. Parents are provided with information about their child's school and ways to improve their parenting skills. Title I parenting funds will be used to purchase resources needed to enhance communication with parents concerning their child's academic progress and school attendance.

**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.**

During the first few months of a new school year, SES holds its annual meeting for all parents of participating children. Parents are notified of the meeting through notices sent home with students, mass communication calls, and public posting on the school website. Topics to be discussed at this year's meetings are: Continuous Improvement Plan; an explanation of the school's curriculum and Alabama state standards; Title I program, participation, its services, and parents' rights; an overview of the Parent and Family Engagement section of the Continuous Improvement Plan (CIP); School-Parent Compacts; and Partnership Conference Forms.

**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).**

SES believes in involving parents in all aspects of its Title I programs. Parents, students, and community stakeholders serve on the CIP committee and are active participants in the development of the plan. In addition, these representatives are given the opportunity to review and provide input before the plan is completed.

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

SES uses Title I parenting funds to purchase resources needed to enhance communication with parents concerning their child's academic progress and school attendance.

**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.**

SES provides parent newsletters to keep parents abreast of factors impacting their child's education. At the annual Title I parent meeting, the school will present information about its Title I programs, the curriculum, and forms of assessment used. Parents will become knowledgeable about the following subjects taught: reading, math, language, science, social studies, and physical education. They will also become knowledgeable about procedures for scheduling parent-teacher conferences, tracking their child's academic progress, using PowerSchool home portal, and participating in decisions related to the education of their child. A paper copy of the SES Parent and Family Engagement Plan and a digital link to the online document will be available for parents. Teachers will be available to provide additional information on the subjects they teacher and how students are individually assessed. Fourth and fifth grade parents will participate in partnership conferences to understand their child's academic strengths and weaknesses from summative assessments and develop a plan that ensures academic success.

**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).**

SES revises its school-parent compact annually in June. All parents are given a copy of the compact at the beginning of each school year. The compact is explained to parents, and they are asked to sign the compacts signifying their commitment to working in partnerships with the school to ensure the success of their child. The compacts are discussed with teachers at faculty meetings and teachers are given the responsibility to explain the compacts to students and obtain student signatures. The school principal also signs the compact. Teachers keep a copy of the compact in their classrooms for use during parent-teacher conferences.

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

The CIP committee meets quarterly to review, evaluate, and revise the plan. There are parents, students, and community stakeholders on the committee who represent all the school. Parents are notified through newsletters that copies of the CIP are available in the library and in the school office. Parents are given the opportunity to address unsatisfactory components of the CIP in writing to the school. All parent concerns will be forwarded along with the CIP to central office.

**6a. 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: 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.**

SES will provide training for parents of participating children at its annual parent meeting held at the beginning of the year. At the meeting, parents will receive an overview of the state's academic content standards, academic achievement standards, and assessments. Parents will also receive an explanation of Title I services and information on the parents' rights to be involved in their child's education. Teachers will review how parents can access student information from PowerSchool and how to access resource materials from the school's website and teacher web pages.

**6b. 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:  
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.**

SES's CIP committee strives to ensure parent materials and trainings are closely aligned with the school's identified goals. During the school year, topics that address identified school goals will be covered with parents. Because the CIP has identified both math and reading as a goal, the school will provide both math and literacy resources for families at parent meetings.

**6c. 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:   
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.**

SES will continue to work with its teachers through faculty meetings, grade-level meetings, and in-services to promote the importance of parental involvement and working with parents as partners in the education process. Teachers will send home bi-weekly progress reports to notify parents of their students' academic success.

**6d. 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:  
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.**

SES will continue to work with its teachers through faculty meetings, grade-level meetings, and in-services to promote the importance of parental involvement and working with parents as partners in the education process. Teachers will send home bi-weekly progress reports to notify parents of their student's academic success. Materials can be translated by the English-Learner teacher as needed.

**6e. 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:  
Shall provide such other reasonable support for parental involvement activities as parents may request.**

Communication with parents begins with the School-Parent Compact that is signed by the principal, parent, and student each year. Summative testing data is communicated through the use of Partnership Conference Forms. Additionally, SES hosts an annual Parenting Day with guest speakers on topics that have been requested by parents through surveys. In an effort to emphasize the importance of reading, parents are encouraged to attend the Book Fair with their child. SES also encourages parental involvement through parent meetings, where teachers share about course curriculum and resources that parents can access to help students at home.

**7. 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.**

At the present time, SES's EL population consists of 6 active EL students and 3 EL students who are in the monitoring phase. Due to the size of the system, the ESL teacher is shared by all four schools in the system. She works diligently to provide support to EL families by providing pertinent information in the students' native languages and serves as a translator for parents during meetings with teachers and/or administrators.