

School Parent and Family Engagement Plan

***Please note: Your 20-21 plan has been populated below. Please make revisions or delete and paste your updated plan for 21-22.**

[Click to view Required Components Checklist](#)

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| School Name: | Salem Elementary School |
| Facilitator Name: | Corey Johnson |
| Plan Review/Revision Date: | 7/1/2021 |
| District Level Reviewer, Title: | David Turnbough, District Parental Engagement Facilitator |
| District Level Approval Date: | 7/15/2021 |

Committee Members, Role:

(Select "Repeat" to open more entry fields to add additional team members)

| First Name | Last Name | Position |
|-------------------|------------------|---|
| Corey | Johnson | Principal / Facilitator /Parent and Foster Parent |
| David | Turnbough | Federal Programs Coordinator/Foster Parent |
| Wayne | Guiltner | Superintendent/Parent |
| Haley | Skaggs | Teacher/Parent |
| Jason | Strong | Parent |
| Matt | Cox | Parent |

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

The Salem Elementary School will host the following events to involve parents in the joint development of its district and school parental engagement plans by allowing parents access, opportunity to review, and opportunity to provide feedback during:

1. Annual Report to the Public in September
2. Annual Title I Meeting in October
3. Open House and Orientation in August
4. Parent Meetings Ongoing

5. Parent/Teacher Conferences in October and March
6. Parent Surveys in May
7. Annual Review of the Policies and Plans in the Spring semester
8. Monthly Board Meetings
9. COVID Addition: Parental input is crucial for the success of Salem Elementary School and the Salem School District. COVID 19 has emphasized the importance of communication and coordination with all of the Salem community. The District Support Plan was developed this summer with parental input. Parents were invited to give input on the plan during the early stages. It was shared by email before submittal to staff members, parents, grandparents, and community members. Several responded back and provided valuable feedback to shape the plan and make it better.

An enrollment survey was posted to determine number of students planning to use the "at home" option for the beginning of school. Mr. Guiltner did a phone message to encourage participation. Parents with no internet were encouraged to call the school, where the information could be recorded by phone.

COVID Update: All students at this point in the summer will be expected to return to on-site instruction in the fall of 2021-2022. Other back-to-school activities will also be on-site. This information will be communicated to parents closer to the first day of school in case there is a change in the COVID 19 protocol.

2: Annual Title I Meeting

(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

Salem Elementary will hold its Annual Title I meeting this year in October, 2021. If the department approval has not been granted or received, the district will schedule the meeting as soon as approval has been given.

During the meeting, the facilitator will provide attending parents and guardians copies of the policy, compact, and engagement plans.

COVID 19 Update: The structure of the Annual Meeting may change depending upon the CDC guidelines in October. The school may employ a combination of virtual and social media delivery if public meetings are not allowed.

3: Communications

(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

The school will make informational packets available at the parent center throughout the school year. Information regarding volunteering will be available at the parent center, as well.

Policies and plans will be available to all parents, guardians, and community members on the website at www.salemschools.net. The website is ADA compliant. However, the district and schools will make every effort to insure that the information provided is accessible and easy for all parents to understand.

The district and schools will use the Home Access Center (HAC) to inform parents and guardians about their children's grades and attendance. Parents can access lunch menus online or through the Nurtislice App. EZSchoolPay will allow parents and guardians private access to meal charges and payments. Renaissance Place will give parents and guardians access to their children's library selections.

The district and schools will use newsletters, Facebook, Twitter, and a phone messaging system to communicate with and keep parents and guardians up-to-date on their children's education and school functions.

Throughout the year, the schools will post new videos on the Salem School Parent Resource Video Series link. On that link, short videos are provided that explain curriculum, food service, and other day-to-day information that parents and guardians may be interested in knowing or understanding better.

COVID ADDITION: For families choosing virtual delivery, the school will make sure packets and instructional materials including technology are delivered to the home should parents be in a situation where they cannot pick up those materials.

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4: School-Parent Compact

(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

The Salem Elementary School will develop a Student/Teacher/Parent Compact each year at the beginning of the school year. This compact will accompany the student handbook and other back-to-school documents distributed to each household. They will be distributed each year in the parent information packets. The compact outlines the responsibility goals for the students, the parents, the teachers, and the building principal to provide the best educational environment for the students learning and academic achievement.

The school will emphasize a positive environment for communicating with parents by:

1. Hosting two parent/teacher conferences each year. The conferences are scheduled for October and March.
2. Hosting a public meeting in September for all parents, guardians, and community members.

3. Encouraging point-in-time communication for student progress at any time during the school year by face-to-face meetings, phone calls, e-mail, communication apps, or progress notes home.
4. Mailing home progress notes at each mid-quarter.
5. Encouraging teachers to use communication apps, such as Remind.
6. Posting events and information using social media and the website.
7. Posting events and information on the school sign.
8. Publishing events and information in the local newspaper and on the local radio station.
9. Encouraging parental and community members to volunteer in various roles during and after the school day. Volunteer information is located at each parent center or can be requested from the principal.
10. COVID Addition: The building principals have been trained in using Zoom for delivery. Parents requesting that type of meeting for information will be accommodated.

5: Reservation of Funds

(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

The district does not receive more than \$500,000 in Title I allocation.

6: Coordination of Services

(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

The Salem Elementary School will continue to include members from local businesses, community members, churches, etc....on committees in order to get the opinions from these groups. The availability of resources from each group will be used to support families when determined that those resources are helpful by the district to meet the needs of students.

The district recognizes the many valuable partners in the Salem community will continue to foster those relationships.

Some examples are but are not limited to:

- (1) Maintaining a positive relationship with the local Head Start Program, HIPPIY Program, and ABC Program to promote a healthy transition to the elementary school from preK.
- (2) Coordinating with the local banks to host the Ready, Set, Graduate Program for our seniors each year as they prepare for family life and careers.

- (3) Coordinating with the local churches as they support the students through programs like the weekend Backpacks and the Fifth Quarter program.
- (4) Coordinating with the local VFW to support a flag etiquette program for our students.
- (5) Coordinating with the local county extension office to support various programs ranging from healthy eating, the Body Walk, and Camp Fit-and-Fun.
- (6) Hosting many in-school events ranging from Grandparents Breakfast to the Science Fair to make all community members feel welcome at the Salem District.
- (7) Hosting Reading Under the Lights to promote reading at all age levels.
- (8) Coordinating with a local pharmacy to provide students and families with personal care kits.
- (9) Providing support and resourcings to parent groups ranging from the multiple parent booster supporters to any PTA or PTO future events.
- (10) COVID Addition: As part of the District Support Plan, several MOU's were added. The elementary school and the district are partnering with the local electric co-op who supplies community wide internet. The hot spots will run through their access lines. Hot spot locations were based upon frequent use by parents and community members, so MOU's were developed with those business partners to use their locations. The district and school will also use the state provided wifis for isolated families.

7: Building Capacity of Parents

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

The school's website has a number of video links posted for parents to help them better understand various topics ranging from Go Math to online safety. Some links are related to school security items, so that parents are knowledgeable about those procedures. Other links are related to a healthy lifestyle like the anti-vaping link.

The school website provides academic information such as ACT testing dates and the ACT Aspire Testing Calendar.

The schools within the district have partnered with OPAA for the food service program. OPAA provides an app for parents to access that provides the menus and nutritional information that promotes a healthy eating lifestyle.

The elementary school and the high school have both offered training for parents of children going from preschool to kindergarten and for parents of children going from the sixth grade to the seventh grade to promote a successful transition into those new educational settings.

COVID Addition: The district decided in May the direction the district was going to take with future AMI day instruction. Paper packets did not meet the instructional rigor that would promote student growth and learning that the Salem District was expecting. The district was already using Canvas as a LMS. The leadership team coordinated six weeks of training on Canvas and Zoom delivery of instruction. Six weeks were used to group staff members and training groups within a safe number for social distancing during the professional development sessions. The professional development included the use of Canvas, Zoom, and communication with parents and guardians. Part of the district's District Support Plan included practice days, if in school building attendance at the start of school, that would help students, teachers, and parents prepare for future AMI days or long-term at home instruction. The leadership team will also develop "how to" videos

for parents and guardians to assist them as this transition occurs. On-site training for parents will be scheduled for the use of the LMS and the technology necessary at home for instruction to occur.

COVID Update: All students at this point in the summer will be expected to return to on-site instruction in the fall of 2021-2022. Other back-to-school activities will also be on-site. This information will be communicated to parents closer to the first day of school in case there is a change in the COVID 19 protocol.

8: Building Capacity of School Staff

(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint

The Salem Elementary School will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

Each year, during the back-to-school in-service week, professional development will be provided to all staff members regarding strategies (what has been successful at Salem Elementary and what has not) that will be implemented for the current school year.

The building principal will emphasize the most effective communication strategies for the Salem community.

The website will meet ADA standards for access to those needing assistance for accessing information.

The elementary handbook does include information for complaint resolution.

COVID Addition: The district decided in May the direction the district was going to take with future AMI day instruction. Paper packets did not meet the instructional rigor that would promote student growth and learning that the Salem District was expecting. The district was already using Canvas as a LMS. The leadership team coordinated six weeks of training on Canvas and Zoom delivery of instruction. Six weeks were used to group staff members and training groups within a safe number for social distancing during the professional development sessions. The professional development included the use of Canvas, Zoom, and communication with parents and guardians. Part of the district's District Support Plan included practice days, if in school building attendance at the start of school, that would help students, teachers, and parents prepare for future AMI days or long-term at home instruction. The leadership team will also develop "how to" videos for parents and guardians to assist them as this transition occurs. On-site training for parents will be scheduled for the use of the LMS and the technology necessary at home for instruction to occur.

The district technology coordinator offered multiple training refresher days this summer for teachers should we have to return to virtual/remote instruction during the 2021-2022 school year.

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communicated to parents closer to the first day of school in case there is a change in the COVID 19 protocol.

9: Building Capacity - Discretionary

(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)

Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?

Hint

The school has students record informational radio ads for parents each month. The elementary also sponsors a reading under the lights night for parents and students to read a book together on the football field.

New this year was a Reading Bootcamp for all students. The goal was to address learning loss and provide parents a summer option for students.

(Find complete guidance on the [DESE Parent and Family Engagement Requirements](#) webpage.)

District Feedback

- Attention: Changes Needed!
- In Compliance

Comments:

Close