Cumberland Parent and Family Engagement Plan

**In accordance with the *Elementary and Secondary Education Act of 1965* (ESEA), as amended by the *Every Student Succeeds Act of 2015* (ESSA)**

Parents, staff, and the building administrator have developed this Parent and Family Engagement Plan in accordance with the ESSA Section 1116 activities which are accomplished at Cumberland School in the ways listed in each Section.

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| **ESSA Section** | **Ways in Which Cumberland School Staff Accomplish These Activities** | |
| **1116(b)(1)** This Plan has been jointly developed and distributed to parents and family members in a language that can be understood. The Plan is updated periodically to meet the changing needs of parents and the school. | Describe the development of the Plan, including the stakeholders involved, the steps taken to ensure the Plan is understood, and the process for updating the Plan.  Our School Improvement Team and Parent representatives participate in the development and evaluation of the schoolwide plan. A draft form of the plan is shared at PTO and School Improvement Meetings allowing stakeholders to provide input. In addition, the plan is posted as a PDF document on our school's website. | |
| **1116(c)(1)** Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved. | An annual meeting is held which includes information for parents on:  The annual Title I meeting is used to explain the Title I requirements, the school's participation in the program, and the rights for parents to be involved. Additional information includes a description and explanation of the school's curriculum, information on the forms of academic assessment used to measure student progress, and information on the proficiency levels students are expected to meet. Additionally, an explanation of the right of parents to become involved in the school's programs and ways to do so are also discussed.  How are parents encouraged to attend?  Parent invitations are sent home to parents encouraging them to attend our annual Title I meeting. Parents who attend receive a free book(s) for their child/children. A free continental breakfast is also provided to parents who attend the meeting. | |
| **1116(c)(2)** Offer flexible number of meetings at times convenient to parents and provide transportation, childcare, or home visits as it relates to parental involvement. | Meetings are offered at times convenient for parents and if needed, transportation, childcare, and home visits can be arranged:  Cumberland Elementary offers flexible schedules. School Improvement meetings are held as rotating before and after school. Childcare at the school is arranged and transportation to and from meetings is provided when necessary. | |
| **1116(c)(3)** Involve parents in an organized, ongoing and timely way in the planning, reviewing, and improvement of Title I programs, including the development, review, and improvement of the Parent and Family Engagement Plan and the Schoolwide Program Plan. | Parents are involved in the development of the School Improvement Plan and Title I Program development in the following ways:  The School Improvement Team has parent representatives at meetings where budget, student assessment data, and instructional strategies are discussed, developed or revised. | |
| **1116(c)(4)(A)** Provide parents of Title I children timely information about the Title I Program. | Parents are provided information regarding the school Programs in the following ways:  Information regarding the Title I program is provided to parents at our annual Title I meeting. This information is also posted on our Cumberland School website. | |
| **1116(c)(4)(B)** Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the achievement levels students are expected to meet. | Parents are provided information about the school’s curriculum, assessments, and proficiency level expectations in the following ways:  In the fall of each year, parents receive Common Core State Standards (CCSS) booklets describing the essential outcomes for each grade level. The Annual Report infoms parents of the academic assessments that are used to measure student progress. Parents receive copies of student M-Step assessment results with the levels of proficiency defined in parent friendly language. | |
| **1116(c)(4)(C)** Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision-making as it relates to their child’s education, and to respond to any suggestions as soon as possible. | Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:  Parents have the opportunity to meet with staff, before or after school, to discuss the child's academic progress and any changes in the program as needed. Staff hold parent- teacher conferences twice a year to discuss each child's academic progress. Classrooms are covered at anytime throughout the school day by the principal so teachers can meet with parents who are unable to attend scheduled conferences. | |
| **1116(c)(5)** Ensure that if the Schoolwide Program Plan is not satisfactory to parents of participating students, submit any parent comments on the Plan when the school makes the Plan available to the Local Educational Agency (LEA). | If parents are not satisfied with the School Improvement Plan or Programs, they have opportunities to make comments by:  Completing a parent survey located on the Cumberland School Website:http://www.lansingschools.net/schools/earlylearning/cumberland-school,or contacting the Cumberland School principal by phone or email. Parents will also be offered the opportunity to serve as parent representatives at school improvement meetings where budget, student assessment data, and instructional strategies are discussed, developed, or revised. | |
| **The School-Parent Compact Must:** | | |
| **1116(d)** Jointly, with parents, develop a School-Parent Compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. | | Yes  No |
| **1116(d)** Clearly explain district and school goals for students to meet the challenging State academic standards. | | Yes  No |
| **1116(d)** & **1116(d)(1)** Describe ways that teachers are responsible for supporting students’ learning and providing high quality curriculum and instruction. | | Yes  No |
| **1116(d)** & **1116(d)(1)** Describe specific ways parents will be responsible for supporting their children’s learning. | | Yes  No |
| **1116(d)** Describe specific ways students will be responsible for their learning. | | Yes  No |
| **1116(d)** & **1116(d)(2)(C)** Describe school activities to build partnerships with parents, including chances for parents to volunteer, take part in, and observe classroom activities, and communicate with teachers. | | Yes  No |
| **1116(d)** & **1116(f)** Describe how parents and family members are involved in developing and revising the compact. | | Yes  No |
| **1116(d)(1)** & **1116(d)(2)(A-C)** Ensure regular two-way meaningful communication between family members and school staff throughout the school year, so that parents are kept up to date on their students’ progress and get regular tips on home learning. | | Yes  No |
| **1116(f)** Communicate information using family friendly language and format. | | Yes  No |
| **1116(e)(1)** Shall provide assistance to parents of students served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress and work with educators to improve the achievement of their children. | How does the staff provide assistance to parents to help them understand the content standards, assessments, how to monitor their child’s progress, and how to work with educators to improve the achievement of their children? What training is provided to families?  Parents are provided with timely information in the following ways: A). Individual teacher communication with parents through informal chats, phone calls, notes, email, and daily behavior logs, as well as parent-teacher conferences and progress reports. B). Open House, Curriculum Night, Math and Reading Family Nights. | |
| **1116(e)(2)** Shall provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. | Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child’s academic progress. These include:  Parents are given materials and training on how they can improve their child's achievement. Open House/Curriculum Night is used to explain and answer questions about the math, reading, writing, science, and social studies curricula and how they are tied to the essential outcomes at each grade level. | |
| **1116(e)(3)** Shall educate staff in the value and utility of parents’ contributions, in how to reach out to, and communicate with, and work with parents as equal partners, to coordinate and implement parental involvement programs, and to build relationships between the parents and the school. | On-going professional development for staff on effective ways to increase parental involvement occurs annually. They include:  Cumberland Elementary trains staff to build effective parent involvement through the use of the Epstein Rubric. It is used to evaluate areas of weakness regarding parental involvement to make improvement for the following year. | |
| **1116(e)(4)** Shall coordinate and integrate parental 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. | Coordination with other Programs for parental involvement includes:  Cumberland Elementary collaborates with community agencies to receive additional support and assistance for students and their parents. These prorams include: Refugee Development Center, Community Mental Health, and Ingham County Health Department. | |
| **1116(e)(5)** Shall ensure information is shared with parents in a language and format they can understand. | Information is shared with parents in a language and format they can understand. Examples include:  Cultural Brokers are available to parents in need of translation services during parent/teacher conferences. Documents and newsletters are translated and sent home to parents in a language and format they can understand. Bilingual Assistants, principal, and teachers make home visits to help families read and complete documents. | |
| **Gray Area - Recommended Best Practice, but Not Required** | | |
| **1116(e)(6)** May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. |  | |
| **1116(e)(7)** May provide necessary literacy training from funds received under this part if the LEA has exhausted all other reasonably-available sources of funding for such training. |  | |
| **1116(e)(8)** May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions. |  | |
| **1116(e)(9)** May train parents to enhance the involvement of other parents. |  | |
| **1116(e)(10)** May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation. |  | |
| **1116(e)(11)** May adopt and implement model approaches to improving parental involvement. |  | |
| **1116(e)(12)** May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Programs supported under this Section. |  | |
| **1116(e)(13)** May develop appropriate roles for community-based organizations and businesses in parental involvement activities. |  | |
| **1116(e)(14)** Shall provide other reasonable support for parental involvement activities as parents may request. | Parents are provided with other reasonable support such as:  Alternative conference times, phone conferences, materials and work is sent home if a child is ill. Requests for split family accomodations (progress reports, conferences, phone calls are also honored.  How does the school collect this information?  This information is collected by staff and kept on file in the Cumberland School office. | |
| **1116(f)** Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. | Staff provide opportunities for full parent participation:  Cumberland School is handicapped accessible. Cultural Brokers and our Bilingual Assistants provide translations, home visits and parent transportation to and from school. | |