

# Union City Community Schools

## UNION CITY ELEMENTARY SCHOOL

### Title I School-Wide Family Engagement Plan

#### **Vision:**

The staff at Union City Community Schools realizes that parents are their children's first and most important teachers; and play a fundamental role in assisting their children's learning at school. When the school and parents create a partnership, positive results occur. These results include high student achievement, reduced absenteeism, improved behavior and a feeling of confidence regarding the partnership between home and school.

#### **Part I: Policy Involvement**

**The Union City Elementary Title I School-Wide Family Engagement Policy was created collaboratively with parents and staff. Parents played a key role in the development of this policy and we will continue to utilize their feedback and suggestions in order to update and improve our School-Wide Title I Program: (ESSA Section 1116[b][1])**

#### **Convene an annual meeting: (ESSA Section 1116[c][1])**

Union City Elementary School will:

- Share the School-Wide Plan, review the School-Family Engagement Plan, Family-School Compact, and explain Title I programming including how parents can help their child be successful in their education, at a meeting during the school year that all parents are invited to attend.
- Notification of the meeting will be given to each student via voice message system, posted on the school's web-site..

#### **Offer flexible meeting times & varied activities designed to support and encourage the involvement of all parents: (ESSA Section 1116[c][2])**

Union City Elementary School will ensure the involvement of all parents by offering the following activities:

- Multiple parent contacts throughout the school year
- Flexible Child Study Meeting and IEP times
- Contact with the school social worker
- Grade level family fun events
- School wide fun night
- Information regarding upcoming events will be posted on the district website, district and school calendar, posted on the school's FaceBook page, and communicated via the call out system

#### **Involve parents in planning, reviewing and improving the School-Wide Title I program, including the School and District Family Engagement Policy: (ESSA Section 1116[c][3])**

Union City Elementary School will ensure the involvement of parents in planning and reviewing the School-Wide Title I program by:

- Reviewing the School Family Engagement Plan
- Posting the Family Engagement Plan and Compact on the school web-site
- Family Compacts will be reviewed during parent contacts throughout the school year
- A Parent Survey will be conducted at least once annually

- Parents will review and update the Family Engagement Plan and the School Family Compact on an annual basis incorporating suggestions and feedback received from parents and staff regarding School-Wide Title I services and programming

**Provide timely information about the School-Wide Title I Program, the academic curriculum, assessments used to measure progress and grade level expectations: (ESSA Section 1116(c)(4)[A])**

Union City Elementary School will provide timely information through:

- Fall Open House: parents will have the opportunity to learn what CCSS (Common Core State Standards) are and how they align to curriculum
- Title I/Grade Level Activity events
- Parent contacts throughout the school year, additional conferences will be available upon parent request – Title I staff available (*if applicable*) to discuss student’s progress thus far and show intervention programs
- Classroom and District newsletters
- Family Engagement Plan and Compact available on website, along with links to the Michigan Department of Education’s website which gives grade level curriculum as well as proficiency levels that students are expected to meet at each grade level
- Kindergarten Orientation – coordinated with GSRP preschool to educate all involved about Kindergarten expectations
- Telephone Calls/E-mail correspondence
- Parent-Student Handbook

**Provide parents the opportunity to interact with teachers regarding the education of their children. Include parents in the decision making process and utilize their suggestions for improvement. Revise the School-Wide plan to meet student and parent need and share revisions with LEA: (ESSA Section 1116(c)(4)[C])**

Union City Elementary School will provide parents an opportunity to interact with their children’s school by:

- Parent surveys will be conducted at least once annually
- Parent comments/suggestions regarding the improvement of the School-Wide Title I program are welcome at any time
- Including Title I programming as an agenda item at parent meetings
- Discussing any parent suggestions/positive notes at school leadership team meetings; utilize feedback when revising and updating our School-Wide Title I program to meet the needs of all parents and students. Share suggestions and comments with the Local Education Agency (LEA) and act on suggestions when appropriate.
- Parent contacts throughout the school year, additional upon parent request)
- Telephone Calls/E-mail correspondence between parents, teachers and school

**Part II: Building Capacity for Involvement**

**Provide information and assistance to parents regarding the state and local academic standards and assessments: (ESSA Section 1116(e)[1])**

To ensure that parents are informed about academic standards and assessments, Union City Elementary School will provide the following:

- Parent/Teacher contacts throughout the school year, additional conferences available upon request)
- Students receiving Title I support will be progress monitored on a bi-weekly basis; (*if applicable*) information will be shared with parents as requested and at Child Study meetings.

- Title I staff will be available to meet with parents to provide information and answer questions regarding Title I interventions and assessment
- Local assessment information (NWEA, and other district common assessments) will be shared with parents
- Fall Kindergarten Orientation: staff share Kindergarten expectations and provide all parents with examples of at home activities to help their child be successful.

**Provide materials and training to parents: (ESSA Section 1116[e][2])**

Union City Elementary School offers training and materials to parents through the following events and activities:

- Fall Kindergarten Orientation, information regarding curriculum and classroom expectations are provided
- Kindergarten Registration – Information provided to parents with Kindergarten content area expectations, information on Title I programs, activities aligned to CCSS, and summer reading activity calendars.
- Classroom Newsletters, District publications, District web-site
- Each grade level will schedule a core content activity night in conjunction with Title I. At these events parents will learn games and interventions they can do with their students at home.

**Educate teachers, Title I staff and principals regarding the value of parent involvement, ways to communicate effectively with parents and implementation of parent programs: (ESSA Section 1116[e][3])**

- Union City Elementary School values and respects parent involvement in the school community. Parent Involvement will continue to be a part of the professional development plan. Staff members will continue to implement new ideas for effective parent communication. Parents will continue to be the first point of contact when a situation occurs that involves students or the welfare of the entire school community. The District will continue to provide training for teachers on how to utilize Schoology to post classroom information as well as materials and resources to their classroom web page.

**Coordinate parent involvement activities with other programs: (ESSA Section 1116[e][4])**

Union City Elementary School will work to coordinate programs to ensure success for all:

- Transition to Kindergarten: activities to educate preschool parents, daycares and community stakeholders on Kindergarten expectations
- GSRP – Great Start Readiness Program: Preschool program located at our school that prepares students for Kindergarten expectations
- School Fun Night
- Book Buddies
- PTO
- March is Reading month activities
- Clothing Grab & Go Events - in October and May
- Toy Grab & Go Event – in November, provides needed toys to students/community

**Inform parents of school and parent programs in a timely and practical format in a language they can understand: (ESSA Section 1116[e][5])**

To ensure that all parents are informed in a timely and user-friendly manner, Union City Elementary School will provide:

- Weekly Take Home Folders
- Classroom Newsletters written in a language parents can understand

- Bilingual interpreter when needed through the CISD (Calhoun Intermediate School District) for all parent contacts
- Accommodations for deaf parents
- Call out system – calls to all stakeholders regarding upcoming school and parent programs

**Provide support for parental involvement at their request: (ESSA Section 1116[e][14])**

Union City Elementary School will make every effort to support our parents and make sure their needs are met:

- Make every effort to accommodate parent requests to ensure that students and parents individual needs are met in order to foster more positive parent involvement.

**Part IV: Accessibility**

**Parent involvement activities accessible to all parents, including those with disabilities, parents of migratory children and parents who use English as their second language: (ESSA Section 1116[f])**

Union City Elementary School will provide:

- Flexible meeting times
- Handicapped Accessible Facilities
- Home visits
- Phone conferences (bilingual interpreter provided when needed through the CISD for all parent contacts)
- Classroom Newsletters in a language parents can understand
- Accommodations for deaf parents
- Collaboration with community agencies; i.e., Community Mental Health
- Transportation assistance