

Roguewood Elementary

Section 1116 Parent and Family Engagement Plan

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

Policy #	Policy	Layman's Description	What is your School Doing?	Notes
1116(c)	POLICY INVOLVEMENT	This section explains how parents must be involved in creating and updating the Title I Parent and Family Engagement Plan.		
1116(c)(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;	Hold an Annual Title I Parent Meeting to review and solicit input on the Parent and Family Engagement Plan.	Rockford Public Schools holds an annual Title I Parent Meeting each October. Parents are able to provide input into the Parent and Family Engagement plan. Parents engage and explore their child's interventions and learn about their rights as Title I parents.	Title I Plan Required
1116(c)(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, child care, or home visits, as such services relate to parental involvement;	Make sure the meeting is accessible to parents. You can spend Title I \$ to make it accessible.	Rockford offers child care for this event. Some years we record the session for parents to watch at their convenience at home.	Title I Plan Required
1116(c)(3)	involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;	Parents should also be involved in the Title I Targeted Assistance or Schoolwide Plan. You can use the Annual Title I Parent Meeting to do this, or you can do it in other ways, such as having parents on your School Improvement Team.	Parents are able to provide input into the Title I Targeted Assistance Plan at our annual Title I parent night. Roguewood Elementary also identifies Title I parents to review Title I documents including this plan.	Title I Plan Required

1116(c)(4)(A)	provide parents of participating children timely information about programs under this part;	When are the times (Annual Title I meeting and other times as appropriate) that you let parents know about your Title I Program?	Rockford Public Schools Targeted Assistance Schools use our district Response to Intervention process to identify Tier III/Title I students three times a year in the Fall, Winter, and Spring. We also have a referral process that takes place once each month for students to qualify outside the universal screening windows. When students are identified they receive a letter of notification, at home parent resources, and copies of the Parent Compact and the Parent and Family Engagement Plan. Parents are also informed about Title I programming at our Title I parent night.	
1116(c)(4)(B)	provide parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards;	At the meeting, explain the curriculum, what assessments are used, and an overview of how the students are doing with the assessments.	Our district Response to Intervention process is shared by electronic letter with all parents each fall, and then additional Title I paperwork if their child qualifies to be a Title I student. Parents receive progress reports on their students a minimum of three times a year when progress reports are sent home as well as at conferences twice a year.	Title I Plan Required
1116(c)(4)(C)	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, and respond to any such suggestions as soon as practicably possible	If requested, meet with parents outside of the annual meeting to take their suggestions on the Title I Program, Parent Involvement Plan, or curriculum and assessment. Respond to the suggestions promptly.	The Building Principal, District Director of Literacy, Instructional Coaches, and Interventionists all offer to meet with parents to listen to suggestions and respond promptly.	Title I Plan Required
1116(c)(5)	if the schoolwide program plan under section 1114(b) 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.	Document any parent comments from the Annual Title I Parent Meeting.	Parents fill out an exit ticket when leaving the Title I Parent Meeting and this information is reflected on to improve programming and build awareness of parent input into the process.	Title I Plan Required
1116(d)	SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT.—As a component of the school-level parent and family engagement policy developed under subsection (b), each	This section is about the school-parent compact. Every Title I Belmont School and Family Compact school must have a school-parent compact that describes what the school, parents, and students will do to share responsibility for student achievement.		

	school served under this part 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 and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.	For Schoolwide schools, the compact must be provided to all families. For Targeted Assistance schools, it is best practice (and maybe easier) to give the compact to all families, but it is only required to be provided to families of students served by the Title I program.		
1116(d)(1)	describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time;	The compact must describe what the school and parent responsibilities are to promote student achievement. See examples in the policy description.	Roguewood School and Family Compact	Compact Required
1116(d)(2)	address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:	The compact must address ongoing communication between teachers and parents.	Roguewood School and Family Compact	Compact Required
1116(d)(2)(A)	parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;	The compact must be discussed at parent teacher conferences at least annually.	Roguewood School and Family Compact Conferences are held twice a year and Title I student needs are addressed at each one.	Compact Required
1116(d)(2)(B)	frequent reports to parents on their children's progress;	The school must "frequently" report to parents on progress.	Parents receive progress reports on their students a minimum of three times a year when progress reports are sent home as well as at conferences twice a year. Classroom teachers have ongoing communication with parents regarding their child's intervention progress after each monthly Collaborative Action Team meeting.	Compact Required

1116(d)(2)(C)	reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities;	Parents should be able to volunteer, observe, and have access to school staff.	Roguewood Elementary encourages and welcomes parent volunteers to contribute and/or observe in our classrooms.	Compact Required
1116(d)(2)(D)	ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.	Ensure meaningful, two-way communication in a language that parents can understand.	Rockford Public Schools offers translation services as needed. We communicate through a variety of means including face-to-face and electronic methods as well as making phone calls home.	Compact Required
1116(e)	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 assisted under this part	This section talks about building the capacity of the school, parents, and the community to improve student achievement.		
1116(e)(1)	shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic 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;	The school will help parents understand the state standards, state and local assessments, the Title I Plan, and how parents can check on how their kids are doing.	Building staff will share district curriculum and assessments through See Saw, Schoology, and other district communication portals. Title I Plans and the Parent and Family Engagement Plan will be available on building and/or district web sites. Student progress will be shared through progress reports and at conferences.	Title I Plan Required
1116(e)(2)	shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;	The school will train parents on how to work with their kids at home to support achievement.	Parent resources are shared at our Parent Title I Nights. At home reading strategies and activities are sent home when a student qualifies as a Title I student. Depending on the annual Title I budget allocation, parent events may be held in the building to encourage parent participation and increase knowledge of their Title I student learning needs.	Title I Plan Required
1116(e)(3)	shall educate teachers, specialized instructional support personnel, principals, and other school leaders, 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,	The school will train its staff on how to work with parents as equal partners.	Each fall the Director of Literacy meets with the Title I principals, instructional coaches, interventionists, and other staff to update them on current federal requirements and best practices for working with family engagement. In addition communication is sent out to Title I staff throughout the year that may include	Title I Plan Required

	implement and coordinate parent programs, and build ties between parents and the school;		newsletters, articles, or other relevant material to support this knowledge.	
1116(e)(4)	shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool 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;	The school will coordinate all of these requirements with other programs that may also involve parents. Try to work it into other programs, rather than seeing "Title I Parental Involvement" as its own activity to perform.	The school PTO and other parent groups will have Title I information shared and integrated with other program communications.	Title I Plan Required
1116(e)(5)	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 the extent practicable, in a language the parents can understand;	All communications with parents should be in a language they can understand.	Rockford Public Schools offers translation services as needed. We communicate through a variety of means including face-to-face and electronic methods as well as making phone calls home.	Title I Plan Required
1116(e)(6)	may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;	Schools can involve parents when training teachers about parental involvement.		Title I Plan <i>Optional</i>
1116(e)(7)	may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;	All family engagement activities need to be linked to learning, so family engagement activities like family nights should be teaching families how to reinforce literacy skills at home.	Our Title I Parent Night and any building events provided for Title I families include demonstrations of best practices to be used at home as well as materials to take with them for reference at home.	Title I Plan <i>Optional</i>
1116(e)(8)	may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;	Schools can use Title I funds to pay for reasonable expenses so parents can participate in meetings and trainings.	If the building Title I budget has allocations for family Title I events, all efforts are made to make it possible for families to attend which may include offering child care, meals, and transportation.	Title I Plan <i>Optional</i>
1116(e)(9)	may train parents to enhance the involvement of other parents;	Schools can use parents in a train-the-trainer model for parental involvement.		Title I Plan <i>Optional</i>
1116(e)(10)	may arrange school meetings at a variety of times, or conduct in-home conferences between	Schools can set up a variety of types of meetings at school or at homes for parental involvement.		Title I Plan <i>Optional</i>

	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;			
1116(e)(11)	may adopt and implement model approaches to improving parental involvement;	Schools can use Title I funds to purchase resources or programs to implement in order to address any parental involvement weaknesses identified in the CNA.		Title I Plan Optional
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;	Districts can form a parent advisory council to advise the district on parental involvement.	Rockford Public Schools has an Inner School Advisory Committee (ISAC) that allows for sustained parent involvement.	Title I Plan Optional
1116(e)(13)	may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and	Schools can involve other organizations and businesses in parental involvement activities.		Title I Plan Optional
1116(e)(14)	shall provide such other reasonable support for parental involvement activities under this section as parents may request.	Schools will provide any other reasonable supports that parents request not described elsewhere in Section 1116.	Requests not described in section 116 will be reviewed by building and district Title I staff in a timely manner in order for all suggestions to be heard and reasonable opportunities provided to support Title I student learning.	Title I Plan Required
1116(f)	ACCESSIBILITY.—In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.	The school will make every effort to provide all required information in Section 1116 and other federally required reports in a format and language parents can understand.	Rockford Public Schools offers translation services as needed. We communicate through a variety of means including face-to-face and electronic methods as well as making phone calls home. The information in Section 1116 will also be available on building and/or district web sites.	Title I Plan Required