

**McRae Elementary School
Family and Community Engagement Plan
2023-2024**

Page 1 of 1

School Name:	McRae Elementary
Facilitator Name:	Katherine Jimerson
Plan Review/Revision Date:	Revised June 2023
District Level Reviewer, Title:	Christine Harrell, Federal Programs Coordinator
District Level Approval Date:	

Committee Members, Role:

First Name	Last Name	Position
Heather	Franks	Principal
Katherine	Jimerson	Parent Facilitator
Scott	Jones	Asst. Prin.
Logan	Mason	Counselor
Kristi	Smith	Math Coach
Amy	Clay	Parent/Teacher
Libby	Yancey	PTO President/Parent

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Parents have an opportunity to provide feedback on the parent and family engagement plan through surveys or opportunities to attend onsite or offsite meetings.

- The school parent facilitator will review the family and community engagement plan with parents at the spring PTO meeting and will ask parents for feedback and suggestions. The parent facilitator will continue to facilitate discussions about parent engagement at PTO meetings throughout the school year.
- The school will involve parents on the family and community engagement plan committee. To support this process, the school will offer both staff and parent training on how to contribute to this process in a meaningful way.
- The parent and family engagement plan will be made available to families and the local community by posting it on our school web page. The school website is available in English, Spanish and Vietnamese.
- Parent comments will be submitted to our District Federal Programs coordinator if the Title 1 Schoolwide Plan is not satisfactory.
- Parents will share with the building principal if they have requests for opportunities to have additional meetings.
- The school parent facilitator will share ways that school Parent Involvement money has previously been spent and will ask for suggestions for how this money should be used for the upcoming school year.

2: Building Capacity of School Staff

(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Teachers at McRae receive professional development on parental involvement.

- New teachers will receive two hours of training on parental involvement. Returning teachers will receive the required two hours of training on parent involvement every fourth year.
- Teachers will be provided necessary training on communication tools such as School Status and Schoology to assist them in communicating with parents and families.
- Collaborative team meetings will include parent involvement planning and ways to seek parental support and assistance with students in each grade level. Additionally, faculty will be encouraged to reach out and communicate with parents as equal partners on a regular basis.

- The school will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitations: use of and access to the DESE website tools for parents, assistance with nutritional meal planning, and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by DESE. These resources will be provided in a language and format that parents and families can understand.
- Parents will be offered volunteer training during at least one PTO Meeting each school year.

3: Building Capacity of Parents

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

- An annual Title 1 meeting is held each August before school starts. This meeting will be held either in person or virtually, depending on health and safety regulations. This meeting will inform parents of what a Title 1 school is, what Title 1 money is used for at the school and the importance of each family completing the Free and Reduced lunch form to determine eligibility.
- Parent meetings are scheduled each semester to gather input, provide information about student curriculum, strategies to support their child's academic progress, share appropriate learning activities for literacy and technology, and math, and training of parent volunteers.
- PTO has been developed for McRae Elementary to foster parental and community involvement within the school.
- The Elementary handbook includes the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- Parents may check out materials from the Parent Resource/Involvement Center, be provided a computer to check grades or visit the district website. McRae Elementary Parent Resource Center will be open during school hours and offers a checkout system for families as well.
- We provide training for parents of ESOL/Migrant students on how to use HAC, PowerSchool, Schoology and other programs. We also help their child learn English at home using their native language.

4: Reservation of Funds

(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

- The school will reserve one percent of the Title I, Part A allocation for parent and family engagement activities.
- Parents may check out materials from the Parent Resource/Involvement Center, be provided a computer to check grades or visit the district website. McRae Elementary Parent Resource Center will be open during school hours and offers a checkout system for families as well. The Parent Resource/Involvement Center will promote and support responsible parenting by using available funds to purchase books, magazines, or other informative materials so families have the opportunity to borrow them.
- The school will distribute packets or make available on our school website a copy of the parent and family engagement plan, survey for volunteer interests or roles for families to be involved in their child's education, activities planned for the school year, and ways to communicate with faculty.
- PTO has been developed for McRae Elementary to foster parental and community involvement within the school.
- The school parent facilitator will share ways that school Parent Involvement money has previously been spent and will ask for suggestions for how this money should be used for the upcoming school year.
- Parents will be provided an opportunity to share input on how funds reserved for parent and family engagement are allotted.
- The school Leadership Team will annually discuss potential barriers, needs and strategies to/for parent involvement and engagement.

5: Coordination of Services

(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional support and resources to families.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

- The school will reach out to local businesses and organizations to collaborate on school activities such as open house, family outreach nights, parent/teacher conferences, STEM activities, and literacy/math initiatives.
- School meetings are scheduled at a variety of times and phone conferences or Google Meet conferences are arranged for families that can not attend school.
- Capturing Kids Hearts model has been adopted to build strong relationships with students and their families in a positive manner that supports student achievement goals. This is also added to our school improvement plan.

6: Communications

(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

- The parent and family engagement plan will be made available to families and the local community by posting it on our school web page. The school website is available in English, Spanish and Vietnamese.
- Meetings for parents and families alternate between morning, afternoons, and evening times to accommodate our students' families.
- The Parent and Family Engagement plan is written so that it is understandable and provided in language that parents can understand, informational packets are appropriate for the age and grade of each child.
- The school will distribute a monthly newsletter to parents that are developed with participation from the Building Admin, PTO, faculty, and family engagement facilitator. It will include school news, events, ways to communicate regularly through 2-way communication with teachers, and tips for literacy and math that will assist with homework and study skills.
- Parents have access to HAC on our school website that allows them to access their child's grades using a PIN number provided at the beginning of the year and upon request.
- Teachers will contact parents regularly through emails, phone calls, notes home, or apps (School Status, Schoology) to communicate about their child's progress.
- The school will provide parents progress reports and report cards each quarter regarding their child's academic progress.
- The school will use our student handbook, school website, signage at the school main office, and parent meetings to share our School wide Title 1 Plan and how families can get a copy upon request.

- The school will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitations: use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning, and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- The school and district will communicate pertinent information about school events and closures using a school and district wide phone call and text messaging system. This information will also be available on school social media pages.
- Teachers will hold two state-mandated parent/teacher individual conferences (October 19, 2023 and February 13, 2024). Families will learn about scores, interventions, and ways they can assist their child in achievement goals.

6: Annual Title 1 Meeting

(Describe the details regarding the Annual Title I meeting used to inform parents of the requirements of Title I, Part A, the school's participation, and the parent's right to be involved.)

- The annual Title 1 Meeting for McRae Elementary will occur at Open House on August 10, 2023. We will provide parents with the requirements of Title 1, Part A, our schools participation in Title 1, Part A and inform parents of their right to be involved. We will also provide information regarding their access to teacher qualifications and the right to request meetings.

7: School-Parent Compact

(Describe the process the school will follow to jointly develop with parents a School-Parent Compact as required under Title I Part A. Outlines how parents and entire school staff with students share responsibility for improved student academic achievement; importance of regular two-way, meaningful communication through various means; how families access the compact to understand shared responsibilities.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

- School staff, families, and students from our Student Leadership Team will be able to provide input to our school-parent-student compact. The compact outlines how parents, school faculty, and students share the responsibility for improving student academic achievement. Stakeholders will have the opportunity to sign the compact.

- The school will provide parents with report cards each quarter regarding their child's academic progress.
- Teachers will contact parents regularly through emails, phone calls, notes home, or through apps (Class Dojo, School Status) to communicate about their child's progress.
- Two state-mandated parent/teacher individual conferences each year on October 19, 2023 and February 13, 2024. Families will learn about scores, interventions, and ways they can assist their children in achieving goals. Grading procedures will be reviewed as well.

8: Reservation of Funds

- The district reserves one percent of the Title 1, Part A allocation and allocates it systematically to Title 1 Schools.