

*Tylertown Primary School
813 Ball Avenue
Tylertown, MS 39667*

2023-2024 School Parent and Family Engagement Policy

General Expectations:

Tylertown Primary School agrees to:

- **Be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101 (32), ESEA;**
- **Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(a)(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 school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];**
- **Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118(b)(1)];**
- **Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(2)(E)];**
- **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 educational agency [Section 1118(b)(4)];**
- **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 [Section 1111 (h)(6)(B)(i)];**
- **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 34 CFR Section 200.56 [Section 1111 (h)(6)(B)(ii)]; and**
- **Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals, as described in Section 1111 (h)(6)(A) [Section 1111 (h)(6)(A)].**

1. Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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)
Annual Parent Meeting	Principal or designee	By the end of week 5 of school	<ol style="list-style-type: none"> 1. Set date/time 2. Notify parents through newsletters, flyers, and school marquee 3. Encourage parent participation by offering student incentives/productions 4. Set agenda 5. Assemble required documents and information for review and dissemination 6. Have parent resource materials available for checkout 7. Provide interpreters where possible as needed 8. Conduct Evaluations 	<ol style="list-style-type: none"> 1. Assess evaluation results 2. Assess participation rate

2. Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(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)
Annual Parent Meeting	Principal or designee	By the end of week 5 of school (Evening)	See above	<ol style="list-style-type: none"> 1. Assess evaluation results 2. Assess participation rate
Curriculum Meetings	Principal, and/or designee	Twice a year	Teachers will conduct meetings by grade-level to assist parents in helping their children succeed academically	<ol style="list-style-type: none"> 1. Assess evaluation results 2. Assess participation rate
Parent Workshops	Principal, Counselor, and/or	No less than two to be completed by the end of the	<ol style="list-style-type: none"> 1. Set date/time 2. Notify parents through newsletters, flyers, and 	1. Assess evaluation results

	designee	third nine weeks	school marquee 3. Encourage parent participation by offering door prizes 4. Set Agenda/Topic 5. Assemble required documents and information for review and/or dissemination 6. Have parent resource materials available for checkout 7. Provide interpreters where possible as needed 8. Conduct Evaluations	2. Assess participation rate
Mid-Year Planning and Effectiveness Meeting	Principal, and/or designee	January/February	See Annual Parent Meeting Planning	1. Assess evaluation results 2. Assess participation rate

3. Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)]. Include information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)].

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)
Annual Parent Meeting	Same as above	Same as above	Same as above	Same as above
Mid-Year Planning and Effectiveness Meeting	Same as above	Same as above	Same as above	Same as above
Needs Assessment Surveys	Principal	Spring	1. Review and revise survey as needed. 2. Conduct survey 3. Analyze/ summarize results	
School Planning Committee (Title I and II)	Principal and Instructional Coach	School Planning Committee will meet at least three times per year. Data from the third nine weeks District		

		<p>Common-Term Assessments and Professional Learning Communities is collected and evaluated in the Spring of the year.</p> <p>Completion of the formal Needs Assessment Tool begins in February by the Planning Committee followed in April by the development of the SWP and each of its component parts (Compact, PIP, Parent Inv. Budget, etc.).</p>		
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4. Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- 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 [Section 1118(c)(4)(B)];
- 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 [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

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)
Annual Parent Meeting	Same as above	Same as above	Same as above	Same as above
Curriculum Meetings	Same as above	Same as above	Same as above	Same as above
Parent Workshops	Same as above	Same as above	Same as above	Same as above
District/ School website	Principal or designee	August-May	1. Coordinate w/ Parent Coordinator at Federal Programs Office 2. Update as needed	District/School Website
MDE website	MDE	August-May	MDE website	MDE website

			linked to district website	
Parent/Teacher Conferences	Principal or designee	Once a year	Teachers will conference with parents at least once a year. Teachers may conference in person or by phone. Conference must be documented including date, time, and parent participant's name.	List of documented teacher/parent conferences
PTO Meetings	Principal	Twice a year	Meetings Agendas PTO will meet quarterly. Information is passed on to the District at the Parent Advisory Committee meetings. Information from the PAC meeting is then shared at the next PTO meeting.	Participation in PTO activities Meeting attendance

5. As a component of the school-level parental involvement 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 Section 1118(d)].

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)
Home-school Compacts	Principal, Staff, Planning Committee	Spring Planning Meetings	1. School-wide Planning committee	Compacts are reviewed and revised annually.

			reviews Compacts and makes recommendations for revisions as needed. 2. Final revisions, if any, are adopted by the planning committee at the final planning committee meeting.	
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6. Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)].

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Correlation to Student Achievement	Timeline (When it will be done)	Evidence of Effectiveness
Curriculum Meetings	Same as above	Teachers will conduct meetings by grade-level to assist parents in how parents can help their children in order to achieve proficiency on the state academic content standards and academic assessments	Same as above	Same as above
Parent Workshops	Same as above	Topics address student issues impacting student achievement, i.e. parenting skills, study skills, curriculum, etc.	Same as above	Same as above
Parent Resource Centers	Principal or designee, District Parental Involvement Coordinator	School Parent Resource Centers/Library house materials for parents to use with their children to support academic growth and achievement.	August-May	Parent resource library Circulation of resources

District Report Card	Federal Programs Coordinator and District Parental Involvement Coordinator	The NCLB Report Card informs parents of the academic achievement of their child's school and district on the state assessments.	September	Distribution in September
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7. Describe the training the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Professional Development for staff	Principal or designee	Parental engagement in the educational process. Parental participation and support for/in daily instructional activities.	August - December	Student Achievement Data Parental participation

8. Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home to the extent feasible and appropriate (including but not limited to other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI). Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their child [Section 1118 (e)(4)].

Program/Activity	Description
Coordinate with Head Start and other early childhood providers.	The district will meet with Head Start and other childcare program providers to more closely align instruction, curriculum, and foster increased communication and coordination between agencies.
Parent Resource Center	The district/school maintains a parent resource center to foster parental engagement.
Curriculum Meetings	Teachers will conduct meetings by grade-level to assist parents in how parents can help their children in order to achieve proficiency on the state academic content standards and academic assessments

9. Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

The district/school will arrange interpreters, to the extent practicable, to ensure that all parents have the opportunity actively participate in their child's education. The district/school will meet with limited English parents to foster communication and/or provide computer-assisted translations of written correspondence in a language the parents can understand.

Discretionary School Level Parental Involvement Policy Components (optional)

Check all activities the school plans to implement:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];
- Providing necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];
- Training parents to enhance the involvement of other parents [Section 1118(e)(9)];
- Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];
- Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

10. Describe how each discretionary activity checked above will be implemented.

Activity	Description of Implementation Strategy	Person Responsible	Correlation to Student Achievement	Timeline