

# West Groves Early Learning Center

## Parent and Family Engagement Policy

### 2018-2019

#### **PURPOSE**

The goal of Title I parent and family engagement is to provide opportunities and information for parents that will help them assume a more meaningful role in improving student achievement and increase their effectiveness when participating in the planning, design, implementation and evaluation of Title I programs.

#### **GENERAL EXPECTATIONS**

**WGELC agrees to:**

- Be governed by the following statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with this definition:

*Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (a) That parents play an integral role in assisting their child's learning.*
  - (b) That parents are encouraged to be actively involved in their children's education at school*
  - (c) That parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children*
  - (d) The carrying out of other activities, such as those described in section 1118 of the ESEA.*
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- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
  - Jointly develop/revise with parents the school parent and family engagement policy and distribute it to parents of participating children and make available the parent and family engagement plan to the local community.
  - Jointly conduct, with the engagement of parents, an annual evaluation of the content and effectiveness of the school's parent and family engagement policy.
  - Use the findings of the parent and family engagement policy evaluation to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's parental engagement policy.
  - Inform parents and parents organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Texas
  - If the plan for Title I, Part A, developed under section 1112 is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local education agency.
  - Provide to each parent an individual student report about the performance of their child on the State assessment in at least mathematics, language arts, and reading.
  - Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, 12/2/12)

- Provide each parent timely notice information regarding the professional qualifications of the students' classroom teachers and paraprofessionals, as described in section 1111(h)(6)(A)

## **POLICY INVOLVEMENT/DEVELOPMENT**

**WGELC will take the following actions to:**

1. Convene an annual meeting at a time convenient for parents of participating children:
  - a. All parents shall be invited and encouraged to attend.
  - b. The school will provide information and explain the requirements of Title I and the rights of parents.

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Fall Parent and Family Engagement Night	All Staff Members	Thursday, October 18, 2018	--Parent and Student Activities --Parents will be given information on the importance of parent and family engagement.	<ul style="list-style-type: none"> <li>• Attendance/Sign-in sheets</li> <li>• Parent Feedback</li> </ul>

2. Offer a flexible number of meetings and may provide with Title I funds, transportation, child care, or home visits, as such services relate to parent and family engagement.

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Meet the Teacher Night	All Staff	August 14, 2018	Parents and students meet teachers and bring supplies	<ul style="list-style-type: none"> <li>• Attendance Record</li> <li>• Feedback</li> </ul>
Parent Teacher Conferences	All Staff	October 2-3, 2018	Teachers will conduct parent conferences either by phone or in person as appropriate	<ul style="list-style-type: none"> <li>• Parent information forms with report cards</li> <li>• Conference records</li> <li>• Feedback</li> </ul>

3. Involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I Programs. This should include the planning, review, and improvement of the school parent and family engagement policy, as well as the joint development of the school-wide program plan under section 1114 (b)(2):

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Fall Title I Committee Meeting	Tanya Davis--facilitator	1 <sup>st</sup> semester	Combine Title w/ CIC – have a minimum of 3 meetings per year	Sign in sheets and completion of policy and parent-school compact
Winter Title I Committee Meeting	Tanya Davis--facilitator	2 <sup>nd</sup> semester	Combine Title w/ CIC – have a minimum of 3 meetings per year	Sign in sheets and completion of policy and parent-school compact
Spring Title I Committee Meeting	Tanya Davis--facilitator	2 <sup>nd</sup> semester	Combine Title w/ CIC – have a minimum of 3 meetings per year	Sign in sheets and completion of policy and parent-school compact

4. Provide parents of participating children:

- a. Timely information about the Title I programs.
- b. Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- c. Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to the education of their children.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent / Teacher Conference	All teachers of record	October 2-3, 2018	Teachers will conduct parent conferences either by phone or in person as appropriate	<ul style="list-style-type: none"> <li>• Parent information forms with report cards</li> <li>• Conference records</li> <li>• Feedback</li> </ul>
Title I Survey	Curriculum Department	May 2019	Sent home with students for parents to complete	<ul style="list-style-type: none"> <li>• Surveys completed &amp; responses aggregated</li> </ul>

**COMPACT: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACHIEVEMENT 118(d)**

As a component of the school-level parent and family engagement policy/plan, each school 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. The school-parent compact for **WGELC** is a separate document that is developed in collaboration with parents, and is posted on the campus website.

**CAPACITY FOR INVOLVEMENT 1118(e)**

**WGELC will take the following actions to:**

1. Provide assistance to parents in understanding such topics as:
  - a. Texas’s academic content standards
  - b. Texas’s student academic achievement standards
  - c. Texas’s and local academic assessments including alternate assessments
  - d. The requirements of Title I, Part A
  - e. How to monitor their children’s progress
  - f. How to work with educators to improve the achievement of their children

Activities to ensure success:

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Fall Parent and Family Engagement Night	All Staff Members	Thursday, October 18, 2018	Parents and students will be able to visit the classrooms to read with their children and will be given information on the importance of parent and family engagement.	<ul style="list-style-type: none"> <li>● Attendance/Sign-in sheets</li> <li>● Parent Feedback</li> </ul>
Spring Parent and Family Engagement Night	All Staff Members	April 2019	Parents will learn what they can do at home to prepare their child for kindergarten .	<ul style="list-style-type: none"> <li>● Attendance/Sign-in sheets</li> <li>● Parent Feedback</li> </ul>

2. Foster parent and family engagement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children’s academic achievement.

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Monthly Reading Connection Tips	Classroom Teachers	Monthly	Parents will be given a monthly resource with tips and suggestions for improving literacy at home.	<ul style="list-style-type: none"> <li>● Parent Feedback</li> </ul>
Monthly “Let’s Find Out” Scholastic newsletter	Classroom Teachers	Monthly	Students will be given the resources to bring home with current events to discuss.	<ul style="list-style-type: none"> <li>● Parent Feedback</li> </ul>

Parent / Teacher Conference	All teachers of record	October 2-3, 2018	Teachers will conduct parent conferences either by phone or in person as appropriate	<ul style="list-style-type: none"> <li>• Parent information forms with report cards</li> <li>• Conference records</li> <li>• Feedback</li> </ul>
I-Station at home access	Classroom Teachers	Year Round	Teachers will provide parents with at home access to I-Station to assist with learning.	<ul style="list-style-type: none"> <li>• Parent Feedback</li> </ul>

3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools:

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Staff Development on Parent and Family Engagement	Tanya Davis -Administrator	October 8, 2018	Staff Meeting – discuss ways to improve parental engagement for CIP and the importance of parent and family engagement	<ul style="list-style-type: none"> <li>• Attendance/Sign-in sheets</li> <li>• Campus Improvement Plan</li> </ul>

4. Coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

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Fall Parent and Family Engagement Night	All Staff Members	Thursday, October 18, 2018	Parents and students will be able to visit the classrooms to read with their children and will be given	<ul style="list-style-type: none"> <li>• Attendance/Sign-in sheets</li> <li>• Parent Feedback</li> </ul>

			information on the importance of parent and family engagement.	
Spring Parent and Family Engagement Night	All Staff Members	April, 2019	Parents will learn what they can do at home to prepare their child for kindergarten .	<ul style="list-style-type: none"> <li>Attendance/Sign-in sheets</li> <li>Parent Feedback</li> </ul>
Monthly Newsletters	Administrator & Teachers	Monthly	<ol style="list-style-type: none"> <li>Sent home with students</li> <li>Remind101 sent to parents</li> </ol>	<ul style="list-style-type: none"> <li>Parent Feedback</li> </ul>

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand.

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Remind	Teachers and Administrator	Year round	Parents will be given instructions on how to sign up for Remind	<ul style="list-style-type: none"> <li>Parent Surveys</li> <li>Remind Directories</li> </ul>
Newsletters and Letters Home	Administrator & Teachers	Monthly	Sent home with students	<ul style="list-style-type: none"> <li>Parent Feedback</li> </ul>

6. Provide reasonable support of parent and family engagement activities as parents may request.

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Parent Representation on the Title and CIC committees	Administrator	3 times per year	Meeting dates and times communicated via Remind101, paper reminders	<ul style="list-style-type: none"> <li>Attendance/Sign-in sheets</li> <li>Parent Feedback</li> </ul>
Parent Engagement Survey	Dr. Duhon	April 2019	Online or hard copy	<ul style="list-style-type: none"> <li>Survey results</li> </ul>
Title I survey	Dr. Duhon	May 2019	Online or hard copy TBD	<ul style="list-style-type: none"> <li>Survey results</li> </ul>

7. Community Resources:

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Partner with local businesses for donations for students & teachers-Groves Chamber of Commerce, Neches Credit Union, Casa Ole, Wheelhouse, Courtyard Cafe, Jill Suzanne, Nannie & PawPaw's Sno Biz, HEB, First Baptist Church-Groves, Classic Hair Studio	Administrator and Secretary	As needed	Contact local business as needed	<ul style="list-style-type: none"> <li>Faculty Feedback</li> </ul>

8. Other School Parent and Family Engagement activities:

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
Title I Committee	Administrator	2 meetings per year (combined with CIC)		<ul style="list-style-type: none"> <li>Attendance/Sign-in sheets</li> </ul>

**ACCESSIBILITY 1118(f)**

In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including information and school reports in a format and to the extent practical, in a language such parents can understand.

<b>Activity/Task (What will be done)</b>	<b>Staff Responsible (Who will be doing it)</b>	<b>Timeline (When it will be done)</b>	<b>Steps (How it will be done)</b>	<b>Accountability/Evaluations (How success will be measured)</b>
TEA-provided parent documents for understanding test results will be provided in Spanish, as provided by TEA.	Assistant Superintendent for Curriculum & Instruction/Technology	As made available by TEA	Posted on district website	District website contains active links to supporting documents.
District website that can be translated into 8 additional languages, other than English.	Blackboard & Assistant Superintendent for Curriculum & Instruction/Technology	Ongoing	Parents can choose from 8 languages on the district/campus	District website contains active links to 8 languages, other than English, on its website.

			website for language conversion.	
Bilingual Staff	Adela Hochstrasser	Ongoing	As needed	Case load
Translators	Administrator	As needed	As needed	Case load

### **ADOPTION**

The West Groves Early Learning Center Parent and Family Engagement Policy/Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidence by meeting minutes.

The Parent and Family Engagement Policy/Plan was developed/revised by WGELC on **August 29, 2018** and will be in effect for the period of the school year.

The school will distribute the Parent and Family Engagement Policy/Plan by posting it on the campus website in a timely manner after it is approved.

**Tanya Davis**

Signature of Title I Authorized Representative (Campus Administrator)

8/29/18

Date

### **These parents were involved with the development of this document:**

Rachel Roy  
Zulma Wolford

### **Staff Involved:**

Tanya Davis  
Sarah Walker  
Patricia Marks  
Cara Holder  
Adela Hochstrasser  
Britney Haynes  
Allison Monk

### **Community Member Involved:**

Patsy Arredondo  
Stacy Trimble