



***Alexander K. McClure Elementary School***  
**Parent and Family Engagement Policy**  
***School Year 2020-2021***  
***Revision Date: 4/27/20***

In support of strengthening student academic achievement, **Alexander K. McClure Elementary School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Alexander K. McClure Elementary School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, 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) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA 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.
- 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) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school

- (C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT  
REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**Section A: JOINTLY DEVELOPED**

**Alexander K. McClure Elementary School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Parents are invited to participate in the updating of the current Parent and Family Engagement policy and School Parent Compact at the annual Spring Title I meeting. This year the meeting was held on March 11, 2020 and again reviewed virtually on April 27, 2020.

**Section B: ANNUAL TITLE I MEETING**

**Alexander K. McClure Elementary School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- The principal and/or designee will review all pertinent information with parents during the monthly parent meetings to ensure that their input is considered and included regarding budget planning and the use of Title I funds.
- We will hold our Annual Title I meeting during our Back to School Night on September 10, 2020. The Annual Title I meeting will include a presentation by the principal or their designee that will include information on Title I requirements, the parent documents, the schoolwide plan, state academic standards, assessments, curriculum, how to work with educators and how to monitor your child’s progress.

**Section C: COMMUNICATIONS**

**Alexander K. McClure Elementary School** will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- Information is sent out to parents/guardians via Campus Messenger, flyer, website, calendar, newsletter, teacher/parent communication mediums (Class Dojo). Announcements regarding upcoming meetings are also made during admission.

- Meetings are held in the morning, in the afternoon, and in the evening. McClure, when possible, will make one of the report card conference sessions a p.m. session to allow for scheduling conflicts and restrictions with afternoon conferences.
- When needed, McClure will reach out to families at the home in order to continue communication, understanding and support for our children. Developmentally appropriate activities are available for students at meetings and when possible, students are brought down to meetings to work with their parents on targeted strategies and content.
- We will be continuing the use of a communication folder (all students) and agenda books (Grades %) for the 2020-2021 school year. All communication from the office is translated into the parent's documented home language. Teachers utilize Pacific Interpreters, our Bilingual Counselor Assistant, and each other to ensure homework, assignments, and communication is transmitted in a language the parents can understand.
- All communication from the school is sent to parents in easy-to-read language and in the languages spoken at home as requested. The Office of Family and Community Engagement is able to support the school in translating documents and telephone communication with non-English speaking parents upon request.
- The parents of the McClure School students play an important role in the development of school policy and in the school's decision-making processes. Monthly parent meetings, our Home and School Meetings, and our School Advisory Council will ensure that family voices are heard and their concerns are addressed. We maintain an open communication policy with our students' parents. The monthly newsletter and flyers are used to inform parents of upcoming events, meetings and workshops. The School Messenger phone system is also utilized to provide parents with important information about the happenings at McClure. Parents are informed of their right to be involved in their child's school/education during the annual Back to School Night program. This information is also provided to parents during the monthly parents' meetings and during the report card conferences scheduled for November 23<sup>th</sup>-25<sup>th</sup>; February 3<sup>rd</sup>-5<sup>th</sup>; and April 7<sup>th</sup>-9<sup>th</sup> Parents also have an opportunity to correspond with staff and utilize resources found in the Parent Center.

#### **Section D: SCHOOL-PARENT COMPACT**

**Alexander K. McClure Elementary School** will take the following actions to jointly develop with parents of participating children 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 develop a partnership to help children achieve the state's high standards.

- Parents are invited to participate in the updating of the current Parent and Family Engagement policy and School Parent Compact at the annual Spring Title I meeting. This year the meeting was held on March 11 2020 and reviewed again virtually on April 27, 2020.

#### **Section E: RESERVATION OF FUNDS**

**Alexander K. McClure Elementary School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- How funds for parent and family engagement will be spent is determined by all stakeholders during the annual Title I Winter meeting. Parents are given information about budget priorities for the upcoming year and are invited to give input into the uses of Title I funds, including the 1% parent set aside.
- We held our Winter Title I Family meeting where we discussed the School Level Budget and School Level Plan on February 12, 2020.
- We will also send home questionnaires (in Spanish and English) for parents and guardians to provide their input/suggestions/thoughts.

## **Section F: COORDINATION OF SERVICES**

**Alexander K. McClure Elementary School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement 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 by:

- We will coordinate with our Bright Futures Early Childhood Program and invite parents to all school workshops and Kindergarten open house in the Spring of 2021.
- Distribute a Parent Handbook (in Spanish and English) Fall 2020 to take home.
- Monthly parent meetings will occur throughout the school year.
- We provide information about volunteer opportunities, the Home and School Association and SAC.
- We will coordinate with the District Office of Family and Community Engagement to provide workshops for parents and other resources to help parents support their student's learning at home.
- We will provide a school selection presentation to all 5th- Grade students.

## **Section G: BUILDING CAPACITY OF PARENTS**

**Alexander K. McClure Elementary School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
  2. Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
  3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
    - i. The challenging State's academic standards
    - ii. The State and local academic assessments including alternate assessments
    - iii. The requirements of Title I, Part A
    - iv. How to monitor their child's progress
    - v. How to work with educators to improve the achievement of their child
- We will hold our Annual Title I meeting during our Back to School Night on September 10, 2020. During this meeting, the Principal or her designee will discuss Title I requirements, the parent

documents, the schoolwide plan, academic standards, assessments, curriculum, how to work with educators and how to monitor your child's progress.

- Parents will be offered support, materials, and training through APTT (Academic Parent Teacher Teams), Parent curriculum days, Raz Kids, Lexia, Parent Portal with FACE office Fall 2020, and grade level standards/skills.
- Lexia, ReadyGEN, Envision Math, and Raz Kids have parental involvement components

#### **Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**Alexander K. McClure Elementary School** will provide training to 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 by:

- Staff and parents will work together through the APTT (Academic Parent Teacher Teams)
- Staff will receive professional development about effective parental communication expectations and working with parents as partners in the Fall during a district PD day. The results of a parent survey will also be incorporated into this PD to inform decision making about the development of parent engagement activities and protocols.

**Alexander K. McClure Elementary School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Per staff PDP plans, family surveys, partnerships, and our work with APTT, we will plan and support family requests for support, engagement, and such in alignment with the school's vision and mission.

#### **PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

**Alexander K. McClure Elementary School** will

- Adopt and implement model approaches to improving parent and family engagement through the use of the APTT grant (Academic Parent Teacher Teams)
- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training through the use of surveys and including in staff PD, as needed, to support the understanding of grade level skills/standards.

*Sharon Marino*  
Principal Signature

September 8, 2020  
Date