



## **John F. Townley Elementary School 2023-2024 Parent and Family Engagement Policy**

Our Mission: At Townley, we ensure that all Torchlighters will learn and grow.

Our Vision: Torchlighters will shine brighter one day at a time.

We value: Relationships, Kindness & Gratitude, Empathy, Perseverance & Growth, Respectfulness, Responsibility, and A Positive Learning Environment

### **Goal**

Townley Elementary recognizes that a child's education is a duty that is shared by the school and family. For our children to succeed, it is vital for all students, parents, families, community members, and staff to work together in a partnership. Our Goal through the Parent and Family Engagement Policy is to explain how Townley Elementary will support the important role families' play in the education of their children.

### **Explanation of Title 1**

Because a particular percentage of Townley Elementary students are considered low income, the entire school is listed as a Title 1 School. Our school receives "Title 1 Funds" (federal money) to supplement the school's existing programs to help maximize our students' success. All Title 1 schools are required to implement a Parent and Family Engagement Policy. The policy is to outline an intentional plan for Parent and Family engagement. This document fulfills the State's requirement.

### **Annual Title 1 Meeting**

An annual meeting will be held to inform parents of the school's participation in Title I, to explain the Title I requirements, and the right of parents to be involved. Townley Elementary will invite all parents and will encourage them to attend.

The Annual Title I Meetings for the 2023-2024 will be held on:

- ✓ ***Thursday, Aug. 31 from 5:00-5:30p.m at Townley's Cafeteria***
- ✓ ***Tuesday, Sept. 12 from 9:00-9:30a.m. in the Parent Center***
- ✓ ***Spring Dates - TBD***

### **Parent Meetings and Involvement**

Parents will be involved in the planning, review, and improvement of the school's Parent & Family Engagement Policy, and in the development of our school-wide program in an organized, positive, and ongoing way.

- ✓ Volunteers will serve on the Campus Improvement Committee (CIC) and Parent Advisory Committee (PAC).
- ✓ The CIC and PAC will meet at least 6 times a year to address campus needs as they relate to the school-wide plan and the Parent & Family Engagement Policy.
- ✓ Parents will be given the opportunity to comment on the school-wide plan and Parent and Family Engagement Policy when they are made public to the community.
- ✓ An annual review, evaluation, and revision of the Parent and Family Engagement and school-wide plan will occur in the spring semester and will include parents through surveys as well as the CIC.

Opportunities for individual parent meetings will be provided at the parent's request to give suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible. Parents who make requests will be given the opportunity to meet:

- ✓ Through a request to meet with the Title I Parent Liaison, Lucy Conde, at 972-600-6813
- ✓ Through meetings with the student's teacher which may include the Title I Parent Liaison, the Principal, and other staff as appropriate.

### **Format and Distribution**

All information about Townley Elementary Title I programs will be provided to parents in a uniform format, in English and Spanish, and any other language, to meet the needs of our school community. Upon request, parents with disabilities will be provided information in alternative formats whenever reasonably possible. Information will be provided in the following ways:

- ✓ Phone calls
- ✓ School memos and newsletters
- ✓ School Messenger
- ✓ School meetings
- ✓ Townley Elementary website
- ✓ Peachjar
- ✓ Social media, including School Website, Facebook, and Twitter

Information provided to parents about the Title I programs will include a description and explanation of the school's curriculum, assessments, and achievement levels which children are expected to reach.

The school will give parents this information in the following ways:

- ✓ The annual Title I meeting (virtual or in person)
- ✓ Home-School Compacts
- ✓ School-wide parent teacher conferences, and individual conferences as needed
- ✓ Parent contact via phone calls and emails
- ✓ Title I meetings and Family Nights throughout the year
- ✓ Monthly campus newsletters sent via school messenger and posted on the Townley webpage
- ✓ Social Media – Facebook, Twitter, School Website, Peachjar

- ✓ Parent Information Nights
- ✓ Meet the Teacher Night
- ✓ Progress reports through Home Access Center (HAC)
- ✓ Report cards through Home Access Center (HAC)
- ✓ Parents will be provided with a report regarding their child's performance on the STAAR exam once the STAAR tests and/or other assessments are completed.

### **Coordination of Programs and Planning**

Townley Elementary School will assist parents by helping them to understand the state and district standards, the assessments and how to monitor their child's progress in the following ways:

- ✓ Various community resources
  - Home Access Center (HAC)
  - Irving ISD student calendar 2023-2024
  - Thursday weekly folder
  - Townley monthly newsletter
- ✓ Various family nights
  - PTA meetings- Starting Aug. 31 at Townley Cafeteria from 5:00-5:30pm
  - All Pro Dad Events- starting Oct. 19 from 7:00-7:30am at Townley's cafeteria
  - Family Reading Night- Oct. 26
  - Family Math Night- Feb. 8
  - Open House- March 7
- ✓ Teacher communications with parents
  - Irving ISD school messenger
  - PeachJar
  - Class Dojo OR Seesaw OR Remind OR Kinolved
  - Thursday weekly folder
  - Townley monthly newsletter
- ✓ Parenting classes
  - All Pro Dads: beginning Oct. 19 in the Cafeteria 7:00-7:30am
  - Momentous Institute : beginning September : Strong Families (English), Fortaleza en la Familia(Spanish), Amor y Lógica(Spanish), Mujer Maravilla-Mamá Maravilla(Spanish),Desconectar para Conectar(spanish)
  - Coffee and Me Time English and Spanish: beginning September
  - Path to College and Career Readiness English and Spanish: beginning January 2024 (location TBD)

Monitoring of their child's progress is available in the following ways:

- ✓ Online grade book
- ✓ Progress reports
- ✓ Report cards
- ✓ Parent-Teacher contacts (phone, e-mail, meetings)

The campus Parent Involvement Committee will ensure that information related to school and parent programs, meetings, and other activities is sent in a format that parents can easily understand.

- ✓ Copies of flyers, phone messages, and other notices will be kept as documentation by the Title I Parent Involvement Liaison.

Reasonable support for parental involvement activities will be provided.

- ✓ Funds are set aside for parental involvement and will be spent upon the agreed activities.
- ✓ Materials for the parent center will be provided as needed.

Community organizations and businesses are encouraged to participate in parental involvement activities.

- ✓ The parent involvement committee will form partnerships with various city and community stakeholders.

### **Development of Plan**

The Parent and Family Engagement Policy/Plan was developed by the Campus Improvement Committee (CIC) in the Spring of 2023 and reviewed by the Townley Elementary Staff in the Fall of 2023 and will be in effect for the current school year.

The school will distribute this Parent and Family Engagement Policy/Plan to all parents and make it available to the community on or before October 1, current year 23-24.

### **Questions? Comments?**

Contact Anne Clark, Townley Elementary, 972-600-6800