

Williamston Community Schools
Parent & Family Engagement in Title I Programs

Williamston Community Schools (WCS) values the partnership with the families of our students. You are receiving a copy of our district's Title I family engagement policy because your child attends one of our Title I schools. Title I schools receive federal funds to help students reach grade level goals. The funds received are used to support many goals, including working with families to support students. Also, as part of Michigan's strategic goals, we will ensure that parents/families are engaged and supported partners in their child's education. (Goal 5 of Michigan's Top 10 in 10 strategic plan). The important family engagement and communications policies and plans below were developed by staff and families and provide guidance on the many ways in which Williamston Community Schools will accomplish family-school partnership goals (10 in 10 strategy 5.1) and meet the requirements of the Title I legislation. 1116(a)(1)(2). This document includes detailed information on methods to welcome and engage all families, develop and maintain communication in a variety of modes, share decision-making responsibilities with families, collaborate with community and support all children and families. (10 in 10 strategies 5.5)

In addition to this District Policy, you will receive a copy of a family engagement policy for your child's school. The policy will include ways in which the school will meet federal requirements, as outlined in Section 1116 of The Every Student Succeeds Act (ESSA) of 2015, and the strategies under goal 5 of Michigan's Top 10 in 10 strategic goals. District personnel for Williamston Community Schools review each school's family engagement policy each year to make sure that it meets all the requirements below. If you have any questions or would like further information about these items, please contact your building principal.

Policy Goal	District/School Plan to Meet Policy Goal
Convene an annual meeting, at a convenient time to which parents/ families of participating children are invited to attend, to explain Title I requirements and parent/family rights to be involved. ESSA 1116(c)(1) and 10 in 10 strategy 5.1(a)	<i>An annual meeting will be held for families of all students to learn and provide input into the Title I Plan, inform families about programming and initiatives, seek input on perceived needs for parent/family education, review the School Parent/Family Engagement Plan, explain our Title I program and provide information regarding ways families can be involved to help their child be successful. This meeting will occur in the first few months of each school year. Advance notification of the meeting day and time will be communicated.</i>

<p>Throughout the year, a flexible number of meetings and activities, at times and locations convenient to parents, will be offered to support and encourage family engagement; in recognition of the ideas that parents/families are lifelong learners and are key in supporting and monitoring their child’s academic/behavioral goals. Transportation, childcare or home visits will be offered as needed.</p> <p>1116(c)(1) and 10 in 10 strategies 5.1(f), 5.2(a), 5.4(d)</p>	<p><i>Building family engagement activities will include:</i></p> <ul style="list-style-type: none"> • <i>An annual meeting will be held to inform families about programming and initiatives, review the School Family Engagement Policy and to share ways families can be involved to help their child be successful. This meeting will occur in the first few months of each school year.</i> • <i>Advance notification of the meeting day and time will be communicated.</i> • <i>Curriculum Nights</i> • <i>Parent Workshops</i> • <i>Monthly PTSA meetings</i> • <i>Parent Conferences in the Fall</i> • <i>PTSA Activities</i> • <i>Flexible IEP times</i> • <i>Classroom and building volunteer work</i> • <i>Parenting Workshops</i>
<p>Parents/family members will be meaningfully involved, in an organized, ongoing and timely way, in development, review, and improvement of programs under Title I, including the content and effectiveness of the family engagement plan and the school improvement plan. In doing so, they will consider barriers to participation and needs of families in assisting their children and strategies to support school-family interactions.</p> <p>1116 (c)(3) and 10 in 10 strategy 5.2(c), 5.5(e)</p>	<p><i>Families will be involved in the review and development of the policy through:</i></p> <ul style="list-style-type: none"> • <i>Reviewing and seeking suggestions for the District and School Family Engagement Policies and the Home-School Compact from parents/families</i> • <i>Hosting meeting to share school’s plan and to seek input regarding strengths/ weaknesses and ways to change the plan</i> • <i>Posting the District Family Engagement Plan the web site</i> • <i>Reviewing, and signing Parent-Student-School Compacts at fall conferences</i> • <i>Distributing Building Family Engagement Plans at a fall event (such as Open House or electronically (via email or school messenger)</i> • <i>Expanding all avenues of communication with families (monthly school newsletter, weekly classroom newsletters, District publications and website) to increase family engagement</i>

<p>Schools will provide parents/families with timely information 1116(c)(4)(A) including, but not limited to, the following:</p> <p>Frequent reports to parents/families on their child’s progress; 1116(d)(2)(B)</p> <p>A description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, the proficiency levels students are expected to meet; 1116(c)(4)(B)</p> <p>Assistance in understanding the state’s academic content standards, the State and Local assessments, and how to monitor their child’s progress; 1116(e)(1)</p> <p>10 in 10 strategy 5.2(b)</p>	<p><i>Schools will provide:</i></p> <ul style="list-style-type: none"> • <i>Kindergarten Orientation</i> • <i>Fall Open House/Meet the Teacher Night</i> • <i>Annual Fall Information Night</i> • <i>Curriculum Nights that incorporate activities to support families in working with children in literacy, math, etc.</i> • <i>Fall Parent/Teacher conferences (additional conferences available based on need or parent request)</i> • <i>PowerSchool</i> • <i>Semester Progress Reports and Report Cards</i> • <i>Parent Notification via IRIPS for students receiving intervention support (such as MTSS documentation, Individualized Reading Improvement Plans)</i> • <i>District Web Site – Parent/Family Engagement Plan available on website, as well as assessment information and other resources.</i> • <i>Summer Take Home Reading Activities</i> • <i>Telephone Calls/Email correspondence</i> • <i>3rd – 5th grade state assessment reports (M-STEP/PSAT/SAT)</i> • <i>NWEA MAP Reports/Assessment letters</i> • <i>Monthly School Newsletter/Classroom Newsletters/District publications</i>
<p>Reasonable access to staff, opportunities to volunteer and participate in their child’s class, observation of classroom activities; 1116(d)(2)(C)</p> <p>and</p> <p>Regular two-way meaningful communication between family members and school staff, and, to the extent practicable, in language families can understand. 1116(d)(2)(D)</p> <p>10 in 10 strategy 5.2(a)</p>	<p><i>Staff can be reached via email, phone, visits to the classroom that can be arranged through the office, and attendance at building activities. Volunteers are welcome in classrooms upon completion of the district volunteer application. In addition, families are encouraged to participate in the following activities:</i></p> <ul style="list-style-type: none"> • <i>PTSA meetings</i> • <i>Room Parents/Helpers</i> • <i>Classroom and building volunteers</i> • <i>Chaperones for field trips</i> • <i>Booster Activities/Support</i> • <i>Room observations as requested by parents</i> • <i>Information or Seminars regarding responsible internet use, student health/safety, as applicable</i>

<p>Materials and training to help parents/families work with their children at home to improve their children’s academic achievement; in recognition of the idea that parents/family members are lifelong learners and are key in supporting and monitoring their child’s academic/behavioral goals; 1116(e)(2)</p> <p>and</p> <p>Information related to school and parent/family programs, meetings, and other activities provided in a language and format they can understand. 1116(e)(5) and 10 in 10 strategies 5.2(a), 5.2 (b), 5.4(d)</p> <p>and</p> <p>A schedule for Elementary Parent/Teacher Conferences and a Secondary Plan where, at least annually, the Compact will be discussed with parents as it related to the individual child’s achievement. 1116(1116(d)(2)(A)</p>	<p><i>Materials and training will be provided to families through the following:</i></p> <ul style="list-style-type: none"> • <i>Curriculum and parent workshops throughout the school year</i> • <i>Curriculum materials/grade level expectations/PowerSchool Information provided to families at conferences and/or meetings</i> • <i>Meetings with school staff to share materials/training</i> • <i>Parent/Teacher conferences</i> • <i>Open House</i> • <i>Kindergarten Transition Event</i> <p><i>Information will be shared in a language parents can understand by providing:</i></p> <ul style="list-style-type: none"> • <i>Accommodations for families with disabilities and limited English proficiency</i> • <i>Curriculum/Assessment documents in parent friendly language, including assessment letters with student scores and proficiency targets, parent friendly rubrics for report cards</i> • <i>Various meetings to review assessments, curriculum information, and student progress in a way that parents can understand, including the parent assessment meeting, parent workshops, parent/teacher conferences to share information</i> • <i>Other methods as requested by families to support them in understanding information about the school or their child’s progress Parent-Student-School Compacts</i> • <i>Review and sign at fall conferences</i>
<p>Provide parents of Title I students opportunities for regular meetings to formulate suggestions, to participate in decision-making as it relates to their child’s education and respond to any suggestions as soon as possible. 1116(c)(4)(C)</p> <p>and</p> <p>Ensure that any parent/family comments related to an unsatisfactory school plan are submitted to the District. 1116(c)(5) and 10 in 10 strategy 5.2 (a)</p>	<p><i>Regular meetings, in addition to those requested by parents, include:</i></p> <ul style="list-style-type: none"> • <i>PTSA meetings to provide suggestions and participate in decisions</i> • <i>Parent/Teacher Conferences</i> • <i>Annual Information Night</i> • <i>Curriculum Meeting</i> • <i>Email Correspondence</i> • <i>Conducting Program and Perception Surveys for all families</i> • <i>Reviewing and revising to incorporate suggestions based on the Parent Survey results All schools will include unsatisfactory comments in the annual submission of their plan, which will then be reviewed by the district. Findings will be used to revise plan, if necessary.</i>
<p>Educate staff in the value and utility of parents’ contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school. 1116(e)(3) and 10 in 10 strategy 5.1 d</p>	<p><i>Buildings will arrange</i></p> <ul style="list-style-type: none"> • <i>PD for staff that focuses on family engagement.</i> • <i>The district will monitor annually the completion of PD for staff to support family engagement.</i>

<p>Coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents/ families in more fully participating in the education of their children; 1116(e)(4) and 10 in 10 strategy 5.3, 5.1g</p>	<p><i>Buildings will coordinate with other programs including the following:</i></p> <ul style="list-style-type: none"> • <i>Transition to Kindergarten: Kindergarten activity to educate preschool families and activities to educate daycares and community stakeholders on Kindergarten expectations</i> • <i>GSRP – Great Start Readiness Program: Preschool program located in our school district that prepares students for Kindergarten expectations</i> • <i>Parent Volunteers</i> • <i>PTSA school activities for families</i> • <i>Head Start communication with schools and families</i> • <i>Collaboration with CMH, truancy officer, local library, health agencies, food pantries, and other community organizations/services to support families</i>
<p>Provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. 1116(f)</p>	<p><i>Barriers to parent participation will be addressed by providing:</i></p> <ul style="list-style-type: none"> • <i>Accommodations for families with disabilities and limited English proficiency</i> • <i>Curriculum/Assessment documents in parent friendly language, including assessment letters with student scores and proficiency targets, parent friendly rubrics for report cards</i> • <i>Various meetings to review assessments, curriculum information, and student progress in a way that parents can understand, including the parent assessment meeting, parent workshops, parent/teacher conferences to share information</i> • <i>Other methods as requested by families to support them in understanding information about the school or their child's progress</i>
<p>Develop jointly with parents/families a school-parent compact which outlines the responsibilities of the school staff, the parents/ families, and the students in sharing the responsibility for improved academic achievement 1116(d)(1) and 10 in 10 strategy 5.2c, to include:</p> <p>the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment that enables children to meet challenging state academic standards; parent's/ family's responsibility for such things as monitoring attendance, homework, extracurricular activities; volunteering in the classroom; the importance of parent/family and teacher communication on an ongoing basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents/ families.</p>	<p><i>Building compacts will be annually developed and reviewed for the legislative requirements listed in the following way:</i></p> <ul style="list-style-type: none"> • <i>The Parent/Teacher/Student compact is developed and reviewed annually. Revisions are made based on the second trimester Parent Perception Survey results and additional suggestions provided by families.</i> • <i>The compact is reviewed and sent to all families at the beginning of each school year. This ensures a strong home/school connection and allows all stakeholders to have a voice.</i> • <i>The compact will be reviewed annually by the district.</i>
<p>Provide other reasonable support for parental/family involvement activities as parents/families may request; 10 in 10 strategy 5.2 (a)</p>	<p><i>Requests can be made to the building principals for additional supports. In addition, the district staff will offer additional assistance as requested.</i></p>

In addition to the building family engagement policy, the District provides further support to Title I buildings and parents/ families of students participating in Title Programs in accordance with NCLB section 1118 and ESSA Section 1116 through the following:

- A. monitor the implementation of the family engagement policy 2-3 times per year within each school, including the implementation of all policy requirements outlined in Section 1116(b)-(h) of the Every Student Succeeds Act (ESSA) of 2015. Evidence will be gathered by buildings and reviewed by the District; Sec. 1116 (a)(2) (A-F), (b)(2), (c)(1-5), (d)(1-2)(A-D), (e)(1-5)(14)
- B. provide coordination, technical assistance and other support as needed to assist Title I schools in developing effective family participation activities to improve academic achievement and school performance, including providing content information and coordination support for literacy and math family support held throughout the school year; (a)(2) (B-C)
- C. provide resources and presentation materials to building staff as needed to support them in sharing standard and assessment information with families in a manner they can understand. This will include ways for families to support their student in meeting grade level benchmarks. Such professional development will educate teachers, specialized instructional support personnel, principals and other school leaders/staff; (e)(3), (f)
- D. provide coordination of preschool transition parent/student sessions each spring to assist Title I schools in working with families to prepare students for the transition to elementary school; (a)(2)(D), (e)(4)
- E. provide support for schools to use effective communication strategies and to ensure all information related to school and family activities is in a manner parents/ family can understand by coordinating services and reviewing communications for families as needed; (a)(2)(C), (e)(5), (f)
- F. provide resources and professional development opportunities as needed to support schools in building capacity for strong parent/family engagement. Such professional development will educate teachers, specialized instructional support personnel, principals and other school leaders/staff; (a)(2)(C). (e)(3), (f)
- G. provide an annual evaluation of the effectiveness of the family engagement policy in improving academic quality of the schools, revising the policy if necessary, to support greater family engagement after receiving parent/family input from the District Parent Advisory Council; (a)(2), (A, E)
- H. coordinate and integrate parental engagement strategies with other programs, as appropriate throughout the school year, including collaborative parent sessions focusing on content with local agencies and public preschool programs (ex: Family Literacy, Community Mental Health); (a)(2)(C)
- I. conduct other activities, as appropriate to the plan and State or Federal requirements; (e) (14)
- J. provide other reasonable support for family engagement activities as parents/families may request, including offering training on literacy support and technology and the harms of copyright piracy and safe and ethical use of technology and social media and protection of personal data. (e) (2, 14)