

**Watkins- Nance Elementary School**  
**Parent Engagement Policy**  
**2016-2017**

- I. This policy was developed by a team of parents, teachers, school administrators and community representatives. The policy was made available to all parents for comments (through a draft version) on its contents. After accepting comments, revisions were made and the policy was finalized for publication. The parent engagement policy (PEP) will be updated as needed and is reviewed annually.
  
- II. Within the first 45 days of the new school year, an Open House/Back-to-School meeting will be held by the school administration to inform parents of Watkins- Nance's participation in the Title I Program, parental requirements under Title I Section 1118, also including "Parents Right to Know". Parents will also be informed of the following:
  - What Title I provides at the school and encourage and inform parents of their rights and ways they can become involved at the school.
  - Parents will also be informed of the various other federal and state programs that assist in raising the achievement level of all the students (i.e. IDEA, Title V, Act 135, EAA) and the resources available to the parents and their children due to the additional federal and state funds.
  - An explanation and description of the curriculum at the school and additional programs that help raise the achievement level of the students most academically in need.
  - The academic assessments used at the school [District Benchmarks, SCPASS, TerraNova, InView, Children's Progress Academic Assessment (CPAA-Pre-K), Measures of Academic Progress for Primary Grades (MPG), Measures of Academic Progress (MAP), CIRCLE Literacy Assessment (Pre-K and K), Raven's Standard Progressive Matrices, CogAT (Cognitive Abilities Test), and ACT Aspire] and the proficiency levels students are expected to meet.
  
- III. Meetings for parents will be held at various times during the day. For parents where evening meetings are not convenient we will offer morning meetings. Scheduled meetings include: Muffins for Mom, Doughnuts for Dad, Literacy Night, Technology Classes, Interpreting Data on Report Cards, Books & Breakfast, Family Math and Science Night, etc. (Transportation, refreshments and childcare may be provided to help increase parents' attendance at meetings.)
  
- IV. Title I funds may be used to pay reasonable and necessary expenses associated with the following parent engagement activities: Books & Breakfast, Parent Child Home Program (PCHP), Muffins with Moms, Doughnuts with Dad, Science Day, etc. This also includes transportation, childcare, and home visit expenses to enable parents to participate in school-related meetings and training sessions.
  
- V. The current parent engagement policy will be sent home to parents' (via school newsletters, parent meetings, books and breakfast, etc.) for comments. Parents serving on the School Improvement Council (SIC) and the PTO will take parents' comments into consideration when revising the draft version of the parent engagement policy. The final parent engagement policy will be disseminated early in the year for all appropriate signatures.
  
- VI. Parents, teachers, school administrators and community representatives will participate in planning and developing the Schoolwide Program Plan jointly in team work sessions. A copy of the school-wide plan is available in the school office and the data room. Parents may submit comments or suggestions on the plan in writing to the principal's office and through the parent suggestion box located in the parent center. Comments or suggestions are submitted to the Title I Director through the school principal.
  
- VII. Currently, our school is not identified for School Improvement.
  
- VIII. Parents will receive timely notices about parental engagement opportunities through several different means:

- School newsletters, e-mail, the Auto-dialer (school messenger) system, flyers, marquee, and phone calls will be used to notify parents.
  - The school web site <http://watkinsnance.richlandone.org/>
  - The Richland One TV Station (Channel 12)
  - PTO Meetings, School Improvement Council Meetings, and School Wide Planning Team Meetings.
- IX.** Title I, PTO, Open House, Parent/Teacher Conference and School Improvement Council (SIC) meetings will be held by the school's administration to provide parents with a descriptive explanation of the curriculum in use at the school, the academic assessments and the proficiency levels children are expected to achieve, including: District Benchmarks, SCPASS, TerraNova Science and Social Studies, InView, Children's Progress Academic Assessment (CPAA-PreK), Measures of Academic Progress for Primary Grades (MPG), Measures of Academic Progress (MAP), CIRCLE Literacy Assessment (Pre-K and K), Raven's Standard Progressive Matrices, CogAT(Cognitive Abilities Test), and ACT Aspire.
- X.** Title I, PTO, Open House, Parent/Teacher Conferences, ELA, Math, Science or Technology Family Nights, Books and Breakfast, DLE Training, Muffins with Moms, and Doughnuts with Dads meetings will be held by the schools administration to help parents understand the State's academic standards, student achievement standards and academic assessments. Frequently during the school year, parents receive information and reports on their child's academic progress (interims issued, agenda books, etc.) Communications with parents, to the extent practicable will be provided in a language parents can understand and administration will take into consideration accommodations for parents with disabilities.
- XI.** Title I, PTO, Open House, Parent/Teacher Conferences, ELA, Math, Science or Technology Family Nights, Books and Breakfast, DLE Training, Muffins with Moms, and Doughnuts with Dads meetings will be held to provide opportunities for parents to formulate suggestions and participate in decisions relating to the education of their child. If requested, parents may request follow up meetings with the school's administration to discuss any additional concerns. The school's suggestion box is visibly located in the front office and parent center for parents' use to make suggestions and recommendations, as appropriate, in decisions relating to the education of their children. The administration will respond to any suggestion or recommendations within 30 business days of its submission.
- XII.** Parents, Teachers, School Administrators and Community Representatives planned, developed and agreed jointly on the Parent-School-Community Compact in team work sessions during our School Improvement Council (SIC) and PTO Meetings. The compact will be sent home to parents for comments, and the final compact will be disseminated early in the year for all appropriate signatures. The signature signifies that parent has received and understands the content of the compact. The compact will be updated as needed, and reviewed annually by the School Improvement Council based on parent, staff and students suggestions and comments.
- XIII.** To help parents to work with their children and improve achievement, Title I funds may be used to pay for materials and training for the following programs: DLE, Parent Child Home Program (PCHP), Curriculum Nights (ELA & Math), Technology Nights, etc. Several other resources are made available to the parents in our Parenting Room (including Parenting booklets and pamphlets, homework helpers, Title I Newsletters, etc.)