

# Madison Elementary School

## Section 1116 Parent and Family Engagement Plan

### 2018 - 2019

*In accordance with Every Student Succeeds Act (ESSA)  
Public Law 114-95*

Everyone benefits when schools, families, and the community come together around students to help them succeed. This plan outlines what Madison Schools will do to promote Parent and Family Engagement at Madison Elementary. This plan will be updated annually with input from our families and school community. Our plan is broken into four parts:

- Policy Involvement
- Shared Responsibilities
- Building Capacity
- Accessibility

Madison Elementary School is dedicated to involving parents in all aspects of their child’s education. Parents, staff, and the building administrators have developed this Parent and Family Engagement Plan in accordance with ESSA Section 1116 activities which are accomplished at Madison Elementary School in the ways listed in each section.

ESSA Section	Ways in Which Madison Elementary Staff Accomplish these Activities
<b>1116(c)</b> POLICY INVOLVEMENT. - Parents must be involved in creating and updating the Title I Parent and Family Engagement Plan.	
<b>1116(c)(1)</b> convene an annual meeting, at a convenient time, to which all parents of participating children 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;	<p>An annual meeting is held which includes information for parents to review and solicit input on the Parent and Family Engagement Plan:</p> <ul style="list-style-type: none"> <li>• <i>Hold annual school-wide Title I Meetings at the beginning of both the balanced and traditional school year that all parents are invited to attend.</i></li> <li>• <i>The purpose of the meeting will be to share the School-Wide Plan, review the School Parent Involvement Policy, and to explain our Title I program and how parents can be involved to help their child be successful.</i></li> <li>• <i>Parents will be notified of the meeting at the beginning of the school year, through the Trojan Talk school newsletter, through letters mailed for students eligible for services, and by instant alert informing them of time to come for the Open House &amp; Title I meeting.</i></li> </ul>
<b>1116(c)(2)</b> 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;	<p>Meetings are offered at times convenient for parents and if needed, transportation, child care, and home visits can be arranged:</p> <ul style="list-style-type: none"> <li>• <i>Curriculum Nights (childcare provided)</i></li> <li>• <i>Parent Workshops (childcare provided)</i></li> <li>• <i>Parent/Teacher Conferences</i></li> <li>• <i>PATT Activities</i></li> <li>• <i>Flexible IEP/Student Study Team times</i></li> <li>• <i>Contact with counselors</i></li> <li>• <i>Family Fun Nights/Breakfast with My Child</i></li> <li>• <i>Annual Title I Meeting</i></li> <li>• <i>Student Study Team Meetings</i></li> <li>• <i>Help facilitate Lenawee Transportation bus to parents who need transportation for parent meetings.</i></li> </ul>
<b>1116(c)(3)</b> involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the	<p>Parents are involved in the development of the school improvement plan and Title I Program development in the following ways:</p> <ul style="list-style-type: none"> <li>• <i>Reviewing the Parent and Family Engagement Policy at the Annual Title I Meeting</i></li> <li>• <i>Posting the Parent and Family Engagement Policy for parents to review during fall conferences in a visible location.</i></li> </ul>

<p>school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;</p>	<ul style="list-style-type: none"> <li>• <i>Hold 2-way conversations with parents during PATT meetings throughout the year. Reviewing suggestions and comments at RtI/MTSS conferences. Acting on these suggestions made by stakeholders as appropriate.</i></li> <li>• <i>Reviewing and discussing Parent Compacts at fall conferences</i></li> <li>• <i>Conducting a Parent Survey at spring conferences for all parents</i></li> <li>• <i>Reviewing and revising the Parent and Family Engagement Policy to incorporate suggestions based on the Parent Survey results</i></li> <li>• <i>Holding a parent meeting mid-year at flexible times (morning and evening) to review the Title I program, parent/family engagement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent school compact and parent/family engagement policy.</i></li> <li>• <i>Expanding all avenues of communication with parents (school newsletter, classroom newsletters and websites, District publications and website) to increase parent involvement in the School-Title I program</i></li> <li>• <i>MTSS Committee to offer suggestions of how to improve the program and what other things parents may like to see as part of the program</i></li> </ul>
<p><b>1116(c)(4)(A)</b> provide parents of participating children timely information about programs under this part;</p>	<p>Parents are provided information regarding the school programs in the following ways:</p> <ul style="list-style-type: none"> <li>• <i>Hold an annual school-wide Title I Meeting at the beginning of the school year</i></li> <li>• <i>Curriculum Nights (childcare provided)</i></li> <li>• <i>Parent conferences (fall/spring/additional conferences upon parent request)</i></li> <li>• <i>School/Classroom/District Newsletters</i></li> <li>• <i>Progress Reports and Report Cards</i></li> <li>• <i>District Web Site – Policy and Compact available on website</i></li> <li>• <i>Telephone Calls/E-mail correspondence</i></li> <li>• <i>Parent-Student Handbook</i></li> </ul>
<p><b>1116(c)(4)(B)</b> provide parents of participating children 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;</p>	<p>Parents are provided information about the school's curriculum, assessments, and proficiency level expectations in the following ways:</p> <ul style="list-style-type: none"> <li>• <i>Hold an annual school-wide Title I Meeting at the beginning of the school year</i></li> <li>• <i>Curriculum Nights (childcare provided)</i></li> <li>• <i>Parent conferences (fall/spring/additional conferences upon parent request)</i></li> <li>• <i>School/Classroom/District Newsletters</i></li> <li>• <i>Progress Reports and Report Cards</i></li> <li>• <i>District Web Site – Policy and Compact available on website</i></li> <li>• <i>Telephone Calls/E-mail correspondence</i></li> <li>• <i>Parent-Student Handbook</i></li> <li>• <i>Grade Level Curriculum booklets at Open House and/or fall conferences</i></li> <li>• <i>Initial assessment and Diagnostic Assessment data shared with families</i></li> </ul>
<p><b>1116(c)(4)(C)</b> provide parents of participating children, 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 practicably possible</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> <li>• <i>Include School-Wide Title I as a monthly agenda item at PATT. Utilize parent feedback to revise and update our School-Wide Title I program to meet the needs of all parents and students. Share suggestions and comments with all stakeholders and act on suggestions as appropriate.</i></li> <li>• <i>Conduct a Parent Survey at spring conferences for all parents</i></li> <li>• <i>Holding a parent meeting mid-year at flexible times (morning and evening) to review the Title I program, parent/family engagement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written</i></li> </ul>

	<p><i>and verbal format. These suggestions will be used to revise the parent school compact and parent involvement policy.</i></p> <ul style="list-style-type: none"> <li>• <i>Parent conferences (fall/spring/additional conferences upon parent request)</i></li> <li>• <i>Telephone Calls/E-mail correspondence between parents, teachers and school</i></li> </ul>
<p><b>1116(c)(5)</b> if the schoolwide program plan under section 1114(b) 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.</p>	<p>If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by:</p> <ul style="list-style-type: none"> <li>• <i>All comments indicating parent's dissatisfaction with the Title I plan shall be collected and submitted along with the plan to the DPS' Federal, State Compliance Office and the Office of Parent Involvement. If the issue is not resolved by the District's Title I Director, the complaint will be forwarded to the Superintendent.</i></li> </ul>
<p><b>1116(d) SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT.</b>—As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part 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 and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.</p>	
<p><b>1116(d)(1)</b> describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time;</p>	<p>The Parent/School Compact was developed:</p> <ul style="list-style-type: none"> <li>• <i>The Parent/Teacher/Student compact is developed with the parent organization - PATT, School Improvement Team (including parent representation), and with Student Council members. This compact is reviewed annually. Revisions are made based on the fall conference Parent Survey results and additional suggestions provided by parents, faculty and students. Refer to the latest compact to note the responsibilities for parents, students, and staff.</i></li> </ul>
<p><b>1116(d)(2)</b> address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:</p>	<p>The compact must address ongoing communication between teachers and parents.</p> <ul style="list-style-type: none"> <li>• <i>The Parent/School Compact will be sent home at the beginning of the school year, then revisited and discussed with parents annually at parent-teacher conferences. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child's learning at home and school.</i></li> </ul>
<p><b>1116(d)(2)(A)</b> parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;</p>	<p>The compact must be discussed at parent/teacher conferences at least annually.</p> <ul style="list-style-type: none"> <li>• <i>The Parent/School Compact will be sent home at the beginning of the school year, then revisited and discussed with parents annually at parent-teacher conferences. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child's learning at home and school.</i></li> </ul>
<p><b>1116(d)(2)(B)</b> frequent reports to parents on their children's progress;</p>	<p>Student progress is reported to parents in several different ways at a variety of time throughout the school year including:</p> <ul style="list-style-type: none"> <li>• <i>Report Cards (December, March, June)</i></li> <li>• <i>Progress reports available on an as-needed basis</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Parent Teacher Conferences (fall, spring, additional conferences available upon request)</i></li> <li>• <i>Inform parents of Initial, Diagnostic, and Progress Monitoring scores on an as-needed basis</i></li> <li>• <i>Daily Take Home Folders</i></li> <li>• <i>Student Study Team meetings</i></li> </ul>
<p><b>1116(d)(2)(C)</b> reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities;</p>	<p>School staff ensure parents have access to communicate with them about their child’s education in a variety of ways including:</p> <ul style="list-style-type: none"> <li>• <i>PATT (Parent Teacher Organization)</i></li> <li>• <i>Room Parents &amp; Helpers</i></li> <li>• <i>Classroom Volunteers (with background check approval)</i></li> <li>• <i>Provide teacher contact information in handbook, grade level expectation guide, website, newsletters</i></li> <li>• <i>Chaperones for field trips</i></li> <li>• <i>Book exchange parent helpers</i></li> <li>• <i>Room observations as requested by parents</i></li> </ul>
<p><b>1116(d)(2)(D)</b> ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.</p>	<p>Ensure meaningful, two-way communication in a language that parents can understand.</p> <ul style="list-style-type: none"> <li>• <i>Bilingual interpreter, as needed, for all parent contacts and documentation</i></li> </ul>
<p><b>1116(e) BUILDING CAPACITY FOR INVOLVEMENT.</b>—To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part</p>	
<p><b>1116(e)(1)</b> shall provide assistance to 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;</p>	<p>School staff annually shares the State’s content expectations with parents, the state’s annual assessment (M-Step) with parents, and how to monitor their child’s progress.</p> <ul style="list-style-type: none"> <li>• <i>Parent Conferences (fall, spring, additional conferences available upon request)</i></li> <li>• <i>Parent copy of Grade Level Expectation Guides provided at Open House and/or at conferences</i></li> <li>• <i>Provide parents with specific ways to support their child during Student Study Team meetings</i></li> <li>• <i>Local assessment information (Initial, Diagnostic, and Progress Monitoring) shared with parents at conferences</i></li> <li>• <i>Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need. Information will be shared with parents as appropriate.</i></li> <li>• <i>Classroom teachers and Title I staff are available at conferences to provide information and answer questions about assessments</i></li> <li>• <i>Curriculum Nights: Staff share expectations and provide all parents with examples of at home activities to help their child reach their highest potential.</i></li> </ul>
<p><b>1116(e)(2)</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;</p>	<p>Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child’s academic progress. These include:</p> <ul style="list-style-type: none"> <li>• <i>Curriculum Nights (childcare provided)</i></li> <li>• <i>School/Classroom/District newsletters</i></li> <li>• <i>District publications</i></li> <li>• <i>District Website – provides parents with materials and resources to help their child achieve success</i></li> <li>• <i>School and classroom websites</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Lenawee Great Start Program</i></li> <li>• <i>Provide internet access for parents at school</i></li> </ul>
<p><b>1116(e)(3)</b> 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;</p>	<p>On-going professional development for staff on effective ways to increase parent involvement occurs annually.</p> <ul style="list-style-type: none"> <li>• <i>Staff will attend workshops and implement new ideas for effective parent communication.</i></li> <li>• <i>When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact.</i></li> <li>• <i>Parent Involvement information and strategies will be included in faculty meetings and Madison Memos.</i></li> </ul>
<p><b>1116(e)(4)</b> 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;</p>	<p>Coordination with other programs for parent involvement includes:</p> <ul style="list-style-type: none"> <li>• <i>Open House</i></li> <li>• <i>Transition to Kindergarten: activities to educate preschool parents, families of students in LISD classrooms, and community stakeholders on Kindergarten expectations</i></li> <li>• <i>Parent Volunteers (with background check approval)</i></li> <li>• <i>Family Fun Nights – academic and enrichment</i></li> <li>• <i>PATT</i></li> <li>• <i>Lenawee Great Start Classroom</i></li> <li>• <i>Family Breakfasts – Breakfast with My Child</i></li> </ul>
<p><b>1116(e)(5)</b> shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;</p>	<p>Information is shared with parents in a language and format they can understand. Examples include:</p> <ul style="list-style-type: none"> <li>• <i>Daily Take Home Folders</i></li> <li>• <i>School/Classroom/District Newsletters written in a language parents can understand</i></li> <li>• <i>Bilingual interpreter, as needed, for all parent contacts</i></li> <li>• <i>Accommodations for hard of hearing parents</i></li> <li>• <i>Information provided on district website and/or classroom websites</i></li> </ul>
<p><b>1116(e)(14)</b> shall provide such other reasonable support for parental involvement activities under this section as parents may request.</p>	<p>Parents are provided with other reasonable support such as:</p> <ul style="list-style-type: none"> <li>• <i>Make every effort to accommodate parent requests to ensure that students’ and parents’ individual needs are met in order to foster more positive parent involvement</i></li> </ul>
<p><b>1116(f) ACCESSIBILITY.</b>—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 required under section 1111 in a format and, to the extent practicable, in a language such parents understand.</p>	