J.C. Mitchell Elementary School

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Parent and Family Engagement Policy

J.C. Mitchell Elementary School is committed to the education of all children attending our school. We believe that parent and family engagement is essential in ensuring that our students are successful. We believe that when families are involved in the academic process, school becomes more of a priority for their children. Our goal at J.C. Mitchell Elementary is to produce responsible, analytical, and life-long learners and leaders. It is our vision to work collaboratively with parents, faculty, and staff to ensure that all the children in our community are successful. We pledge to maintain a good line of communication between school and home while providing ample opportunities for parent and family engagement throughout the school year.

Title I regulations require that each school served under Title I jointly develop with our families and is distributed to the parents of participating children, a written parent and family engagement policy agreed on by the parents that describes the requirements outlined in Title I law.

A. POLICY INVOLVEMENT

1. 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.

Our school holds an annual meeting at the beginning of each year to review with the parents and families the Title I School requirements and to review the Parent and Family Engagement Policy. Parents and families are encouraged to become involved in the development, implementation, monitoring, and evaluation of the Title I policy.

2.Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement;

Parents and families are invited to participate in a variety of meetings and activities

over the course of the school year. A minimum of four Title I Parent meetings are scheduled per year during the morning and evening hours. These meetings provide opportunities for parents to receive information about services. Provided by the Title I program and upcoming parent and family opportunities. To meet the needs of our parents in their supporting role, reading and mathematics workshops and trainings are offered throughout the year.

Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school parental involvement policy; our school annually invites parents to participate in the review and revision of our School Improvement Plan and the Parent Involvement Policy.

2.Provide parents of participating children timely information about programs under this part; descriptions and explanation of the curriculum use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet; and 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 suggestions as practically possible.

Our school communicates with parents concerning the state's curriculum and assessment expectations, school wide requirements in relation to the delivery of instruction, techniques utilized to evaluate student work, and individual classroom routines pertinent to the academic success of our students. We use a variety of communicative techniques such as our School Handbook, School Calendars, School Website, School Messenger (phone call system), Parent/Teachers Conferences, Individual Notes/Phone Calls, SDMC Meetings, Open House, PTO Meetings, Family Learning Nights, Report Cards, Benchmark results, ClassDojo, Surveys, etc. to encourage parent participation and deliver important information in hope of creating productive dialogue between home and school concerning student achievement.

1.In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and paretns of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such as parents can understand.

Our school will provide full opportunities 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 ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

If the school wide program plan is not satisfactory to the parents of participating children, we, the school, will submit parents' comments to the External Funding Titles I and II Department and revise the plan as advised by the HISD Title I, Part A Parent and Family Engagement Program Administrator and other district designees as advised.

B.SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement policy, 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 education of a student is the responsibility of the teacher/school and the parent of the child. To outline these responsibilities, a Parent-School Compact has been developed and is utilized in our school. This document serves as an agreement between the school and the parent of their respective duties and responsibilities to ensure the success of the student. J.C Mitchell Elementary School will provide high quality curriculum and instruction in an effective learning environment. Parents are responsible for supporting their child's learning, such as monitoring attendance, homework completion, reading with their child 30 minutes a day and participation in their child's school. These compacts are dispersed school wide in an effort to motivate students and parents to become more involved in the educational process and to let parents know that they are equal partners in their child's learning.

Building Capacity for involvement

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 under this part

1.Shall provide assistance to the parent so children served by the school or local educational agency, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement 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;

Our school will aid the parents in the understanding of the state's academic content standards and state student academic achievement standards, state and local academic assessments as needed throughout the year. Information will be provided to help parents monitor their child's progress and improve achievement. Trainings and workshops will be scheduled to help parents work with their children to improve achievement, as stated in the Policy Engagement section of this document.

2.Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

Our school will provide for this provision as stated in the Policy Involvement and Shared Responsibilities for High Student Achievement sections of this document.

3.Shall educate teachers, pupils' services personnel, principals 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;

Faculty and staff members will be aware of educational research on parent involvement. Parents and family's input will be solicited throughout the year through meetings, surveys, etc. This information will be utilized by the school's Administrative Team to strengthen the tie between the school and home for the purpose of increasing student achievement.

4.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 exten practicable, in a language parents can understand.

Due to the volume of paper sent home from the school, written information is as compact and concise as possible. J.C. Mitchell Elementary has made it a practice to send home school correspondences in English and Spanish to ensure all information is in a language parents can understand. A translator assists with all meetings and parent and family events are always provided in both languages as are any necessary resources.

D.ADOPTION

This Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the

following meetings: Pastries with the Principal meetings, access on the website, and SDMC meeting.

This policy was adopted.by J.C. Mitchell Elementary on September 29, 2023, and will be in effect for the 2023-2024 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before September 29, 2023.

Dr. Elizabeth Castillo, Principal

September 29, 2023