

# **Title I Parent and Family Engagement Policy\***

## **Suzanne M. Henseler Quidnessett Elementary School**

Quidnessett Elementary School (QES) is North Kingstown's Title I Schoolwide program school.

**Our school community is one in which all families will be meaningfully engaged for student success. All parents and family members are encouraged to be active participants in their child's education.** *Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written parent and family engagement policy agreed on by the parents that describes the requirements of (c) through (f) as listed below and outlined in Title I law:*

**A. POLICY INVOLVEMENT** Each school served under this part shall –

*1. Convene an annual meeting, at a convenient time, to which all parents 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;*

**QES ensures this by the following:**

**This meeting is held annually as part of the school Open Houses each September. Any presentation material/notes (i.e. Power Point slides) will be posted on the school website and summarized in the school newsletter. Printed copies of the materials are available through the Family Center and the main office.**

*2. Offer a flexible number of meetings, 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;*

**QES ensures this by the following:**

**Family engagement activities are held throughout the year, coordinated by the Family Center, Parent Teacher Organization (PTO), and the school. These meetings, activities, and celebrations are offered at various times of the day. When possible, and to allow for increased family engagement, child care and meals are provided.**

*3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school parent and family engagement policy;*

**QES ensures this by the following:**

**Through the Family Engagement Team, parents are actively involved in reviewing the Parent and Family Engagement Policy and Home/School Compact. This group also reviews parent engagement activities/programs and makes recommendations for changes and improvements.**

**Information about the Title I program is provided to all parents during the annual Open House in September.**

**Parents are active members of the School Improvement Team (SIT) and participate fully in the revision of the annual School Improvement Plan/Schoolwide Plan.**

**Parents are invited to participate in the annual review of the Title I program and contribute to the district's Title I plan as part of the CRP (Consolidated Resource Plan).**

**All parents and staff are invited to give feedback and make suggestions through email, the district website, the Family Center, several annual surveys used to measure parent involvement and gauge interest in further activities.**

*4. Provide parents of all children –*

*i. timely information about programs under this part;*

*ii. 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; and*

*iii. 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.*

**QES ensures this by the following:**

- **Open House each fall**
- **Superintendent's email communications to families with updates on curriculum, test scores, and overall achievement**

- **Regular parent events with classroom teachers/grade teams**

- **Parent-Teacher Conferences in November**

- **Regular/ Weekly communication (ex. Electronic or written documentation) with families including strategies that support learning at home**

**Information disseminated at the beginning of the school year (electronically, written**

- **Monthly updates in school newsletter from principal and classroom teachers**

- **Kindergarten Orientation on the first day of school**

- **Curriculum information on district website**

- **School Committee presentations on state assessments**

- **Information on Common Core Standards**

- **Parental notification in the case of long-term instruction by a non-highly qualified teacher**

- **Link to Rhode Island Department of Education website/current (2016) QES “Report Card”:**  
<http://www.eride.ri.gov/eride40/reportcards/16/SchoolReportCard.aspx?schCode=23113&schType=1>
- **Distribution of the “Parental Right to Know Requirements for Highly Qualified Teachers” at the annual Open House in September. Parents receive written guidelines explaining (1) their right to know about teachers’ qualifications and (2) the notification process in the case of their child(ren) being taught for four or more weeks by a non-highly qualified teacher.**
- **Ongoing email/phone communication between parents and teachers.**

*5. If the schoolwide program plan is not satisfactory to parents, submit any parent comments on the plan when the school makes the plan available to the local educational agency.*

**QES ensures this by the following:**

**The schoolwide plan will be available in print and on the school website for parents and community members to view and comment. Any comments will be forwarded to North Kingstown School Department by the Title I Schoolwide Program Officer.**

#### **B. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

*As a component of the school-level parent and family engagement policy, each school served under this part shall jointing 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.*

**QES ensures this by the following:**

**The Home/School Compact is reviewed by the Family Engagement Team and School Improvement Team. It will be available on the school’s website. The Compact will be reviewed by each teacher during parent-teacher conferences in the fall.**

**The Compact contains the shared responsibilities among students, parents and staff to support the highest levels of student achievement and success.**

#### **C. 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, **Quidnessett School and the NKSD** –*

- a. *Shall provide assistance to the 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;*

**QES ensures this by the following:**

- **Distribution of report cards in November, February, April, and June**
- **Parent/teacher conferences in November**
- **Monthly updates from principal and classroom teachers in school newsletter**
- **Ongoing communication between teachers and parents**
- **Including parents in decisions about their child's academic program, especially in the case of a student being referred for the following: PLP - Personal Literacy Plan, RTI - Response to Intervention, IEP - Individualized Education Plan. Parents are invited to participate in team planning to support their child's academic/social success.**
- **All parents receive assessment score reports for their child and are invited to discuss scores/questions with their child's teacher.**

*b. 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;*

**QES ensures this by the following:**

- **Reading and Math Nights throughout the year**
- **Parent information provided regarding technology**

**Parent trainings upon request for technology**

- **Science fair support**
- **District Math parent support materials available through <https://sites.google.com/a/nksd.net/k-5-parent-resources-2/>**
- **Regular/ Weekly communication (ex. Electronic or written documentation) with families including strategies that support learning at home**
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*c. 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;*

**QES ensures this by the following:**

- **School Improvement Team and Family Engagement Team meetings (to include parents, teachers, administrators, and support staff)**
- **Use of Family Center staff to help foster positive connections between parents and staff**

- **Support from Family Center staff to help plan and deliver activities, including assistance in arranging child care, transportation, and materials for programs and events at school**
- **Book groups facilitated by Office of Family Learning and Title I staff**
- **A parent and staff resource digital library maintained by the Family Center**

*d. Shall, to the extent feasible and appropriate, 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;*

**QES ensures this by the following:**

**Through the district’s Office of Family Learning, the following programs are provided: the Parents as Teachers program (for families with children ages birth-5), Child Outreach screenings, the NK Door to the District program, and a full-service Family Center on site at QES (staffed by a parent liaison). All of these programs support parent involvement in education through home visits, resources and referrals, group activities, parent workshops and one-on-one support. All activities support the ideal that parents are their children’s first and best teacher.**

*e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language parents can understand;*

**QES ensures this by the following:**

**Information related to programs and activities are sent home through student backpacks and via electronic school listserv. It is also posted on the parent/family bulletin board. Information is provided in a “parent friendly” jargon-free manner. Interpreters are available and provided when needed/requested through the main office or the Family Center.**

*k. May adopt and implement model approaches to improving parental involvement;*

**QES implements this by the following:**

**The Family Center (and Title I) programs have frequently hired parents for before/after school enrichment program facilitation, for in school paraprofessional positions, and for parent liaison positions in the school. By employing parents in paid positions, as well as providing volunteer opportunities, we are confirming our commitment to utilizing and honoring parents’ many valuable skills.**

*n. Shall provide such other reasonable support for parental involvement activities under this as parents may request.*

**QES ensures that reasonable supports are in place to meet parent requests by:**

- **Staffing the Family Center with Parent Liaison who is directly responsive to parent questions and requests.**

#### **D. 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 in a format and, to the extent practicable, in a language such parents can understand.*

**QES ensures that family engagement activities are accessible to ALL parents/families by providing the following:**

- **Parent Liaison to reach out and engage all families in the school**
- **Child care and refreshments to support parent participation in meetings**
- **Coordination of transportation for families when feasible**
- **Assistance in accessing translation services when needed**
- **Maintaining close and effective partnerships with local housing developments/homeless providers to support full participation by all families**
- **Varied meeting times and locations**