

MAYFIELD ELEMENTARY SCHOOL
Family Engagement Plan

Components:

- A. The Family Engagement Plan is developed with parental input and is distributed to and reviewed by parents. Parents are notified of the plan in an understandable and uniform format and, as possible, provided in a language the parents can understand.
- Mayfield School holds Title I Parent Advisory Board meetings to develop and review the Family Engagement Plan to meet the changing needs of parents and school.
 - The Family Engagement Plan is published in the student agendas in an understandable and uniform format and, as possible, in a language the parents can understand.
 - The Family Engagement Plan is available to parents on the school's website: www.clevelandschools.org.
- B. The school's Family Engagement Plan is made available to the local community and updated periodically to meet the changing needs of parents and school.
- The Family Engagement Plan is available to the local community and out BEST Partners on the school's website: www.clevelandschools.org.
 - Mayfield School conducts meetings with the Parent Advisory Board to review and update the Family Engagement Plan to meet the changing needs of parents and school.
- C. The school has convened an annual Parent Meeting to inform parents about the school's parental engagement programs and right of parents to be involved.
- Mayfield School holds an annual Parent Meeting in August to explain the school's parental engagement programs and the right of parents to be involved. Family engagement programs provide information about curriculum, Student/Family/School Compact, assessments, standards, parent conferences, PTO meetings, Fine Arts Night, literacy sessions, ESL sessions, transitional programs and musicals.
 - Parents are informed in the annual meeting of how they will receive information about school programs through the Mayfield School sign, flyers, student agenda and Blackboard messages.

- D. The school offers a flexible number of meetings - mornings or evenings.
- Mayfield School schedules parenting sessions, Parent Teacher Organization (PTO) and Parent Advisory Board meetings at different times - mornings & evenings so parents can attend and be involved in the education of their children.
 - Mayfield School schedules meetings at other locations (BETA Club Banquet is held at Johnston Woods and Fifth Grade Achievement Celebration is held at a convenient location in the community for parents and friends).
 - Christmas musical production is held in the Conn Center at Lee University to make the school program more accommodating for parents and students.
- E. Parents, or an adequate representation of parents, are involved in an organized, on-going, and timely way in planning, review, and improvement of the school's Family Engagement Plan and joint development of the school-wide program plan (TSIP).
- Mayfield School invites parents to serve on the Parent Advisory Board to plan, review, update and improve the Family Engagement Plan.
 - An annual Needs Assessment is sent to parents for their suggestions on improving the Family Engagement Plan and the school-wide program (TSIP)
 - The Needs Assessment results are reviewed by the Parent Advisory Board and addressed as quickly as possible so necessary changes can be made to meet the changing needs of parents and school.
 - Mayfield parents assist with planning and reviewing the school-wide program plan (TSIP) every year.
- F. The school provides parents with timely information about school programs under NCLB section 1118.
- Mayfield School holds an annual Parent Meeting to explain parental engagement programs to parents and how they can be involved.
 - Mayfield School provides student agendas that explain school rules, procedures, our discipline code and other pertinent information.
 - Parents may use the school's website: www.clevelandschools.org for up to date information on school programs.
 - Mayfield School utilizes the Mayfield School sign, sends flyers, Blackboard messages and notes home well in advance to inform parents of upcoming events: Open House, Parent Orientation, Family Nights, Fine Arts Night, literacy sessions, musicals and parent conferences.
- G. The school provides parents a description and explanation of the curriculum the school uses, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

- Mayfield School schedules annual grade level Parent Orientation meetings and holds parent conferences to discuss and explain the report card, school/state standards, the forms of assessment and results of these assessments, how to monitor a student's progress and the proficiency levels students are expected to meet.
- Mayfield teachers send student reading assessment results to parents on a regular basis so parents can monitor their child's progress.
- During parent/teacher conferences, teachers discuss with parents the components of the Student/School/Parent Compact and outline 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 develop a partnership to help students achieve the state's high standards.

H. Per parent request, opportunities are provided 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.

- Mayfield School holds parent conferences as requested by parents to discuss student progress and to decide the best plans for academic or behavior improvement as practically possible.
- Mayfield School holds support team (may include principal, vice principal, classroom teacher, resource teacher, guidance counselor, school psychologist, school resource officer or speech therapist) meetings with parents as needed to make informed decisions relating to the education of student involved.
- Mayfield School provides an annual Needs Assessment to get feedback from parents on improving the education of students.

I. A process is in place to submit parent comments on the school program (TSIP) if it is not satisfactory to the parents when the school makes the plan available to the district/LEA.

- Mayfield School includes parents on the school-wide program (TSIP) committees for their input relating to the education of students.
- Mayfield School's school-wide program (TSIP) is available to parents on the school website: www.clevelandschools.org.
- Parent comments on the school-wide program (TSIP) can be made by emailing Randall Stephens, Principal, at rstephens@clevelandschools.org or Bob Pritchard, Vice Principal, at bpritchard@clevelandschools.org.

J. Assistance is provided to parents in understanding topics such as the State's academic content standards, State's student academic achievement standards State and local academic assessment, how to monitor a child's progress and work with educators to improve student achievement

- Mayfield School holds an annual Parent Orientation for parents to provide information about school's curriculum, state academic achievement standards, state/local academic assessments, report card, how to monitor a child's progress and work with educators to improve student achievement.
- Mayfield School holds parent conferences biannually and as requested by parent or teacher to address student progress.
- Mayfield School sends mid-nine weeks progress reports to parents so conferences can be scheduled to discuss how to improve their child's academic achievement, behavior or other concerns.
- Mayfield School sends report cards home at the end of each nine weeks so parents can monitor their child's progress.
- Mayfield School provides classroom observations as requested by parents by appointments only and classroom schedules permitting.
- Mayfield School provides parents access to staff through phone calls, emails or requested conferences during the teachers' planning times to discuss a student's progress or behavior and to set up volunteer schedules.

K. Materials and training are provided to help parents work with their children to improve their achievement, such as literacy training and using technology to foster parent engagement.

- Mayfield School provides all basic school supplies for all students through Title I funds.
- During Parent Orientation teachers present parent sessions using technology as a tool for improving academic achievement and introducing academic websites.
- Literacy training is a part of Parent Orientation meetings held on each grade level to inform parents about the school's reading program, to share reading tips with parents and how to support the reading program at home.
- Mayfield School holds parenting sessions with guidance counselor on topics of interest to parents, such as the school's safety and drug program, etc.
- Mayfield School holds parent conferences to discuss student progress and how parents can work at home with their child to improve academic achievement.
- Mayfield School provides parenting tips available through the monthly Parent Newsletters.

L. Staff are educated with the assistance of parents in the value and contribution of parents, and in working with parents - how to reach out to, communicate with, and work with as equal partners, implement and coordinate parent programs, build ties between parents and the school

- Mr. Stephens, Principal, trains staff on how to reach out to, communicate with, and work with parents as equal partners through Professional Development.
- Mayfield School uses Parent Teacher Organization (PTO) meetings, Open House, Parent Orientation, parent conferences, Needs Assessment, parenting sessions, Parent Surveys, Fine Arts Night and a Parent Advisory Board for building ties between parents and school.

- Mayfield School distributes a Parent Volunteer Manual to parent volunteers, and a parent information form informing the teachers of parents' special interests, dates and times they are available to volunteer in the teachers' classrooms and the Needs Assessment results to inform staff of ways to improve communication with parents.

M. Family engagement strategies are coordinated and integrated with family engagement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, State-run preschool programs, transition programs between Grade K and higher levels of school and into college or work, and Title III language instructional programs.

- Mayfield School holds afternoon and night kindergarten registrations in May and welcomes incoming kindergarten students with "Welcome to Kindergarten Kits."
- Mayfield kindergarten teachers plan a "meet the parent and student" kindergarten activity at the beginning of the school year to welcome parents and students to Mayfield.
- Mayfield School holds an annual Parent Orientation for kindergarten parents in August.
- The Mayfield librarian invites students' preschooler siblings to our Book Fairs.
- Mayfield School informs parents of Head Start opportunities and activities for pre-school children and makes parents aware that information may be obtained by contacting the Family Resource Agency at (423) 479-9339, extension 3510.
- An evening middle school registration for fifth grade students and parents is held at the Cleveland Middle School.
- Cleveland Middle School counselors are provided for parents and fifth grade students during in-school registration to answer parent and student's questions about the middle school's curriculum and school programs.
- 'Shadow a Raider Orientation' is held by Cleveland Middle School for all fifth grade students so that each student can shadow a middle school student for a day to get a better understanding of a sixth grader's daily schedule.
- Mayfield School guidance counselor holds an annual Career Day for all grade levels to introduce students to job opportunities available as careers.

N. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and to the extent possible, in a language the parents can understand.

- Mayfield School utilizes the Mayfield School sign, flyers, Blackboard messages for each upcoming school activity, program and meeting.
- Mayfield School translates Blackboard messages into Spanish when possible.
- Mayfield School teachers send agendas home daily to inform parent of programs, homework and upcoming class events.

- Mayfield School provides Student/School/Parent Compact, Home Language Survey, Parent Conference forms, Migrant Forms and a Parent Involvement Plan in Spanish.
- O. Provide other reasonable support for parent engagement activities per parent request (example: transportation, childcare).
- Mayfield School provides an annual Needs Assessment for parent input on how beneficial the school's program is to students' education.
 - The Needs Assessment gives parents an opportunity to list family engagement activities they would like added or deleted from the school's program.
 - The school's Parent Advisory Board reviews the Needs Assessment results, addresses their findings and passes this information to the school faculty and staff to be used to improve the school's family engagement activities when practically possible.
 - Cleveland City Schools provide transportation to the homeless students to keep students in the same academic setting, to the extent possible.
 - Mayfield School's parent coordinator provides transportation to parents that want to attend special parenting sessions and do not have transportation.
 - Mayfield School provides childcare when possible for family sessions.
- P. Local educational agencies and schools, to the extent possible, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent possible, in a language parents understand.
- Office receptionist translates for Spanish speaking parents who have questions during school hours.
 - Mayfield School removes barriers for parents of students with limited English proficiency by providing translators as needed during parent orientation, parent conferences, PTO meetings.
 - Mayfield School has two teachers on staff who are used as needed to translate for Spanish speaking parents during regular school hours.
 - Mayfield School works with disabled parents according to their handicaps and needs by providing handicap parking, ramps and elevators.
 - Mayfield School provides liaisons to assist with meeting the needs of the migrant and homeless families by enrolling the students as quickly as possible and providing transportation when needed.
 - Mayfield School provides migrant and homeless training to the school's faculty and staff annually.

***Title I does not discriminate on the basis of race, color, national origin, sex, handicap or age.