Section 1116 Parent and Family Engagement Planning Document

ESSA Section 1116 describes this as "Policy". In Michigan, policy is put in place by school boards. As such, this has been interpreted as a "Plan". The section references will refer to the Policy, while the Layman's Description box will always refer to the Plan.

The Parent and Family Engagement Plan is broken into four sections: POLICY INVOLVEMENT, SHARED RESPONSIBILITIES, BUILDING CAPACITY, and ACCESSIBILITY.

Policy #	Policy	Layman's Description	What is your School Doing?	Notes
1116(c)	POLICY INVOLVEMENT	This section explains how parents must be involve Plan.	ed in creating and updating the Title I Parent and Family En	gagement
1116(c)(1)	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;	Hold an Annual Title I Parent Meeting to review and solicit input on the Parent and Family Engagement Plan.	At Johnson, we hold our Annual Title I Meeting at the beginning of the school year. Parents are notified of the meeting through invitations, Listserv/Skyward email message center, information on school website, teacher newsletters, Facebook, and Twitter site. We include the following information in the Annual Meeting: • Share the Title I Parent Involvement Policy/Plan and ask for feedback • Share the Title I School/Family Compact and ask for feedback • Further explain specific Title I eligibility and services available • Ask for parental input/suggestions regarding our programming needs, which determine meeting topics for future Title I Parent Informational Meetings.	Title I Plan Required
1116(c)(2)	offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part,	Make sure the meeting is accessible to parents. You can spend Title I \$ to make it accessible.	At Johnson Elementary, we offer flexible meeting times and en parental involvement in the following ways: • Host an annual Curriculum/Parent Night, Open House,	



	transportation, child care, or home visits, as such services relate to parental involvement;		 Hold Title I Parent Informational Meetings throughout the school year Offer Kindergarten Orientation, and Open House Conduct Parent/Teacher conferences at least once per year (Fall) a more if needed Invite parents to events such as "Family Literacy Night" where families developed success plans for continued summer literacy success Hold monthly Johnson Parent Teacher Association meetings at valitimes, based on parent survey feedback Offer movie nights, Family Picnic, Curriculum Night, and Open Hole Encourage parents to volunteer and participate in classroom and building activities (i.e., classroom projects/activities, Fun Run Day, etc.) Host a family celebration at the beginning or end of the year Flexible IEP and BEST times Contact with school social workers Encourage participation in the summer reading program
1116(c)(3)	involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;	Parents should also be involved in the Title I Targeted Assistance or Schoolwide Plan. You can use the Annual Title I Parent Meeting to do this, or you can do it in other ways, such as having parents on your School Improvement Team.	At Johnson Elementary we encourage our parents to review and provide input to our program in the following ways: • Review and solicit feedback on the Parent Involvement Policy/Plan in various ways (i.e. Title I Annual Meeting, PTA, Parent Nights, etc.) • Share the school Parent Engagement Plan at the Parent Curriculum Night, Title I Annual Meeting, Johnson Parent Teacher Association meetings, Johnson Website • Post a suggestion box for parents to give their thoughts and opinions



			 Have a Title I section in the monthly school newsletter to share important information regarding policy, parent participation, services available, (i.e. Title I Annual Meeting dates, interventions, Resource Night, etc.) Parent Compact will be distributed to parents at fall conferences. Parents will initial/sign to ensure that they have reviewed the document Annual online parent survey is conducted. Computers and paper copies are also available to encourage participation. Review and revise the Parent Involvement Policy to incorporate suggestions based on the parent survey results Utilize all avenues of communication with parents (school newsletter, classroom newsletters, phone messages, Facebook, Twitter, district publications and website) to increase parent involvement An Annual Title I meeting will be held to review programming, the Parent Involvement Policy, and to ask for suggestions
1116(c)(4)(A)	provide parents of participating children timely information about programs under this part;	When are the times (Annual Title I meeting and other times as appropriate) that you let parents know about your your Title I Program?	Johnson Elementary School will provide timely information to parents through: Open House prior to start of school Annual Title I meeting prior to Fall Curriculum/Parent night (childcare provided) Report Cards District web site – Policy and compact available on website School / Classroom newsletters / District newsletters, Message Center



			 Facebook and Twitter Parent Conferences as neededmeet intervention specialists / see intervention programs / discuss student's progress thus far Weekly Communication Packets Personal contacts by teacher, social worker and/or principal - telephone calls / e-mail correspondence
1116(c)(4)(B)	provide parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards;	At the meeting, explain the curriculum, what assessments are used, and an overview of how the students are doing with the assessments.	Johnson Elementary School will provide timely information about curriculum and assessment to parents through: Annual Title I meeting in conjunction with Fall Curriculum night Curriculum Night/Parent Night Johnson Newsletter, and Message Center Parent conferences fall and springAdditional conferences upon parent/teacher request Report cards Skyward/Family Access Parent workshops Daily Take Home Folders and Student Agendas/Planners to be reviewed/signed daily Johnson Elementary website – Policy and compact available on website. School / Classroom newsletters /District newsletters /District Website Early Parent Conferences as needed- meet intervention specialists / see intervention programs / discuss student's progress thus far Kindergarten Orientation, K-Days Parent Meetings, phone calls, email correspondences Title I information will be added as a standing agenda at the PTA monthly meetings Parent curriculum link on district website to inform parents of specific grade-level curriculum and state standards



			 Reference to curriculum found on Oakland County and State of Michigan websites Student data binders 	of
1116(c)(4)(C)	provide parents of participating children, 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 practicably possible	If requested, meet with parents outside of the annual meeting to take their suggestions on the Title I Program, Parent Involvement Plan, or curriculum and assessment. Respond to the suggestions promptly.	Johnson Elementary School will provide parents an opportunity to interact with their children's school by: • Utilizing the suggestion box through the district website • Encouraging parents to email suggestions to the school administrator • Including Title I as a regular agenda item at Johnson Parent Teacher Association meetings. • Utilizing parent feedback to revise and update our Title I program to meet the needs of all parents and students • Collecting and analyzing parent perception data through annual School Improvement Surveys • Sharing suggestions and comments with the Johnson staff and act on suggestions as appropriate • Encouraging other individual correspondence between parents and school staff including telephone calls/e-mail correspondence • Hosting fall and spring conferences (if needed) to discuss student progress, achievement, Student Action Plans, Title I School-Family Compact, goals, Leader and Me initiative and the 7 Habits and interventions • Having Extra conference times are available upon parent/teacher request • Utilizing the suggestion box through the district website	



			Gathering anonymous parent feedback at Title I Annual Meeting and through an annual online survey	
1116(c)(5)	if the schoolwide program plan under section 1114(b) 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 local educational agency.	Document any parent comments from the Annual Title I Parent Meeting.	Johnson Elementary will provide parents an opportunity to submit concerns regarding the Title I plan by: Conducting parent surveys Conducting parent surveys during family events and training workshops such as Literacy Night Communicating to principal through individual correspondence such as phone calls or e-mail correspondence Principal will meet with Director of State and Federal Programs and Deputy Superintendent to share parent concerns Title I principals meet on a regular basis to address concerns and needs of Title I parents School board liaison visits Johnson on a regular basis to receive and update on the needs and concerns of Title I parents	Title I Plan Required
1116(d)	SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT.—As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part 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 and the means by which the school and parents will build and	compact at the Annual Fall Title I Meeting. Rev	:/Student compact: eloped by the parents and staff and is reviewed annually. Parent visions are made based on parent survey results and additional s pact and Parent Involvement Plan was also sent to the Title I Pa	suggestions



	develop a partnership to help children achieve the State's high standards.			
1116(d)(1)	describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time;	The compact must describe what the school and parent responsibilities are to promote student achievement. See examples in the policy description.	The Parent/School Compact will be shared annually at Parent/Teacher Conferences each fall. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child's learning at home and school. At Johnson Elementary, we will: • Host fall conferences and include a review and discussion of the School-Family Compact and student progress. Spring conferences are held to discuss student progress, as well. Conferences are also available by request • Include a review of the School-Family Compact in the Title I Annual Meeting to create awareness and parental feedback • Post a suggestion box by the plan, for parents to give their thoughts and opinions about the School-Family Compact • Solicit feedback about parent-friendly language at the Title I Annual Meeting (Parents are asked to review the language on the compact and indicate if anything was not clear or needed to be clarified. Compacts with feedback can be turned in at the meeting or at a later time) • Gather anonymous parent feedback through an annual online survey • Ensure that the Compact includes parent-friendly language for clear understanding • Make progress reports and Skyward Family Access student progress data available to all families	Compact Required



			 Create action plans with parent and teacher input at the fall conferences Provide IEP and 504 plans to qualifying students 	
1116(d)(2)	address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:	The compact must address ongoing communication between teachers and parents.	At Johnson Elementary School, we provide families with student progress: Skyward Family Access provides 24 hour updated information available for parents to review student progress Three district electronic report cards are available per year. Hard copies are available upon request. Student planners are used daily to communicate progress, as well as informational and assessment information Parent phone calls and emails are used to communicate as needed Fall and spring conferences (when needed) are held to discuss student progress, School-Family Compact, achievement, Student Action Plans, and interventions. Additional conferences are also available by request Various support resources are used for student academic practice, which also reports student progress, such as Xtra Math, Moby Max/Literacy, and Math Expressions Online Classroom newsletters/websites and Message Center are used to remind parents of important upcoming dates and information directly related to student progress Daily Behavior Plans, IEP's, IEP progress reports, and 504 plans are used for individual students as needed	Compact Required



1116(d)(2)(A)	parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;	The compact must be discussed at parent teacher conferences at least annually.		Compact Required
1116(d)(2)(B)	frequent reports to parents on their children's progress;	The school must "frequently" report to parents on progress.	At Johnson Elementary School, we provide families with student progress: Skyward Family Access provides 24 hour updated information available for parents to review student progress Three district electronic report cards are available per year. Hard copies are available upon request. Student planners are used daily to communicate progress, as well as informational and assessment information Parent phone calls and emails are used to communicate as needed Fall and spring conferences (when needed) are held to discuss student progress, School-Family Compact, achievement, Student Action Plans, and interventions. Additional conferences are also available by request Various support resources are used for student academic practice, which also reports student progress, such as Xtra Math, Moby Max/Literacy, and Math Expressions Online Classroom newsletters/websites and Message Center are used to remind parents of important upcoming dates and information directly related to student progress Daily Behavior Plans, IEP's, IEP progress reports, and 504 plans are used for individual students as needed	Compact Required



1116(d)(2)(C)	reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities;	Parents should be able to volunteer, observe, and have access to school staff.	At Johnson Elementary School staff ensures parents have access to communicate with them about their child's education in a variety of ways including: • We have an open door policy for parents with both staff and administration • Staff invite parents to contact them through email and daily planners/daily folders • Parents are encouraged to participate in many school activities, such as room parents, chaperones for field trips/class activities, assistants/participants in various events (i.e., Math Pentathlon, Leader in Me family Nights, Fun Run, Mileage Club, Popcorn Friday Poppers, etc.) • Social Work referrals allow for parents to contact social worker and request support • Parents are a valuable part of our safety plan, as they serve as lunch aides, and classroom helpers • Johnson Parent Teacher Association is an open group which encourages parent involvement on many levels, including ongoing roles, in addition to project based opportunities	Compact Required
1116(d)(2)(D)	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.	Ensure meaningful, two-way communication in a language that parents can understand.	At Johnson Elementary School, information is shared with parents in a language and format they can understand. Examples include: • Message Center, monthly newsletter, Facebook, Twitter and classroom newsletters regularly inform of school/parent programs and important information • Daily planners and folders communicate progress, programming and information to families	Compact Required



			 Newsletters are translated when needed and interpreters are used for school events, programs, informational meetings, conferences, etc. Accommodations for parents who are non-English speakers are available when needed Title I Parent meeting is conducted to discuss school and Parent Involvement Programs Information is shared during Curriculum/Parent Night through principal and teacher presentations Electronic communications are done through Listserv, Message Center, and the school and district website Information is also shared at Kindergarten Orientation, and K-Days 	
1116(e)	BUILDING CAPACITY FOR INVOLVEMENT.—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 local educational agency assisted under this part			
1116(e)(1)	shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;	The school will help parents understand the state standards, state and local assessments, the Title I Plan, and how parents can check on how their kids are doing.	At Johnson Elementary School, staff annually shares the State's content expectations with parents, the state's annual assessment (M-STEP) with parents, and how to monitor their child's progress: • Parent/Teacher conferences at least once per year (Fall) and Spring if needed to discuss student progress and share information about standards, goals and assessments • Additional conferences are available upon parent/teacher request	Title I Plan Required



Information is shared at Parent (curriculum) Night in the fall Student assessment data profiles are generated from illuminate, M-STEP, IREADYand NWEA/MAP test information communications are sent (i.e., letter home, Listserv, newsletters, Message Center) Family Access is used to share assessments scores with parents A family night is offered to provide explanation on using Family Access to access their child's assessment scores, data and report cards The monthly Johnson Newsletter, Message Center or teacher websites will include explanations on how to interpret scores on student assessments Academic standards and assessment information are shared electronically via report cards and Skyward/Family Access. Hard copies are available upon request Communications are sent through the Huron Valley Schools District Website, Skylert, Skyward, Johnson Newsletters, Message Center or Monthly school newsletters, Message Center and classroom newsletters, Message Center and classroom newsletters, Message Center and classroom newsletters, Information Parent workshops and enrichment opportunities (i.e., Reading/Math Night, Leader in Me activity night) offer opportunities for teaching assistance to parents regarding academic standards and	
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			 Kindergarten Orientation, K-Days, and provide assessment information for our youngest learners and new families to support their child's learning Parent meetings, phone calls, and email correspondences are additional means for providing information The Parent Curriculum Link is scheduled to be on the district website to inform parents of specific grade level curriculum and state standards A link to the Math Expressions online website is on the Johnson website Reference to the curriculum is found on the Oakland County and State of Michigan websites Data shared at Individualized Education Plan (IEP) team meetings for students requiring IEP services 	
1116(e)(2)	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 (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;	The school will train parents on how to work with their kids at home to support achievement.	At Johnson Elementary School staff will provide parents with appropriate materials and offer training in our school to enable them to support their child's academic progress. These include: Technology Training—Presenters from the Huron Valley to train parents in effective uses of technology for supporting student learning. using Family Access, and finding other district information Family Literacy Night—Parents learn strategies and activities to support their child's literacy development. Parents receive games to play and an age appropriate book to use when working with their child	Title I Plan Required



			 Materials and training are provided to kindergarten parents/families at Kindergarten Orientation, K-Days, and Parent Night Curriculum is shared through a fall curriculum night held at each grade level Academic standards and assessment information are shared electronically via report cards and Skyward/Family Access. Hard copies are available upon request The Parent Curriculum Link is scheduled to be on the district website to inform parents of specific grade level curriculum and state standards Various materials and training opportunities are shared through the Huron Valley Schools District Website, and Johnson Elementary School website/blog Monthly school newsletters, Message Center and online classroom newsletters communicate opportunities to support parents/families with materials and training Parent Meetings, phone calls, and email correspondences are additional means for providing materials and information. This is done for large groups of students, as well as individual students 	
1116(e)(3)	shall 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, 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;	The school will train its staff on how to work with parents as equal partners.	 At Johnson Elementary School, coordination with other programs for parent involvement includes: The Johnson Parent Teacher Association meets monthly, parents are encouraged and invited to be involved in the school programming and activities Parents are informed about school activities during the District Title I Parent Meetings for example: 	Title I Plan Required



1116(e)(4)	shall, to the extent feasible and appropriate,	The school will coordinate all of these	Math Expressions, Parenting Workshops, Parent Resource nights through Oakland ISD, and ADHD Parent Workshop Math/Literacy and Activity Parent events offer opportunities to involve families with academic support Junior Kindergarten - During Kindergarten Orientation, parents are informed of the opportunity for their child/children to participate in our Junior Kindergarten program. Family Literacy Nights—The purpose of Johnson Family Literacy Nights is to provide strategies for parents of all students to support literacy growth in the home. This event is for all Johnson students, including special education students, ELL students, etc. Blessings in a Backpack—The Huron Valley Optimist Club plans to provide weekly backpacks of food for our students receiving free and reduced lunch Johnson Champions to provide holiday support to families in need At Johnson Elementary we	Title I Plan
	coordinate and integrate parent involvement 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 parents in more fully participating in the education of their children;	requirements with other programs that may also involve parents. Try to work it into other programs, rather than seeing "Title I Parental Involvement" as its own activity to perform.	Offer Title 1 Parent Information Night the same night as our building wide Curriculum Night	Required
1116(e)(5)	shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a	All communications with parents should be in a language they can understand.	At Johnson Elementary School, information is shared with parents in a language and format they can understand. Examples include:	Title I Plan Required



	format and, to the extent practicable, in a language the parents can understand;		 Message Center, monthly newsletter, Facebook, Twitter and classroom newsletters regularly inform of school/parent programs and important information Daily planners and folders communicate progress, programming and information to families Newsletters are translated when needed and interpreters are used for school events, programs, informational meetings, conferences, etc. Accommodations for parents who are non-English speakers are available when needed Title I Parent meeting is conducted to discuss school and Parent Involvement Programs Information is shared during Curriculum/Parent Night through principal and teacher presentations Electronic communications are done through Listserv, Message Center, and the school and district website Information is also shared at Kindergarten Orientation, and K-Days 	
1116(e)(6)	may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;	Schools can involve parents when training teachers about parental involvement.	At Johnson Elementary, parents are given an opportunity to serve on: School Improvement Survey Title 1 Parent Advisory Council	Title I Plan Optional
1116(e)(7)	may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;	All family engagement activities need to be linked to learning, so family engagement activities like family nights should be teaching families how to reinforce literacy skills at home.	At Johnson Elementary, we provide additional literacy support through: Tier 2 Literacy Support Increased literacy paraprofessional support Family Literacy Night	Title I Plan Optional



1116(e)(8)	may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;	Schools can use Title I funds to pay for reasonable expenses so parents can participate in meetings and trainings.	At Johnson, families have access to:	Title I Plan Optional
1116(e)(9)	may train parents to enhance the involvement of other parents;	Schools can use parents in a train-the-trainer model for parental involvement.	At Johnson Elementary, we may solicit parent volunteers for family engagement nights.	Title I Plan Optional
1116(e)(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 parental involvement and participation;	Schools can set up a variety of types of meetings at school or at homes for parental involvement.	At Johnson Elementary, we provide opportunities for parent to attend meetings: In person Virtually By phone	Title I Plan Optional
1116(e)(11)	may adopt and implement model approaches to improving parental involvement;	Schools can use Title I funds to purchase resources or programs to implement in order to address any parental involvement weaknesses identified in the CNA	At Johnson Elementary we will consider this option	Title I Plan Optional
1116(e)(12)	may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;	Districts can form a parent advisory council to advise the district on parental involvement.	At Johnson Elementary we provide opportunities for parents to participate in: District Parent Council Title 1 Parent Advisory Council	Title I Plan Optional
1116(e)(13)	may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and	Schools can involve other organizations and businesses in parental involvement activities.	At Johnson we partner with community agencies such as: law enforcement clergy community Sharing 	Title I Plan Optional
1116(e)(14)	shall provide such other reasonable support for parental involvement activities under this section as parents may request.	Schools will provide any other reasonable supports that parents request not described elsewhere in Section 1116.	At Johnson Elementary we provide: Translators Virtual options Handicaped accessible walkways and halls	Title I Plan Required



ACCESSIBILITY.—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.	The school will make every effort to provide all required information in Section 1116 and other federally required reports in a format and language parents can understand.	At Johnson Elementary we provide:	Title I Plan Required
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