

# Mason Central Elementary 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 Mason Central Elementary in the ways listed in each Section.

| <b>ESSA Section</b>                                                                                                                                                                                                               | <b>Ways in Which <u>Mason Central Elementary</u> Staff Accomplish These Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>1116(b)(1)</b> 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. | <p>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.</p> <ul style="list-style-type: none"> <li>• <u>The Mason Central Elementary Title I Parent Involvement Policy was created as a collaborative effort between the Mason Board of Education, community, parents and staff. Parents play a key role in providing feedback and suggestions in order to update and improve our Title I Program.</u></li> <li>• <u>Mason Central Elementary will develop jointly with, and distribute to, parents a written Title I Policy describing implementation of the requirements in a language that is in a reader friendly format and will be updated periodically to meet changing needs of parents and the school. The policy will be discussed, shared and reviewed at an annual meeting and made available on the district school's website.</u></li> </ul> |
| <b>1116(c)(1)</b> 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.                                                          | <p>An annual meeting is held which includes information for parents on:</p> <ul style="list-style-type: none"> <li>• <u>Mason Central will hold at least one Title I annual meeting in the fall (Sept./Oct.) to inform parents of the school's participation in the building-wide Title I program. An explanation of the program's requirements, the Mason Central Parent Involvement Plan, the Home-School-Compact, and the rights of parents to be involved in the Title I programs will be provided.</u></li> </ul> <p>How are parents encouraged to attend?<br/><u>yes</u></p>                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>1116(c)(2)</b> Offer flexible number of meetings at times convenient to parents and provide transportation, childcare, or home visits as it relates to parental involvement.                                                   | <p>Meetings are offered at times convenient for parents and if needed, transportation, childcare, and home visits can be arranged:</p> <ul style="list-style-type: none"> <li>• <u>Staff will make every effort to vary meetings to accommodate parents' needs. Varied times of the days will be scheduled during Parent/Teacher Conferences each mid-October. Parents can sign up for conferences times during the open house event. Phone conferences are available for parents who have a difficult time attending the conference.</u></li> <li>• <u>Parent Involvement will be an on-going monthly agenda item discussed at monthly PTA meetings. These</u></li> </ul>                                                                                                                                                                                                                                                                                                |

| ESSA Section                                                                                                                                                                                                                                                                   | Ways in Which School Staff Accomplish These Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                                                                                                                                                                                                                                                                | <u>meetings will also provide a platform to share information regarding school programs. Free childcare will be provided during the PTA meetings.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>1116(c)(3)</b> 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.</p> | <p>Parents are involved in the development of the School Improvement Plan and Title I Program development in the following ways:</p> <ul style="list-style-type: none"> <li>• <u>Reviewing and seeking feedback regarding the Parent Involvement Plan and Title I program at the fall and spring Title I Annual Meeting and Parent/Teacher conferences in October.</u></li> <li>• <u>Parent Involvement Plan will be posted on the individual school's webpage on the district website.</u></li> <li>• <u>Conducting an annual parent survey and analyzing the results.</u></li> <li>• <u>Reviewing and revising the Parent Involvement Plan to include suggestions based on the parent survey results. This occurs at the Title I Meeting (fall - prior to Oct. 15<sup>th</sup>)</u></li> <li>• <u>Reviewing and revising the School Improvement Plan to incorporate suggestions and feedback from parents. This occurs at the semi-annual parent meetings (fall and spring).</u></li> </ul>                                                |
| <p><b>1116(c)(4)(A)</b> Provide parents of Title I children timely information about the Title I Program.</p>                                                                                                                                                                  | <p>Parents are provided information regarding the school Programs in the following ways:</p> <ul style="list-style-type: none"> <li>• <u>Parent Involvement Plan will be posted on the school's webpage on the district website.</u></li> <li>• <u>Reviewing and distributing Home/School Compacts at Open House and sharing individually at the Parent/Teacher conferences, as well as posting the school's homepage on the district website.</u></li> <li>• <u>Online resources – Infinite Campus Portal</u></li> <li>• <u>Parent Organization Meetings (PTA)</u></li> <li>• <u>Curriculum documents (links found on district website)</u></li> <li>• <u>GSRP (pre-K), Kindergarten Round-up and orientation</u></li> <li>• <u>Daily/weekly home/school folders</u></li> <li>• <u>Teachers use newsletters and websites to communicate and share timely information.</u></li> <li>• <u>Teacher websites/pages</u></li> <li>• <u>Telephone call/emails correspondence</u></li> <li>• <u>Class DoJo school-home communication</u></li> </ul> |
| <p><b>1116(c)(4)(B)</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.</p>                       | <p>Parents are provided information about the school's curriculum, assessments, and proficiency level expectations in the following ways:</p> <ul style="list-style-type: none"> <li>• <u>Open House (prior to school starting)</u></li> <li>• <u>Parent/Teacher conferences</u></li> <li>• <u>Student Assessment (parent reports – NWEA – grades K - 5, M-STEP(ELA/Math) – grades 3 – 5, M-STEP (Science and Social Studies - Gr. 5 only) DIBELS Literacy Assessment and report cards(3 trimesters) in a parent friendly language and format and available on-line through Infinite Campus parent portal</u></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |

| ESSA Section                                                                                                                                                                                                                                                           | Ways in Which School Staff Accomplish These Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• <u>PTA meetings/activities</u></li> <li>• <u>School communications including school newsletters and website</u></li> <li>• <u>Progress reports (grades K - 5)</u></li> <li>• <u>Pre-Kindergarten and Kindergarten orientation</u></li> <li>• <u>Teachers newsletters and websites to communicate and share timely information</u></li> <li>• <u>Telephone calls/emails and Infinite Campus Parent Portal</u></li> </ul>                                                                                                                                                                                                                                                                                                                 |
| <b>1116(c)(4)(C)</b> 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. | <p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> <li>• <u>Conducting an annual parent survey</u></li> <li>• <u>Reviewing and revising the Parent Involvement Policy to incorporate suggestions based on the parent survey results</u></li> <li>• <u>Reviewing and soliciting feedback related to the Parent Involvement Policy and Title 1 Program at the Annual Title 1 parent meeting</u></li> <li>• <u>Providing time for feedback at monthly PTA meetings (monthly agenda item)</u></li> </ul>                                                                                                                                               |
| <b>1116(c)(5)</b> 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).                          | <p>If parents are not satisfied with the School Improvement Plan or Programs, they have opportunities to make comments by:</p> <ul style="list-style-type: none"> <li>• <u>Submitting feedback on survey</u></li> <li>• <u>Open door policy with administration</u></li> <li>• <u>Public comment @ monthly BOE meetings</u></li> <li>• <u>Schedule meetings with administration</u></li> <li>• <u>Phone call/emails correspondence</u></li> <li>• <u>Submitting written suggestions</u></li> </ul> <p><u>Class DoJo</u></p> <ul style="list-style-type: none"> <li>• <u>Parent input and concerns will be discussed at the District monthly administrative team meetings</u></li> <li>• <u>Superintendent will use discretion to take/discuss concerns to the BOE</u></li> </ul> |
| <b>The School-Parent Compact Must:</b>                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>1116(d)</b> 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.                                                        | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>1116(d)</b> Clearly explain district and school goals for students to meet the challenging State academic standards.                                                                                                                                                | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>1116(d) &amp; 1116(d)(1)</b> Describe ways that teachers are responsible for supporting students' learning and providing high quality curriculum and instruction.                                                                                                   | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>1116(d) &amp; 1116(d)(1)</b> Describe specific ways parents will be responsible for supporting their children's learning.                                                                                                                                           | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>1116(d)</b> Describe specific ways students will be responsible for their learning.                                                                                                                                                                                 | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| ESSA Section                                                                                                                                                                                                                                                                                     | Ways in Which School Staff Accomplish These Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>1116(d) &amp; 1116(d)(2)(C)</b> 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.                                                                     | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1116(d) &amp; 1116(f)</b> Describe how parents and family members are involved in developing and revising the compact.                                                                                                                                                                        | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1116(d)(1) &amp; 1116(d)(2)(A-C)</b> 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.                               | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1116(f)</b> Communicate information using family friendly language and format.                                                                                                                                                                                                                | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1116(e)(1)</b> 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. | <p>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?</p> <p><u>School staff annually shares the Michigan Department of Education (MDE) Claims and Targets (ELA and Math) and the Science and Social Studies curriculum with parents, the state's annual assessment (M-STEP) with parents, and how to monitor their child's progress.</u></p> <ul style="list-style-type: none"> <li>• <u>Copy of the MDE Claims and Targets available through the link on the district website</u></li> <li>• <u>WIDA results for ELL student (if applicable)</u></li> <li>• <u>State Assessments (M-STEP – Grades 3-5) sent to parents</u></li> <li>• <u>Local Assessments parent report information sent home with the trimesters report cards</u></li> </ul> |
| <b>1116(e)(2)</b> 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.                                                         | <p>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:</p> <ul style="list-style-type: none"> <li>• <u>Classroom and building newsletters</u></li> <li>• <u>Class DoJo</u></li> <li>• <u>Infinite Campus Parent Portal</u></li> <li>• <u>School Website</u></li> <li>• <u>Community resource lists (the Monroe County ISD Yellow Pages)</u></li> <li>• <u>Pre-Kindergarten (GSRP) Round-up and Pre-Kindergarten Orientation</u></li> <li>• <u>Kindergarten Round-up/Screening Night and Kindergarten Orientation</u></li> <li>• <u>Local summer reading programs</u></li> <li>• <u>Monroe County ISD parent programs/services</u></li> </ul>                                                                                                                                                                                                             |

| ESSA Section                                                                                                                                                                                                                                                                                                                                               | Ways in Which School Staff Accomplish These Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p><b>1116(e)(3)</b> 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.</p>                                          | <p>On-going professional development for staff on effective ways to increase parental involvement occurs annually. They include:</p> <ul style="list-style-type: none"> <li>• <u>Mason Central School, with the support of parents and other agencies (Monroe County ISD), will provide opportunities to educate teachers, student support personnel, principal and staff on topics including:</u> <ol style="list-style-type: none"> <li>1. <u>Provide information regarding training on parent involvement strategies to reach out to, communicate with, and work with parents as equal partners</u></li> <li>2. <u>Coordinate, develop and implement parent programs</u></li> <li>3. <u>Increase and strengthen home and school partnerships</u></li> <li>4. <u>Value and utilize contributions given by parents</u></li> </ol> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>1116(e)(4)</b> 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.</p> | <p>Coordination with other Programs for parental involvement includes:</p> <ul style="list-style-type: none"> <li>• <u>Early On (in coordination with MCISD) – Mason Central provides parents and families of incoming kindergarten students with programs and events to facilitate the transition between preschool to kindergarten. Playgroups are held 2 - 6 weeks sessions for 1.5 hour once a week in fall and spring.</u></li> <li>• <u>Great Start Readiness Program (GSRP) - Mason Central provides parents and families of incoming kindergarten students with programs and events to facilitate the transition between preschool to kindergarten.</u></li> <li>• <u>PTA – Parents are informed monthly about the activities and programs that are offered in the pre-school program. In the spring, parents are encouraged to seek out and notify friends, family and neighbors about the preschool and kindergarten programs and registration.</u></li> <li>• <u>Monroe County Library System – Parents are informed about the free programs and activities that are offered for the students and parents to encourage literacy development.</u></li> <li>• <u>Monroe County Health Department – Free immunization clinics are offered to students and families. The MCHD offers on site hearing and vision screening for students yearly. Parents are notified of the services the MCHD provide.</u></li> <li>• <u>Monroe County Mental Health – The MCMH are available for parents to provide wrap around services and safety assessments when needed.</u></li> <li>• <u>Head Start (in coordination with MCISD) - Mason Central provides parents and families of incoming kindergarten students with programs and events to facilitate the transition between preschool to kindergarten.</u></li> <li>• <u>Community recreation programs – The school shares the information and encourages participation to parents about the various recreation programs offered.</u></li> </ul> |

| ESSA Section                                                                                                                                                                                                                                                        | Ways in Which School Staff Accomplish These Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>1116(e)(5)</b> Shall ensure information is shared with parents in a language and format they can understand.                                                                                                                                                     | <p>Information is shared with parents in a language and format they can understand. Examples include:</p> <ul style="list-style-type: none"> <li>• <u>Mason Central will provide information in user-friendly manner, such as:</u></li> <li>• <u>Daily/weekly folders</u></li> <li>• <u>Daily Class DoJo communication</u></li> <li>• <u>Classroom and building newsletters</u></li> <li>• <u>Daily planners (grades 2 - 5)</u></li> <li>• <u>Parent attachments with report cards</u></li> <li>• <u>Accommodations for parents that have a disability, as needed</u></li> <li>• <u>Interpreters, as needed</u></li> </ul> |
| <b>Gray Area - Recommended Best Practice, but Not Required</b>                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>1116(e)(6)</b> May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.                                                                                                   | <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1116(e)(7)</b> 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.                                                                         | <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1116(e)(8)</b> 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.                 | <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1116(e)(9)</b> May train parents to enhance the involvement of other parents.                                                                                                                                                                                    | <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1116(e)(10)</b> 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 | <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| ESSA Section                                                                                                                                                                       | Ways in Which School Staff Accomplish These Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| to maximize parental involvement and participation.                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1116(e)(11)</b> May adopt and implement model approaches to improving parental involvement.                                                                                     | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1116(e)(12)</b> May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Programs supported under this Section. | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1116(e)(13)</b> May develop appropriate roles for community-based organizations and businesses in parental involvement activities.                                              | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1116(e)(14)</b> Shall provide other reasonable support for parental involvement activities as parents may request.                                                              | <p>Parents are provided with other reasonable support such as: <u>Information is shared with parents in a language and format they can understand. Examples include:</u></p> <ul style="list-style-type: none"> <li>• <u>Mason Central will provide information in user-friendly manner, such as:</u></li> <li>• <u>Daily/weekly folders</u></li> <li>• <u>Daily Class DoJo communication</u></li> <li>• <u>Classroom and building newsletters</u></li> <li>• <u>Daily planners (grades 2 - 5)</u></li> <li>• <u>Parent attachments with report cards</u></li> <li>• <u>Accommodations for parents that have a disability, as needed</u></li> <li>• <u>Interpreters, as needed</u></li> </ul> <p>How does the school collect this information?<br/> <u>Data is kept on participation on all activities.</u></p>                                                                      |
| <b>1116(f)</b> Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.       | <p>Staff provide opportunities for full parent participation: <u>1118 (f) Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children</u> Staff provide opportunities for full parent participation:</p> <ul style="list-style-type: none"> <li>• <u>Flexible meeting times including phone calls to accommodate to the parents schedules.</u></li> <li>• <u>Handicapped accessible facilities including door opening assistance and handicapped accessible restrooms.</u></li> <li>• <u>Email communications</u></li> <li>• <u>Communications in a language that parents can understand. Interpreters are utilized for families needing assistance at school activities, conferences, parents meetings (i.e., Spanish Speaking families, Sign Language Interpreter)</u></li> </ul> |

| ESSA Section | Ways in Which School Staff Accomplish These Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|              | <ul style="list-style-type: none"> <li>• <u>Accommodations are made as necessary for parents with disabilities</u></li> <li>• <u>Support for parents of migratory children (if applicable) through community agencies regarding housing, food, medical and other care as well as academic supports</u></li> <li>• <u>Monthly office newsletters and classroom (weekly/monthly) newsletters communicate opportunities to keep all families informed</u></li> <li>• <u>Partnerships with community agencies provide Mason Central families with services and support (i.e., Monroe County Library System, Erie Police Department, Erie, LaSalle and Morin Point Fire Department, Monroe County Sheriff Dept. -DARE - Grade 5 only, CHOICE Program - Gr. 4, Monroe County Health Department, community recreation programs, etc.)</u></li> <li>• <u>Parents of students with an IEP are provided their materials translated into their native language</u></li> <li>• <u>Parents who lack literacy skills are provided with face to face conversation to ensure the information is shared in a manner that is meaningful to them.</u></li> </ul> |