MITCHELL ELEMENTARY
2500 Austin's Colony Parkway Bryan, TX 77808 979-209-1400

Mitchell Elementary
PARENT AND FAMILY ENGAGEMENT POLICY

1. Mitchell Elementary shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of ESSA Section 1116 subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school [Section 1116 (bb) (1) & (e)(5)].

- The Parent and Family Engagement Policy is typically reviewed and revised at the beginning of the school year at a Meet the Teacher event and/or virtual evening Title | meeting and at the end of the school year at a Campus Performance Improvement Committee meeting.
- The role of parents in this process is to give input and suggestions for improvement.
- The revised policy is usually distributed and explained to parents at our Open House event at the beginning of the school year and/or virtual evening Title | meeting.
- Formats used to distribute the policy to parents and the local community include making it available at our Open House event or other virtual meeting as well as displaying it on our campus website.
- Our mission with our PFE program is to promote education as a family activity. Parents and family members are considered as each child's first and most important teacher. We work to build partnerships with families to achieve educational success for each student.
- Documents that will be provided in Spanish or other languages as needed include the PFE policy and evaluation surveys.

2. Mitchell Elementary shall convene two annual meetings, 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 [Section 1116 (c)(1)].

- Two Title | annual meetings will be provided – both will meet no later than December 31.
- Parents will be notified of the Title | meetings through either monthly parent newsletters sent home in student folders and posted on the Mitchell website and Mitchell's Facebook page.
- The principal is responsible for conducting these meetings.

3. Mitchell Elementary shall offer a flexible number of meetings, such as meetings in the morning or evening, to allow parent attendance and participation, and may provide with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116 (c)(2)].

- Two opportunities for parents to review/revise the PFE policy in person will be provided, with both meetings being held in the evening. We will also offer an additional opportunity for parents to review/revise the PFE policy virtually as a morning meeting.

- The school may assist with transportation & childcare when requested, as allowed by CDC guidelines.
- Home visits can be scheduled at the beginning of each school year before school begins and may happen throughout the year, as allowed by CDC guidelines.

4. Mitchell Elementary shall 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) (Campus Improvement Plan), 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; Section 1116 (c)(3).

- Parents participate in developing the PFE program and activities through attending Campus Performance Improvement Committee meetings and beginning of year Meet the Teacher, campus events, evening meetings, and/or virtual morning meetings where they give their suggestions for improvement and things they would like to see.
- The PFE policy is typically reviewed and revised at the beginning of the school year at either a Meet the Teacher, Open House event or an evening meeting, virtual morning meeting, and/or a Campus Performance Improvement Committee meeting.
- The role of parents when developing the Campus Improvement Plan is one of giving suggestions for improvement and giving input on what they think should be included in the plan. The goal is always to have adequate representation of parents that represent the demographic of the school community, as well as including parents of migrant students and/or parents of special education students.

5. Mitchell Elementary shall provide parents of participating children — (A) timely information about programs under this part; (B) 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; and (C) 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 [Section 1116 (c)(4)].

- Ways parents are informed about the PFE program and activities include fliers being sent home in participating students' weekly folders, annual Meet the Teacher and campus events, Bulldog PAC meetings, as well as through the Bulldog Bulletin, Mitchell website, and/or Mitchell Facebook page.
- Some of the program activities may include a fall and/or spring parent involvement event, student performances after school, and/or Bulldog PAC Meetings.
- Information on the curriculum and assessments used to measure student progress can be found by parents and families on either Mitchell's website and/or Facebook page.

- The school will schedule a time that works best for both parties if and/or when parents request to meet to either provide suggestions and/or participate in decisions relating to the education of their student or to receive responses to previously shared suggestions. Families are also welcome to provide suggestions during monthly Bulldog PAC meetings, student performances, and/or Meet the Teacher and campus events.

6. If the schoolwide program plan, Campus Improvement Plan (CIP), under section 1114(b) is not satisfactory to the parents of participating children, Mitchell Elementary will submit any parent comments on the plan when the school makes the plan available to the local educational agency [Section 1116 (c)(5)].

- The CIP is explained to parents during Campus Performance Improvement Committee meetings at the beginning of the school year via virtual morning meetings, evening meetings and/or Title I meetings, Meet the Teacher, campus events, and/or Bulldog PAC Meetings.
- Parents are encouraged to share any negative comments/concerns during any of the above mentioned meetings; the parents' contact information will be gathered so that their negative comments/concerns can be further discussed .

7. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, Mitchell Elementary shall:

- provide assistance to parents of children served by the school, 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 [Section 1116 (e)(1)].
  Mitchell Elementary will assist parents during one or more of the following opportunities:
  - o Orientation/Transition Meetings
  - o Monthly Family Involvement Events
  - o Parent Teacher Conferences
  - o Campus parenting support / training through campus website
  - o Home School Connection Newsletter sent home
- 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 [Section 1116 (e)(2)].

- educate teachers, specialized instructional support personnel, principals, other school leaders, and staff, with the assistance of parents, in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school [Section 1116 (e)(3)].
    - Activities focusing on parent and family engagement include professional development on Parent and Family Engagement presented to all school staff at the beginning of the school year.
    - Educational resources and/or trainings provided after Fine Arts Programs
    - The role of parents when developing training sessions is one of giving suggestions for improvement and things they think should be included in the presentation.
- 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 [Section 1116 (e}(4)].
    - Examples where parent and family engagement were coordinated and integrated with other programs include having our Annual Title | Meetings, Meet the Teacher and other campus events, Fine Arts Programs, Kindergarten Round-Up, and/or Bulldog PAC Meetings.
- provide such other reasonable support for parental involvement activities as parents may request [Section 1116 (e)(14)].
- Other types of PFE programs or services provided by the school include fall and spring parent involvement events and child care if requested. Services frequently requested by parents and families include homework help.

8. Mitchell Elementary may arrange school meetings at a variety of times or conduct in-home conferences between administrators, teachers and/or other educators with parents/families who are unable to attend such conferences at school in order to maximize parental involvement and participation [Section 1116 (e)(10)].

- Administrators, teachers, and/or other educators may schedule conferences with parents outside of the times offered if parents are unable to attend those conferences at the offered times.
- Administrators, teachers, and/or other educators may schedule at the students' home to accommodate parents/families to maximize parental involvement and participation.

The Mitchell Elementary Parent and Family Engagement Policy will be/was jointly developed with and agreed on with parents at various meetings held.