



Putnam Elementary School
6508 Fiesta Dr
El Paso TX 79912

**Parent and Family Engagement Policy
2023-2024**

Mission Statement

The Mission of Putnam School, in cooperation with our community, is to provide a positive environment and excellent instruction that encourages our children to work at their highest potential.

Vision

We believe that all children are capable of learning and becoming responsible citizens who are lifelong learners. We believe that in order to promote lifelong learning, we must provide an appropriate curriculum that encourages problem solving, critical thinking and creativity. We believe that the partnerships between the parents, the school and the community support character development and academic success.

PART I. DESCRIPTION OF HOW THE CAMPUS WILL IMPLEMENT REQUIRED PARENTAL ENGAGEMENT POLICY COMPONENTS

1. Putnam Elementary will take the following actions to involve parents in the joint development of its district-wide parental engagement plan under Section 1112 of the ESEA:
 - Parents/family will provide input and serve on the campus improvement team (CIT)/LPAC/PTA
 - Parents/family will serve on the committee to develop the school-parent compact.
 - Parents/family will provide the district/campus feedback through a parent survey.
 - Parents/family will evaluate the Title I Parent Involvement activities.
 - Parents/family will serve on a committee to develop the campus and district parental engagement policy.
2. Putnam Elementary will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - Conduct an Annual Title I meetings at a convenient time. Parents are encouraged to share input/suggestions.
 - Parents are invited to serve on district/campus parental involvement activities (SHAC, GT).
 - Parents are invited to attend activities (VIP Training, orientation, coffee with the principal, and PTA meeting) to provide feedback.
3. Putnam Elementary will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental engagement involvement activities to improve student academic achievement and school performance:
 - Parent / VIP Trainings
 - PTA
 - Parent / Teacher Conferences
 - Campus Newsletter
 - Fall and Spring Carnivals
 - Christmas Fair
 - 5th Grade End of the Year

4. Putnam Elementary will coordinate and integrate parental engagement strategies with the following other programs:
 - Positive Behavior Intervention and Support (PBIS)
 - Family Engagement meetings and Events
 - Academic / SEL Parent Engagement Workshops
 - PTA Sponsored Event
 - PTA Meetings
5. Putnam Elementary will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental engagement policy and activities to design strategies for more effective parental engagement and to revise, if necessary (and with the involvement of parents), its parental engagement policies.
 - Putnam Elementary will distribute a parent survey during the school year, parents will be encouraged to complete this and provide input. The Family Engagement Coordinator with the Campus Parental Engagement Leader will review and disaggregate the data and use the data to design effective strategies to increase the effectiveness of parental engagement.
 - Putnam Elementary will review parent survey results with the faculty, staff and parents.
6. Putnam Elementary will build capacity of school staff and parents to create strong parental engagement programs, in order to ensure effective engagement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement. The following strategies will be used:
 - A. Will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following:
 - the state and local academic assessments including alternate assessments,
 - the requirements of Title I, Part A,
 - how to monitor their child's progress
 - how to work with educators
 - Report Cards
 - Progress Reports
 - Parent/Teacher conferences
 - Beginning of Year Trainings and Workshops
 - Annual Title I Meeting
 - LPAC
 - SAHC
 - Gifted & Talented
 - B. Will provide materials and training to help parents work with their child to improve their child's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental engagement, by:
 - Parental Educational classes
 - PBIS Information
 - SEL training
 - English Classes

- Health and Nutrition Classes
- C. Will 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, by:
- Community/Family Engagement Partnerships
 - Campus Improvement Plan (CIP) Meetings
 - Volunteer in Public Schools (VIPS) Program
 - LPAC
 - PTA Annual Event
 - Career Day events
- D. Will coordinate and integrate parental engagement programs and activities with Head Start, Pre-Kinder, Reading First, Literacy, Math & Science Events, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers program, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their child, by
- Engage in Parent/Teacher Conferences
 - Scheduled Campus Workshops
 - Month Calendar of Events and Newsletters
 - PTA Annual Events
- E. Will take the following actions to ensure that information related to the school and parental engagement programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.
- Parent Newsletters
 - Flyers
 - Marquee will display up to date and current information about school activities
 - Parent/Teacher Conferences
 - Notes home in student folders
 - Events flyer displayed on campus
 - Information sent home in a language and format parents understand
 - Campus Wide use of DOJO App to communicate
 - Blackboard messages
 - Twitter
 - Remind App

PART II. DISCRETIONARY DISTRICT-WIDE PARENTAL ENGAGEMENT POLICY COMPONENTS

The campus parental engagement policy may include additional paragraphs listing and describing other discretionary activities that the campus, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their child's academic achievement, such as the following discretionary activities listed under Section 1118(e) of the ESEA:

- Provide academic training for parents.
- Allocate funds associated with parental involvement activities.
- Educate parents on enhancing their child's academic success and social-emotional well-being.
- Arranging school meetings at a various times in order to maximize parental engagement and participation in their child's education and/or conducting conferences with school personnel.

- Plan and promote Coffee w the Principal
- Adopting and implementing the dual capacity framework to improving parental engagement.
- Establishing a campus parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.

PART III. ADOPTION

This campus parental engagement policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Campus Parental Engagement Title I meeting, notification, agenda, minutes, evaluation, and sign-in sheets.

This policy was adopted by Putnam Elementary on _____ and will be in effect for the period of 2023-2024 and will be distributed in a visible location which will allow all parents to view. Acceptable locations should be the following:

- Campus Library
- Campus Web-Page
- Main office

The campus will distribute copies to all parents of participating Title I, Part A program.

(Name of Principal)

(Date)