



Saint Jo Elementary School

Parent and Family Engagement Policy

2020-2021

Saint Jo 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.

The Saint Jo Elementary School Parent and Family Engagement Policy is reviewed and discussed at the Campus Improvement Team meetings throughout the school year. Parents on the CIT are encouraged to provide input into the policy and campus family engagement activities. The plan is reviewed and revised at the October Parent and Teacher Organization meetings. SJE chose to review and revise the plan during the PTO meetings due to the increased amount of parent participation. Parent surveys and input are discussed with all members present and the plan is jointly revised with input from parents, teachers, and school administration. The plan is jointly evaluated during the Parent Teacher Organization meeting in May. The PFE is published on the school website and available to all parents upon request in the school office. The PFE is available in Spanish upon request.

Saint Jo Elementary School 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. The annual meeting shall be held immediately following the Meet the Teacher night in August each year. A secondary meeting shall be held at 8:00am on the first day of school along with the morning assembly and parent information meeting. The meetings will be conducted by the campus principal. Saint Jo Elementary teachers personally contact parents inviting them to the Meet the Teacher night and meeting, as well as, the first day of school informational meeting. The meetings are also posted on the school website, Facebook, in the local newspaper, and on flyers placed around the community.

Saint Jo Elementary School shall offer a flexible number of meetings, such as meetings in the morning, afternoon, or evening. SJE may also offer with funds provided under this part, home visits and other services related to parental involvement.

Saint Jo Elementary School shall involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school Parent and Family Engagement Policy and the joint development of the Campus

Improvement Plan. The Campus Improvement Team will meet 4 times per year to review and revise the Campus Improvement Plan based upon data and documentation available at each meeting. Parents will provide input through surveys, parent/teacher conferences, and parent/teacher organizational meetings throughout the school year. The parent/teacher organization meets monthly providing parents the opportunity to plan school activities and provide input on topics related to the elementary campus. The Campus Improvement Team consists of 4 staff members, including the Special Education teacher, 2 parents, 2 community members, and 2 business members.

Saint Jo Elementary shall provide parents of participating children:

- timely information about programs
- 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
- 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,
- respond to any such suggestions as soon as practicably possible.

Saint Jo Elementary strives to constantly communicate with parents and families in regards to the programs and activities offered by our school. Each student in grades 3K-1st grade have a daily take home folder that is utilized by parents and teachers to share academic and conduct information on a daily basis. Parents are asked to sign or initial the folder daily. Students in grades 2-6 have a student planner. Assignments and conduct are documented in the planner and parents are asked to respond and sign. The classes also send home a weekly Thursday folder with student work and teacher notes. Parents sign the weekly folder acknowledging receipt and return the paper with any questions or concerns noted. Flyers are send home from the office with upcoming events and activities. A Dates to Remember page listing important dates throughout the school year is sent home in first day folders or given when the student enrolls. The Dates to Remember is updated throughout the school year and sent back home to parents. Saint Jo Elementary also uses the local newspapers, school website, and Facebook to communicate upcoming events to our parents and families.

Saint Jo Elementary provides parents with login information for online textbooks, the AR/STAR reading and math programs, and the Student Portal for grades in their first day folders. Parents have immediate access to curriculum and grade reporting information on the first day of school. Teachers review assessment data with parents at the Parent/Teacher conferences after the first six weeks of school. Saint Jo Elementary sends out 3 week progress reports to each student at the end of the first three weeks during each six weeks period. Report cards are sent out at the end of each six weeks period. STAAR testing reports are sent out when they are received from TEA. The campus principal calls parents of students that do not pass the STAAR assessment.

Saint Jo Elementary School strives to work with all parents to provide satisfactory communication and parent and family engagement activities. The school also strives to work jointly with parents to develop a campus improvement plan that meets the needs of the campus, as well as, addresses the concerns and wishes of parents. Parents that do not agree with the campus plan and/or Parent and Family Engagement Plan may submit comments that will be made available to the local education agency for further review.

Saint Jo Elementary strives to ensure an effective partnership with parents and community members in order to improve student academic achievement. SJE will provide assistance, as appropriate, to help parents understand topics such 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. This assistance will be provided through parent/teacher conferences, monthly Parent and Family Engagement newsletters, student folders and/or planners, and online curriculum and grade portal resources.

Saint Jo Elementary offers the following Parent and Family Engagement Activities throughout the school year:

- Meet the Teacher Night
- Parent/Teacher Conferences
- Goodies with Grandparents
- Muffins with Mom
- Donuts with Dad
- Fall Fest
- Veterans Day program
- Thanksgiving Feast
- Christmas Program
- Spring Fling
- Daddy/Daughter Dance
- Movies with Mom
- 5K fundraiser for local charities
- Field Day
- Christmas party
- Valentine party
- Easter party
- Annual class field trips (parents are invited to attend)
- Kindergarten Graduation (planned and organized by parents with help from the teacher)
- Six Weeks Awards Assemblies (held each six weeks during the school day)
- End of year Awards Assembly (held in the evening)

Saint Jo Elementary School offers the following Resources for parents and community members:

- Parent and Family Engagement newsletters
- Community Resource guide
- Online curriculum resources
- Special Education training opportunities for parents
- Saint Jo ISD website
- Saint Jo ISD Facebook page