



**Downtown Elementary Optional School  
Family Engagement Policy  
(Revised in May/ Approved September 2024)**

The family engagement policy was **jointly developed with parents to establish the expectation for parental involvement**. This plan contains details to carry out the Memphis-Shelby County School's Family Engagement Policy #4.502. A copy of this plan will be made available to all parents in the school, the community, and posted on the school's website.

At Downtown Elementary Optional School, we want each student to have a successful learning experience. Because the students and parents are top priorities, it is important that the school staff, community, and parents work together.

To build a strong relationship between home, community, and school, Downtown Elementary Optional School will provide the following:

- Convene an **Annual Title I meeting, and intentional training opportunities** where all parents are **informed about Title I requirements, school participation, their right to be involved**, parents right to know, and volunteer opportunities.
- Convene a **flexible number of parent meetings** with flexible times available, (morning, afternoon, and evening) which allow an **organized, ongoing and timely way** where parents are familiarized with the curriculum, given tips to assist their child at home, discuss the forms of academic assessment used to measure student progress, (report cards, Interventions, Formative Assessments, Common Assessments) discuss the importance of weekly communication between the teacher and parent by using the *Weekly Folders*, and inform parents of the proficiency levels students are expected to meet.

- Provide a monthly calendar with **timely information about parent programs**, school meetings, and updates
- Hold parent conferences where the progress of the student will be discussed and explained and discuss the parent-school compact as needed.
- Provide **opportunities for regular meetings to, build rapport, formulate suggestions, participate in decisions relating to the education of their children and respond to any suggestions as soon as practicably possible.**
- Update the school website which outlines school programs, parenting programs, and events.
- Meet with the leadership council to review, plan, and make suggestions to improve the current **Family Engagement Plan/Policy** and **parent-school compact. (Both jointly developed with parents)**
- Provide a **description and explanation of curriculum, academic assessment, and proficiency levels**, as well as provide parents with additional training based on Parent Needs survey.
- Provide parent training in technology, how to assist their child with homework, and other academic areas.
- Convene an annual ELL parent meeting where all ELL parents will be given information on assisting their children in attaining English proficiency and in achieving academic success.
- Provide training for teachers, parents, and the other staff, in how to reach out to, communicate with, and work with parents as equal partners.
- Provide opportunities for you to get involved and share the responsibility of promoting success in our children.

Every effort will be made to communicate with parents in an understandable format and language. Parents are encouraged to take an active role in school improvement. By making suggestions to improve our school, we can make a difference at Downtown Optional Elementary School.

