At Melrose Elementary, we want each student to have a successful learning experience. For this to happen, it is important for the school faculty and staff, community and parents to work together.

The parents and school have agreed on and jointly developed the following Family Engagement Plan for Melrose Elementary in order to establish expectations for parental engagement. A copy of this plan will be distributed to all parents in the school newsletter and posted on the school website.

In order to build a strong partnership between home, community, and school, Melrose Elementary School will:

* Convene an annual Open House where parents (all parents invited) are familiarized with the curriculum, forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, communication tools and information about volunteer opportunities.
* Convene a flexible number of Title I meetings (morning and evening) which inform the parents about the school’s Title I participation, explains the requirements of Title I, and the right of the parent to be involved in the school.
* Hold timely, (flexibly scheduled) regular meetings to provide information, parent training, participate in decision making, and allow parents to provide suggestions about their child’s education and the family engagement plan.
* Provide materials and specific regular training to help parents work with their children. Distribute letters and or post flyers about professional development available to staff and parents under NCLB. For example: Parent workshop on FSA strategies.
* Hold at least two scheduled parent conferences where the progress of the student will be discussed and explained, as well as the expectations for the grade level, school, curriculum, academic assessment, state’s academic content and achievement standards, compact, and any other concerns that the teacher or parent may have.
* Maintain school website, regular newsletter, outside marquee which informs parents about upcoming activities and programs.
* Develop a School/Parent/Student Compact (designed by parents and school staff) that outlines how parents, school staff and students share the responsibility for improving in learning.
* Hold a minimum of two meetings during the school year where the parents will have an opportunity to help review, plan, and make suggestions to improve the Title I program, Family Engagement Plan and the Parent/School/Student Compact.
* Distribute a survey for all parents of participating students to express opinions about the current Title I program, list ideas, provide suggestions to improvement and topics for parent training.

Parents and community leaders are always welcome at Melrose Elementary. Every effort will be made to communicate with parents in an understandable format and language. We encourage parents to regularly visit and take an active role in school planning and school improvement. Title I funds may be utilized to pay for any reasonable and necessary expenses. By making suggestions to improve our school and by working together, we can make a difference at Melrose Elementary.