



**Manford Williams Elementary School  
Parent and Family Engagement Policy - 2023/2024  
ESSA Section 1116**

1. Williams 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 (b)(1) & (e)(5)

Our PFE policy was discussed and developed during our two Title 1 Annual Parent Meetings and PFE committee meeting. Parent and staff feedback will be collected and incorporated into the document. Our PFE is shared in both English and Spanish.

2. Williams Elementary shall 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. Section 1116 (c)(1)

This year our Title 1 Parent Meetings were August 30<sup>th</sup> 5:30 – 6:00 pm and 6:00 – 6:30 pm, as well as a virtual meeting September 6<sup>th</sup> at 7:45 AM and 2:30 PM. PFE Committee will be established and held its first meeting on October 3, 2023 at 5:00 pm via Zoom.

3. Williams Elementary shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement. Feedback back on times, time of day and the need for childcare will be collected: Section 1116 (c)(2)

Our beginning of the year parent meetings were held in the evening with different start times in conjunction with classroom teacher's hosting Open House.

Parents will be invited to participate in a parent-teacher conference at least once a year to discuss their child's progress. Teachers may receive parents in the morning, during the school day and/or afterschool to accommodate as many reciprocating parents as possible.

4. Williams 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)

Our school elicited input and program role descriptions from all stakeholders for our PFE policy and Compact, as well as the Campus Improvement Plan. Our Site Based Decision Committee of staff, parents, and community members meet to review and develop our CIP.

5. Williams 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)

Parents were informed about the PFE program and activities during our two annual meetings as well as before meet the teacher, in parent emails, and monthly electronic parent communication from our principal, Laci Crowson. Parents were invited to participate in the Parent Family Engagement Committee that reviewed the PFE Policy, School-Parent Compact, as well as providing feedback on event nights, and communication across the campus. Curriculum and assessment information is provided to parents and families verbally at our Open House and Curriculum night and during parent teacher conferences, student Tuesday folders, teacher weekly newsletters and district and state websites.

6. If the schoolwide program plan (Campus Improvement Plan, CIP) 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. Section 1116 (c)(5)

Our CIP is published on our campus website and discussed at parent and site base meetings, as well as presented publicly to the board. Parents can submit comments concerning the plan to campus administrators or Title I campus contact.

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, Manford Williams Elementary shall: Section 1116 (e)
  - (i) 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)

Resources and actions to assist parents include:

- TEA website training and handouts
- Skyward access for grades
- Parent teacher conferences
- Curriculum Night presentations
- Tuesday Talks – Monthly Tuesday talks about topics of need from parent feedback

(ii) 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)

Resources and actions to assist parents include:

- Tuesday Talks – Monthly Tuesday talks about topics of need from parent feedback
- extra books for our students
- math samples of questions by topic
- fluency activities
- parents receive access to additional games that can be used online (Reading Plus/Park (K-5), IREAD (K-5), DreamBox Learning Math (K-5)).
- extra homework and/or reading materials.

(iii) 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, implement and coordinate parent programs, and build ties between parents and the school; Section 1116 (e)(3)

Teachers were trained on the Value and Utility of Parent Involvement, with the support of a parent, on October 4<sup>th</sup>, 2023.

Activities focusing on parent and family engagement:

- Open House & Curriculum Night
- Fall in Love with Reading Night
- STEAM Night
- International Family Night

(iv) 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)

Such programs include:

- Seguin Early Childhood Center
- Head Start Preschool
- Head Start Parent Education
- Project Learn

(v) provide such other reasonable support for parental involvement activities as parents may request. Section 1116 (e)(14)

Parents receive monthly surveys where they can submit requests.