

School-Level Parent Involvement Plan

(Family Engagement Plan)

Margaret Chase Smith School
Sanford, Maine

This school-family plan is in effect during the school year 2023 -24

The Margaret Chase Smith School will:

- 1. Provide high-quality instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - a. Title I staff work with selected students in small group settings to provide supplemental help in literacy and math. This extra help is designed to scaffold and support the regular classroom instruction. Parents will be notified by letter if their child is referred for Title I services in either reading or math.
 - b. The school also holds summer programs for both math and literacy four days a week for four weeks and transportation is provided. Information on these programs is sent home at the end of the school year.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) to discuss each individual child's achievement:**
 - a. Every fall MCS holds parent-teacher conferences and encourages parents to attend to discuss their child's progress. Title I teachers will also sit in on these conferences or be available to discuss the student's progress in the Title I program and how they support the learning taking place in the regular classroom.

- 3. Provide parents with frequent communication and reports on their children's progress:**
 - a. MCS will keep parents informed of when their child is identified for Title I services and of when they may no longer need the services. In addition, a written narrative of each child's progress in Title I will be included in the report card envelope at the end of each trimester. Surveys are sent home to parents each spring to provide feedback about the Title I teachers and programming. These are used to improve the Title I program and to make any changes as needed.

- 4. Provide parents reasonable access to staff:**
 - a. Specifically, staff will be available for consultation with parents as follows: staff is open to any communication, questions, or concerns from parents. Staff is available by email, phone calls, hand-written notes or by setting up a meeting to

speak with them. Title I teachers encourage participation from families and are willing to provide ideas and strategies of ways to support children's learning at home.

5. Provide parents opportunities to participate in their child's class, and to observe classroom activities:

- a. Every April MCS invites parents to sit in on a Title I lesson with their child. Invitations go home ahead of time to sign-up for a specific day and time to come in and observe a lesson. If parents cannot make it during that time frame, Title I staff will work with parents to set up an alternative date. Parents are welcome to call or email the staff at any time if they have specific questions or concerns.

6. Hold an annual meeting to inform parents of the school's participation in the Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I Part A programs:

- a. Each September there is a meeting at MCS for parents of children receiving Title I services. This meeting will explain exactly what Title I is and how it will help your child in either literacy or math. The Title I coordinator and teachers will be available to answer any questions or concerns from parents and to give parents an opportunity to meet the staff.
- b. Every June there is an annual meeting for all Title I parents and staff held at each individual school. We will discuss the Title I budget, activities from throughout the year, the literacy and math summer programs and any upcoming changes. We encourage all families to attend this meeting at their child's school and to provide us with valuable input and suggestions for our Title I programming.

Note: The School-Level parent Involvement Plan was reviewed June 2023 by the Title I staff, parents, school administrators, and members of the Parent Teacher Group (PTG)