



## **School Parent, Guardian, and Family Engagement Policy Planning Template 2023-2024**

### **School: Lawrence Orr Elementary**

**Directions:** The Every Student Succeeds Act (ESEA) requires each Title I school to develop a written parent and family engagement policy. Use the outline below to ensure your school's policy includes all of the required components.

#### **I. Parent and Family Engagement Policy**

- A.** Principal - Melanee Friday  
Assistant Principal - Robert Hutton  
Dean of Students - Maureen Carter  
MCL - Cigi Howard  
MCL - Priscilla Brewer  
MTSS Interventionist - Latanya Heath  
Michael Jones - EC Facilitator

**B.** Members of the School Leadership Team were selected to develop Lawrence Orr Elementary's Parent Involvement Policy based on previous experience working with parents from a variety of culturally and socioeconomically diverse backgrounds. Lawrence Orr Elementary's Parental Involvement Policy was initially developed after receiving input from parent representatives beginning in the months prior to the school's opening. A number of parent meetings have been held since our schools' inception to provide parents with authentic opportunities to share their aspirations for the school. Input garnered from these meetings has served to inform small but careful revisions to our school's policy. Lawrence Orr Elementary continues to invite all parents to take an active role in their child's education. Lawrence Orr Elementary's Parental Involvement Policy will be implemented up adoption by all parties involved.

#### **II. Annual Information Meeting**

**A.** An annual meeting is to be held on September 21, 2023 informing parents of Lawrence Orr Elementary's participation in Title I Part A. Information regarding parent involvement guidelines and services offered through the district will be present to parents in an open meeting format, and interpreters will be present to translate information in Spanish, Nepali and Burmese languages. During this meeting, parents will receive answers to the following questions:

- What does it mean to be a Title I school?
- What is the 1% Set-Aside for parental involvement?
- What is the CMS Title I Plan? What is the CMS Parental Involvement Policy?
- What is the SIP (School Improvement Plan)?
- What is the School-Parent Compact?
- How will I be notified if my child is taught by a teacher who is not Highly Qualified?
- How is the annual evaluation of the CMS Parental Involvement Policy conducted?

- How can I be involved in all of these things I'm learning about?
- How do I request the qualifications of my child's teacher(s)?

Notification of this meeting has been shared with parents via Parent Square, schoolwide website, and school flyers. Parents have an opportunity to actively participate in the planning of our Title I school wide program. Interpreters will be present during the annual meeting to provide interpreting services for families who need them.

### **III. Flexible meeting times**

- Parents at Lawrence Orr Elementary are provided with opportunities to engage in their child's learning at school, including parent informational workshops, conferences with teachers and support staff, and meeting opportunities scheduled before and after school.

### **IV. Title I Part A Planning**

- Lawrence Orr Elementary has established an official PTA. Opportunities continue to be extended to parents to participate in reviewing and improving the Title I school wide program at Lawrence Orr Elementary. The selected PTA board has actively reached out to parents and staff members to encourage membership and volunteer opportunities. Open meeting dates and times throughout the school year will be shared with all stakeholders in advance via a variety of communication methods.

### **V. Parent Information and Opportunities**

- ParentSquare messages, flyers sent home with students, School Website, flyers in the front office and use of the school marquee, Mid-term and Quarterly reports, State of the School Address, School report cards, and other academic reports will be used to communicate information pertaining to Title I Part A Programs at Lawrence Orr Elementary. Translations will be shared via school and classroom newsleets. Additionally, parents may inquire about volunteer opportunities via phone, email or scheduled appointments.

### **VI. School-Family Compact**

- The Family/School Compact for pre-kindergarten students is given out during home visits and the school's open house. Each teacher is given a Compact Attempt Form to complete at the completion of all home visits. Every attempt will be made to contact all parents. The Family/School Compact for school-age students (K-5) is sent home during the first quarter of school, and was be discussed at the Title I annual Parent Meeting. Teachers submit original signed copies of compacts to the school's Title I contact, and make every attempt to contact every parent regarding the compact. Copies of Family/School Compacts were provided in English and Spanish. Access to language interpreters is available for translation into other languages.

### **VII. Building Parent and Family Engagement Capacity**

- Lawrence Orr Elementary will provide parents with assistance in understanding performance standards, assessments, Title I, student progress and decisions relating to the education of their child(ren) as follows: Parents are encouraged to attend our Back to School Curriculum Night, grade level specific curriculum evening events, Quarter I parent conference with their child's teacher, and by appointment with administrators. Materials and Training will be available to parents at the school during our Back to School Curriculum Night, along with other information pertaining to instructional resources applicable to their child's learning needs. Teachers and staff members will participate in professional development during staff professional development sessions on how to best collaborate with parents. New teachers will discuss strategies with their mentors and in the monthly mentor mentee meetings. Parental Involvement programs and activities will be coordinated by the school administrative team, facilitators and members of the School Leadership Team. These programs will be communicated through Blackboard Connect messages and monthly

newsletters. They will also be integrated with goals from the School Improvement Plan. Community-based organizations and businesses will have roles that align with the School Improvement Plan such as mentoring/tutoring students and volunteering to provide students with extra reading practice. Suggestions for additional ideas to allow parents to become full partners in the education of their child are welcome to be discussed during the PTA meetings, in writing, by phone or with a scheduled appointment. Interpreters are accessible to ensure that information related to parent involvement is clearly communicated.

#### **VIII. English Learners and Disabled Parents and Families**

- A. Parents of Lawrence Orr Elementary students whose primary language is not English are welcomed and invited to take part in all opportunities offered to participate in their child's education. With some advance notice, interpreters are able to assist parents with most language services during meetings and school events. The process is underway to onboard a well-qualified bilingual secretary to serve our school's students and families. Disabled parents have an opportunity to access all areas of our school campus unencumbered by stairs. All areas of the building are located on one level and are wheelchair accessible.

#### **IX. Parent/Family Requests**

- A. Parents are always encouraged to share their requests and suggestions regarding ways to take part in their child's schooling at Lawrence Orr Elementary. Parents may share their thoughts with their child's teacher, a member of the School Leadership Team or a member of the administrative team. Any suggestions will be expeditiously routed through the proper personnel, committee or team, and a parent should typically expect to receive feedback from an administrator or staff member within two business days.

#### **X. Annual Evaluation**

- A. Parents will be given opportunities throughout the year to voice their constructive feedback regarding our school's Title I schoolwide program. One of the ways parents may do so is through an annual Parent Survey conducted in the spring. Feedback, be it positive or negative, helps our school teams to know what is working and where we need to grow. This information will be reviewed towards the end of the school year, and parents are welcome to attend. The results of the annual review meeting will be shared during the first annual Title I meeting of the following year.

#### **XI. Other Parent and Family Engagement Practices** (School may include the following).

Parents are encouraged to maintain frequent communication with their child's teacher and schedule meetings with teachers at any time throughout the school year. Classroom teachers have procedures in place to communicate with parents throughout the school week via student agendas and the schoolwide communication platform, *Parent Square*.