



## 2025-2026 Title I Parent and Family Engagement Plan

School Name: Melrose Elementary School

### **Please use the Comprehensive Needs Assessment Data and any other family engagement data to complete the following:**

School's Mission Statement: The mission at Melrose Center for Journalism and Multimedia is to educate and prepare each student for college and career readiness, in order to: increase the academic performance of underserved students, develop effective educators, share successful practices with other forward-thinking educators, and catalyze change in Melrose.

Measurable Outcomes: Melrose Elementary aims to increase reading proficiency by 10% and math proficiency by 5% across all grade levels while improving attendance and family engagement participation rates.

### **Building Capacity of Families**

Melrose Elementary will strengthen family-school partnerships through a variety of engaging and academic events, including:

- Literacy and Math Night: Interactive sessions to equip families with strategies that reinforce reading and math skills at home.
- Science Fair Information Night: A hands-on guide for families to support their children in completing science projects.
- All Pro Dads: Monthly breakfast meetings promoting positive father (or male mentor) involvement in student success.
- Moms Making Moments: Monthly gatherings for mothers and female guardians focused on connection, learning, and encouragement.
- Family Fun Nights and Academic Coaching Workshops: Designed to build trust, community, and shared accountability for student achievement.

Information from all events will also be shared via newsletters, Class Dojo, and the school website for families unable to attend in person.

- Literacy and Math night for K-5 parents will provide reading and math strategies that parents might use to benefit their child in the area of reading and math. Literacy: The media specialist and Literacy CAS will share ways with parents to help their child become better readers and the and through this training parents will become more engaged in their child's daily reading habits ultimately increasing student's fluency and comprehension strategies. Math: The Math CAS and administration will provide family friendly, easy to do at home activities that will assist students in building their number sense and math fluency. Science Fair Information Night: Reviewing the scientific process with parents of 5th grade students will help build the science foundation so that students' science knowledge increases.

Families unable to attend our parent events will be able to gain access to the information through newsletters, websites, and parent conferences.

With the assistance of our SAC committees Melrose Elementary will provide opportunities throughout the school year for families and staff to come together in fellowship. Family Fun Nights are an honored tradition that allows home, community, and school to bond. Strengthening and fostering these relationships will allow students to become successful and therefore student achievement will increase.

Additional support will be provided to families through parent conferences and specialized meetings held through our guidance department. Our academic CAS coaches will also be available for parents to meet with to gain more ideas on how to assist at home.

### **Staff Professional Development related to Family Engagement**

Melrose Elementary staff will receive professional learning focused on effective communication, cultural responsiveness, and strategies for involving parents as active partners in their child's academic success. Staff will participate in professional development sessions on family engagement best practices, data sharing, and collaboration to strengthen the school-home connection

How will school leadership actively build teacher and staff capacity related ongoing family engagement connected to academic goals?

### **Title I Annual Parent Meeting Experience**

Melrose Elementary will host its Annual Title I Parent Meeting at the beginning of the school year to review Title I services, explain family rights, and discuss school programs. Parent feedback will be collected through surveys and discussion forms and used to guide future family engagement initiatives.

How will you get recorded feedback from parents about the meeting? How will the recorded feedback be used to inform future events?

Melrose Elementary will collect parent feedback using surveys provided during the meeting and online versions shared through Class Dojo and the school website. Feedback will be reviewed by the school leadership team and the School Advisory Council (SAC) to identify trends, celebrate successes, and address areas of need. The results will be used to improve the design, timing, and focus of future parent events to better support families and increase engagement.

#### Survey

How will you address barriers to increase attendance and academic support at home?

Provide flexible meeting times (morning, afternoon, and evening) to accommodate families' schedules. Transportation and childcare will be offered for key events when possible. Translation services and bilingual staff will assist families who speak other languages. To strengthen academic support at home, families will receive take-home learning activities, strategy guides, and digital resources aligned with classroom instruction.

How will you get the information home to parents using various modalities who do not attend?

Information for families who cannot attend in person will be shared in multiple ways — including Class Dojo posts, digital newsletters, printed flyers, and summaries on the school website. Key presentations may also be recorded or shared in simplified formats. Copies of all event materials will be available in the front office Family Resource Station, ensuring every parent can access the same information

#### Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)] • Timely information about the Title I programs [Section 1118(c)(4)(A)]; • Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)]; • If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and • If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will submit the parents comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Parents will receive timely information through multiple platforms: Class Dojo, newsletters, phone calls, text alerts, and the school website. The website is updated weekly and some events are posted 2x a week. Families will have access to curriculum overviews, assessment explanations, and opportunities to meet with staff for input and collaboration.

### **Flexible Parent Meeting**

Melrose Elementary will offer flexible meeting times in the morning and evening. Virtual participation options and translation support will also be provided to increase access and convenience for all families.

### **Accessibility**

Melrose Elementary ensures full participation for all families, including those with limited English proficiency or disabilities. Information will be provided in clear, family-friendly language and translated as needed to ensure understanding for all parents.