CROMWELL ELEMENTARY

**PARENT AND FAMILY ENGAGEMENT PLAN**

**(Revised May 2024)**

# PURPOSE:

The administration, faculty, and staff of Cromwell Elementary School recognize the importance of parental involvement in the goal of academic excellence for every child. The purpose of this plan is to **establish expectations for parental involvement** and serve as a guide in the implementation of the Title I project as required by regulations. Also, the purpose of this plan is to encourage **organized, ongoing, and timely** parental involvement in the educational process . Working together as a team, parents and the school staff will prepare students to be college and career ready.

# SCOPE:

This policy is applicable to all parents of participating children attending Title I schools.

The federal government, Tennessee School Board Association, Shelby County School District, and Cromwell Elementary will work jointly to ensure effective involvement of parents.

Cromwell Elementary School believes that parental involvement is vital to the educational process, since parents are the primary educators of their children. We all believe strongly that parental involvement affects academic achievement. Parents of participating students will be provided with opportunities to be informed of **the school’s participation in the Title I and their right to be involved.**

Our Family Engagement Plan at Cromwell Elementary was **jointly developed** with our parents to eliminate barriers to parent involvement in the following ways:

1. Consistently acknowledge and greet parents in a friendly, timely and welcoming manner by the office staff.
2. Provide opportunities such as parent meetings, suggestion boxes, surveys, and questionnairesfor parents to communicate suggestions, concerns, and/or problems, which are given timely responses.
3. Provide flexible scheduling of meetingsthat allow parents to participate (day and evening).
4. Revise the school/parent compact and engagement plan jointly with parents.
5. Disseminate flyers and materials written in English and Spanish.
6. Invite parents to annual morning and afternoon meetingswith flexible times to participate in programs and explain Title I-NCLB requirements.
7. Provide interpretive services for meetings whenever the need arises.
8. Provide timely information about parent programsthrough the use of posters, flyers, and monthly calendars
9. Provide website information and email addresses.
10. Inform parents of grade level curriculums, academic assessments and proficiency levels.
11. Provide Family Literacy and Reading Night and training sessions to improve parents’ abilities to help with their children’s education through: Family Science, Reading, and Math Nights and a series of Professional Consultant’s parent training sessions.

12. Utilize partnerships with community organizations, adopters, and businesses.

Cromwell Elementary will assist in building the capacity for strong parent participation. Our parents will be given opportunities to participate in the following:

* School Leadership Council
* PTO
* Room Parents
* Home School Connection Process
* Flexible number of parent meetings
* ELL parent training sessions
* Training sessions at Title I Center for Parental Involvement
* Training sessions at the local, regional, and national level
* Parent resources and trainings for helping with homework
* Sharing experiences, offering suggestions, and participating in decisions
* Intervention Program Implementation
* Serve as school volunteers
* SACS and SIPP Planning and Preparation Process
* Extended Day Program
* Involve parents in decisions about their child(ren)’s education through participation in S-Teams, IEP Teams, and parent-teacher conferences.

The following information has been disseminated as well as discussed with parents:

* Title I Parental Law-Educating and Informing
* Shelby County School Parent Engagement Policy
* RTI2 Student Intervention Program
* SCS Homework Policy
* Cromwell Elementary School Parent and Family Engagement Plan
* Cromwell Elementary School Parent Compact
* Scheduled Parental Staff Development

The following processes will be implemented:

* Beginning of the year letter to parents
* Monthly School Calendars
* Copy of Cromwell Elementary Parent/Student Handbook
* Regularly scheduled parent-teacher conferences
* Participating on the School’s Leadership Council, PTO, and Watch Dogs etc.
* School-wide Counseling Services
* Parent Resources
* Open door policy
* Extend invitation for parents to attend all school events, such as the Science Fair, Hispanic Heritage Celebration, School Carnival, Book Fair, Spelling Bee, Honor’s programs, Grandparent’s Day, VIP Club Meetings and activities, and any other school program or student recognition event. Notices of any school event will be sent home, posted on the website, and included in the Parent Link.
* Report Cards preceded by mid nine week Progress Reports
* Grade Level or Classroom Newsletters
* Provide parents with information regarding classes at the Parent Learning Academy in computer skills, GED preparation and other life skills. Class schedules will be distributed to parents and posted in the Parent Information Corner.
* Room Parents
* Parent Link Communication
* Title I parent meetings
* Encourage parents to attend monthly parent seminars at the Title I Center for Parental Involvement
* Phone calls by teachers and support staff
* Participation in District-wide Annual Parent Meetings
* Participation in Regional Parent Meetings
* Post curriculum scope and sequence, school calendar, academic vocabulary calendar, contact information (including teacher email links), and NCLB information on the school website.

All parties involved are committed and will try to the best of their abilities to carry out each of the responsibilities stated above.