

# **School Family Engagement Policy**

## **Sumter County Primary School**

**2018 - 2019**

**Principal: Dr. April Smith**

**Revised: August 8, 2018**

The mission of Sumter County Primary School is to empower all students with knowledge as we begin our adventures on the path to graduation.

### **PART I: GENERAL EXPECTATIONS**

In support of strengthening student academic achievement, **Sumter County Primary School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

**Sumter County Primary School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent involvement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parental involvement policy available to the local community.
- Provide full opportunities, to the extent practicable, 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 ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the school wide program plan under Section 1114(b) of the ESSA 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.

- Be governed by the following statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*

- (A) Parents play an integral role in assisting their child’s learning
- (B) Parents are encouraged to be actively involved in their child’s education at school
- (C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**Sumter County Primary School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, reviewing, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, 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

- Obtain parent input of how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent.
  - Utilize parent input from parent surveys. At the end of the year, a survey is sent to parents. Comments will be used to re-examine the School plan. In addition, parents on the school council will review the parents’ comments and assist in addressing the suggestions and concerns of the survey.
  - Monthly parent workshop evaluations are reviewed to determine what changes need to be made to the workshops to make them more useful to parents.
1. **Sumter County Primary School** will take the following actions to conduct an annual Title I meeting, at a convenient time, and encourage and invite all parents of participating children to attend, to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements and the school parental involvement policy, the school wide plan, and the school-parent compact.
- Give parents a copy of the school Parent Involvement Policy and School-Parent Compact under Title I to all parents at Sumter County Elementary School. Students will receive

this information to take home to parents. A New Student Orientation Packet is provided to parents upon enrollment with important Title I and school information. At the Annual Title I meeting parents will receive copies of both School-Parent Compact and the school-level Parent Involvement Policy. All parents are invited to attend this Annual Title I meeting as a result of at least three different forms of advertisement. The time and date that the meeting is held is based upon times and dates suggested by parents in evaluation forms and the Spring Parent Survey.

**Sumter County Primary School** will take the following actions to offer a flexible number of meetings, such as meetings in the morning or evening.

- Workshops will be held at various times to accommodate parents without transportation. The following information will be shared at these meetings:
  - Explanation of the Title I program at Sumter County Primary School
  - Explanation of the Every Student Succeeds Act (ESSA)
  - Explanation of the School-Parent Compact
  - Explanation of the parents' responsibility to support the school's efforts to educate their children as outlined in the school compact
  - Invite and encourage parents to use the resources available in the parent center
  - Discuss the assessments given and expected proficiency levels
  - Give parents a list of workshops to be presented and also allow them to add workshops that they would like to have added to this list
  - Distribute the Title I Information Sheet

2. **Sumter County Primary School** will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs; through quarterly meetings and/or informational packets sent home.
- Description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet; this information will be provided in content area syllabi, Curriculum Night, parent workshops, and through ongoing parent conferences.
- Opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child, and respond to any such suggestions as soon as practicably possible; parent conferences are available to parents. Monthly parent workshops are also offered to all parents at Sumter County Primary School.

3. **Sumter County Primary School** will take the following actions to jointly develop, with parents of participating children, 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.

- Include the input of teachers. Teachers will review the Compact at a staff training and make the necessary changes needed to address the school needs.
  - Include the input of students. Students will have the opportunity to review the compact at the end of each school term to provide input.
  - Schedule an annual stakeholder meeting to review/revise the school-parent compact with parents.
  - Distribute school-parent compact at the beginning of the year Parent Night.
4. **Sumter County Primary School** will build the school's and parents' 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, through the following activities specifically described below:
- A. **Sumter County Primary School** will provide assistance to parents of participating children, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
- The State's student academic achievement standards; through content syllabi, Curriculum Night and various parent workshops held throughout the year.
  - The State and local academic assessments including alternate assessments; through Curriculum Night, parent workshops and information in the monthly school newsletter.
  - The requirements of Part A; through the Annual Title I meeting held in October and the Title I information sheet provided in student agendas and at various parent workshops.
  - How to monitor their child's progress; through the use of Infinite Campus (parent portal) and various parent workshops throughout the year.
  - How to work with educators; through the parent survey, parent input forms on staff training topics, parent co-presenter at staff training, parent-teacher conferences and parent workshops held throughout the year.
- A. **Sumter County Primary School** will provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy/numeracy training and using technology, as appropriate, to foster parental involvement, by;
- Providing the following opportunities and trainings to help parents work with the school to improve their student's achievement:
    - Stakeholder Meetings
    - Curriculum Night
    - Enhancing Parent Involvement parent workshop
    - Literacy parent workshop
    - Numeracy parent workshop
    - Understanding State and Local Assessments parent workshop
    - Preparing for local assessments parent workshop
    - Understanding Assessment Results parent workshop

- Technology parent workshop
- B. **Sumter County Primary School** will provide training to educate the teachers, pupil services personnel, principal, 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 the school, by:
- **Sumter County Primary School** offers four staff trainings per year on the following topics:
    - Benefits of parent involvement and impact on student achievement
    - Ways to reach out to and effectively communicate with parents
    - How to get parents involved in homework
    - Open topic (topic is based on parent input)
  - **Sumter County Primary School** asks for parent input on staff training topics through input forms and the Parent Survey given out at the beginning of the year. At one of the staff trainings held during the year, a parent co-presenter is in attendance at a staff training to give parent perspective on parent involvement topics.
- C. **Sumter County Primary School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other 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, by:
- **Sumter County Primary School** holds two events per year where the parent involvement coordinator and another program coordinate a school event together. For example, coordinating activities with IDEA (Students with disabilities/Special Education). This is done to ensure that all parents have an opportunity to participate in workshops with topics relevant to their students.
  - **Sumter County Primary School** holds two events per year where the parent involvement coordinator and a business or community organization coordinate a school event together. This is to ensure that schools, parents and the community are working together to help increase student achievement.
- D. **Sumter County Primary School** will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- **Sumter County Primary School** works to provide communication in multiple languages by providing translated documents to parents whose first language is not English. This is to ensure all parents are supported and informed of important dates and information going on at the school.
  
- E. **Sumter County Primary School** will provide other reasonable support for parental involvement activities under section 1116 as parents may request, by;
  - SCPS Website:
    - The website can be accessed at ([www.scps.sumterschools.org](http://www.scps.sumterschools.org)) or through the Sumter County Schools website (<http://sumtercounty.schoolinsites.com>). Any news that concerns the school such as clubs, social, scholarships, or school related information can be found here. The website is frequently updated.
  - Infinite Campus:

The Sumter County School District uses a software program that will allow parents to view their child's school records anywhere, anytime, via the Internet. Infinite Campus will be available to every parent or guardian of a student enrolled in the Sumter County School District.