



Nottawa Community School

Title 1 School-Wide Parent and Family Engagement Policy ESSA Section 1116

This Parent and Family Engagement Plan is broken into four sections: POLICY INVOLVEMENT, SHARED RESPONSIBILITIES, BUILDING CAPACITY and ACCESSIBILITY.

Part I: Policy Involvement

1116 (c) (1) Convene an annual meeting:

Nottawa Community School will:

- *Hold an annual school-wide Title 1 Meeting in conjunction with the fall Open House/Cookout.*
- *The purpose of the meeting will be to share the School-Wide Plan, review the School's Parent/Family Engagement Policy, review the Family/School Compact (Nottawa Partnership Agreement), and to explain our Title 1 program and how parents can be involved to help their child be successful.*
- *Parents will be notified of the meeting by district calendar, notes sent home, and on the school sign, informing them of the time to come for the Parent Orientation meeting and Open House/Cookout.*

1116 (c) (2) Offer flexible meeting times & varied activities designed to support and encourage the involvement of all parents:

Nottawa Community School will ensure the involvement of all parents by offering the following activities:

- *Family Fun "Game" Night*
- *Harvest Festival*
- *School Christmas program and community dinner (childcare provided)*
- *Book Fair*
- *End of the year Awards Assembly/Ice Cream Social*
- *Field day*
- *Parent/Teacher Conferences also available upon request*
- *Flexible IEP times (transportation provided, if needed)*
- *Contact with counselors/school social worker and other community services*
- *Home visits upon request*

1116 (c) (3) Involve parents in planning, reviewing, and improving the School-Wide Title 1 program, including the School District Parent/Family Engagement Policy:

Nottawa Community School will ensure the involvement of parents in planning and reviewing the School-Wide Title 1 program by:

- *Reviewing the School Parent/Family Engagement Policy at the Annual Parent Meeting*
- *Distributing and reviewing the School/Family Compact at Annual Parent Meeting*
- *Posting the School Parent/Family Engagement Policy for parents to review during November Parent Teacher conferences in a visible location*
- *Placing a suggestion box located under the visible plan for parents to make suggestions during November Parent Teacher conferences. Share these suggestions with LEA*
- *Conducting a Parent Survey at November Parent Teacher conferences for all parents every three years*
- *Reviewing and revising the School Parent/Family Engagement Policy to incorporate suggestions based on the Parent Survey results*
- *Holding a Title 1 meeting twice a year at flexible times (parent request) to review the Title 1 program, School Parent/Family Engagement Policy and ask for suggestions for improvement.*
- *Utilizing all avenues of communication with parents (school newsletter, classroom newsletters, school sign, Honeywell, District publications and website) to increase parent involvement in the School-Title 1 program*

1116 (c) (4) (A) (B) Provide timely information about the School-Wide Title 1 Program, the academic curriculum, assessments used to measure progress, and grade level expectations:

Nottawa Community School will provide timely information through:

- *Annual Title 1 meeting held during Fall Open House*
- *Parent conferences (November/additional conferences upon parent or teacher request)*
- *School/Classroom/Title 1 Newsletters*
- *Progress (Mid-term) Reports/Report Cards*

- *WIDA and State testing parent information letters*
- *District Website – School Parent/Family Engagement Policy and School/Parent Compact available on website*
- *Early Parent Conferences – meet intervention specialists/see intervention programs/discuss students' progress thus far (K-3 Individual Reading Improvement Plan - IRIP)*
- *Transition to Kindergarten Program– Parent awareness evening and coordination with daycares and preschools to educate all involved about kindergarten expectations (childcare provided)*
- *Home Visits, as requested*
- *Weekly Take Home Folders*
- *Telephone Calls/E-mail correspondence*
- *Parent-Student Handbook*

1116 (c) (5) Provide parents of participating children, 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:

Nottawa Community School will provide parents an opportunity to interact with their children's school by:

- *Include School-Wide Title I as a monthly agenda item at staff meetings. Utilize parent feedback to revise and update our School-Wide Title I program to meet the needs of all parents and students. Share suggestions and comments with the LEA and act on suggestions as appropriate.*
- *Conduct a Parent Survey at November Parent Teacher conferences every three years.*
- *Hold a Title I meeting twice per year (fall and spring) at flexible times to review the Title I program, School Parent/Family Engagement Policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the School Parent/Family Engagement Policy when appropriate.*
- *Parent conferences (November; additional conferences upon parent request)*
- *Telephone Calls/E-mail correspondence between parents, teachers and school*

Part II: Share Responsibilities for High Student Academic Achievement

1116 (d) (1) As a component of the school-level parent/family engagement policy, jointly develop with parents 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.

The Family/School Compact (Nottawa Community School Partnership Agreement) is developed/reviewed:

- *Parents review the school-parent compact annually during open house. Any revisions are made based on parent input. The November Conference Parent Survey also has an opportunity for additional suggestions provided by parents.*
- *The school/parent compact is reviewed with, and given to all parents at the November Parent-Teacher Conference. Teachers discuss how this relates to the success of each individual child. This ensures a strong home/school connection and allows all stakeholders to have a voice.*
- *The Nottawa School Continuous Improvement Team, including parent representatives, review the Parent/Family Engagement Policy and the School/Parent Compact annually in the spring.*

1116(d)(2)(A) Provide frequent communication to parents on their children's progress:

Nottawa Community School will provide various academic reports to parents:

- *Parent Teacher Conferences (November; additional conferences available upon request)*
- *The school/parent compact is reviewed with, and given to all parents at the November Parent-Teacher Conference and how it relates to the success of each individual child.*
- *Report Cards (trimester)*
- *Progress reports (mid-marking period)*
- *Additional reports provided as needed (behavior or academic, including IRIP)*
- *Friday Folders used to communicate concerns and celebrations on a weekly basis*

1116 (d) (2) (C) Afford parents reasonable access to staff. Provide opportunities for parents to volunteer, participate and observe in their child's classroom:

Nottawa Community School has an open door policy for parents with both administration and staff. A volunteer survey is sent home at the beginning of each year. In addition, parents are encouraged to participate in the following activities:

- *Share/present about jobs or hobbies*
- *Chaperones for field trips*
- *Help with annual events: Harvest Festival, Field Day, School projects (planting, painting, as allowed by CDC.)*
- *Classroom volunteer, as allowed by CDC*
- *Volunteer readers*
- *Room observations as requested by parents*

1116 (d) (2) (D) School staff ensures regular two-way communications between staff and family in a language that family members understand through:

- *Monthly newsletters*
- *Friday Folders*
- *Informational flyers*
- *Bilingual interpreter available upon request (Amish is not a written language)*

Part III: Building Capacity for Involvement

1116 (e) (1) Provide information and assistance to parents regarding the Title I Plan, state and local academic standards and assessments and how to monitor a child's progress and work with educators to improve the achievement of their children:

To ensure that parents are informed about academic standards and assessments, Nottawa Community School will provide the following:

- *Parent Conferences (November, additional conferences available upon request)*
- *Parent copy of Common Core State Standards provided upon request*
- *WIDA results for EL students given to parents at Open House*
- *Local assessment information (DIBELS, DRA, IXL, Smarter Balance and other local assessments) shared with parents at conferences*
- *Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need. Information will be shared with parents when appropriate.*
- *M-STEP results, including a written explanation, provided to parents.*
- *Additional meetings scheduled upon request*

1116 (e) (2) Provide materials and training to help parents work with their children:

Nottawa Community School offers training and materials to parents through the following events and activities:

- *Kindergarten Round-up/Orientation Day*
- *Local Parent Workshops (childcare provided)*
- *Take Home Book Program (during the school year and also available during the summer)*
- *IRIP (K-3) At-Home Plan with materials*
- *Parent workshops for parents of beginning and transitioning readers provided at least annually*
- *Provide lists of community resources to individual parents and assistance in accessing these resources, as needed*
- *Classroom newsletters/District publications*

1116 (e) (3) Educate teachers, Title 1 staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs:

- *Nottawa Community School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will attend workshops and implement new ideas for effective parent communication. When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact.*

1116 (e) (4) Coordinate parent involvement activities with other programs:

Nottawa Community School will work to coordinate programs to ensure success for all:

- *GSRP-Great Start Readiness Program: Preschool program that prepares students for Kindergarten expectations*
- *Preschoolers are invited to all school family events/programs that occur throughout the school year*
- *Preschool Visit: Preschoolers and their parents invited to Nottawa to tour their new building during the spring Kindergarten Round-Up and stay for a family game night, as allowed by the CDC.*
- *Pre-Kindergarten Class: Held during the summer to acquaint students with K teacher school and some curriculum. Held in conjunction with our regular Summer Program.*
- *Preschool parents are invited to our Little Dippers Nottawa Playgroup Program twice a month.*

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

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

- *Weekly Take Home Folders*
- *Classroom Newsletters/District Newsletters written in a language parents can understand*
- *Bilingual interpreter; available upon request (Amish is not a written language)*
- *Translated documents as needed, upon request*

1116 (e) (6) Involve parents when training teachers about parental involvement

Nottawa Community School will send information to parents about such training.

1116 (e) (7) (8) Provide literacy training for parents, including child care and transportation, from funds received under this part if no other sources of funding are available for such training.

Nottawa Community School will use funding to cover child care and transportation so parents can attend training.

1116 (e) (9) (10) (11) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation

- *Nottawa Community School will be flexible in meeting times in order to increase parental involvement.*
- *Nottawa Community School may also use the train-the-trainer model for parental involvement.*
- *Nottawa Community School will purchase resources or programs to address any parental involvement areas of weakness that were identified in the CNA (Comprehensive Needs Assessment)*

1116 (e) (12) May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;

Nottawa Community School's Continuous Improvement Team includes parent representatives for Title I, Title III, Special Ed., General Ed, Business Community, teachers, and other staff.

1116 (e) (13) (14) May develop appropriate roles for community-based organizations and businesses in parent involvement activities and provide any other reasonable support for parental involvement at their request:

Nottawa Community 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*
- *Involve local community businesses in parental involvement activities when possible*
- *Home visits upon request*
- *At-home materials provided for parents to use with their students (flash cards, books, educational games)*

Part IV: Accessibility

1116 (f) Parent involvement activities accessible to all parents, including those with disabilities and parents who use English as their 2nd language:

Nottawa Community School will provide:

- *Flexible meeting times via Zoom, emails, phone calls*
- *Handicapped Accessible Facilities*
- *Home visits upon request*
- *Bilingual interpreter, as needed*
- *Classroom Newsletters written in a language parents can understand*
- *Accommodations for deaf parents as needed*
- *Collaboration with community agencies; i.e., Community Mental Health*
- *Transportation Assistance*