

Penn Alexander School **Parent and Family Engagement Policy**

School Year 2018-2019

In support of strengthening student academic achievement, Penn Alexander School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The Penn Alexander agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of *Parents will be invited to the Home and School Association meeting in the spring that is dedicated to the review of school data with the administration. School Advisory Council meetings will also be devoted to the development of the Comprehensive Plan and Federal Budget Addendum.* participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
 - Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) Parents play an integral role in assisting their child's learning
 - (B) Parents are encouraged to be actively involved in their child's education at school
 - (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
 - (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT
REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

Section A: JOINTLY DEVELOPED

Penn Alexander will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- **Penn Alexander has a SAC committee that meets several times throughout the year. This committee will discuss parent concerns, and allow parents to have input into the curriculum decisions, PAFEP, School Compact, budget, schoolwide plan, and parent engagement funds.**
- **This Parent and Family Engagement Policy was jointly developed by staff and families at a parent meeting on April 16, 2018.**

Section B: ANNUAL TITLE I MEETING

Penn Alexander will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- **During the Spring (2018) and Fall (September 2018) the school will hold Annual Title I meetings. These meeting will discuss in detail the Title I requirements and decisions that have been made for the use of Title I spending. The following topics will be reviewed at the Fall meeting:**
 - **The challenging State's academic standards**
 - **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 to improve the achievement of their child**
 - **Curriculum**

Section C: COMMUNICATIONS

Penn Alexander will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and

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uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- **Pony Express to Parents**
 - Each student has a brown envelope.
 - Each envelope is sent home the first day of each week.
 - Envelopes contain all notices to parents.
 - Students must return the envelope the next day.
- The school will pilot a recommendation by a parent to digitalize the 'Pony' that will be managed by a parent. The school will generate an email list of parents desiring the digital version of the 'Pony'. The school along with a parent will also explore the option of Google Translations for the 'Pony'.
- All information sent home is parent friendly. Translations are available through the School District and Interpreters. Parents can contact the school by phone or by visiting the school if they need assistance. The secretary, SBTL and the administration are available to assist parents if they don't understand any and all information sent home.
- Parents are encouraged to complete a parent survey to provide feedback about the time of parent meetings and workshops along with other potential barriers to parent and family engagement.

Section D: SCHOOL-PARENT COMPACT

Penn Alexander will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- **Parents are invited to participate in the writing of the Parent Compact with an invitation letter by the Principal sent to all parents via "Pony", a weekly packet of information sent home to parents the first day of each week. Parents/guardians had the opportunity to meet with the administration to discuss and review and give feedback on the policy, April 16th, 2018.**

Section E: RESERVATION OF FUNDS

Penn Alexander will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by: May 2018.

- **A meeting was held in the Spring to discuss Title I funds and parents made decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement will be spent.**
- **Another budget meeting will be held in the Winter for additional feedback on the priorities and needs of the school and to discuss the school budget for next year.**

Section F: COORDINATION OF SERVICES

Penn Alexander will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement 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 by:

- **Parent Infant Center and St. Mary's Nursery, by:**

Pre-K programs are invited to visit Kindergarten classes and take a tour of the building. The teacher presents an activity to all students. The teachers meet separately to complete a transition plan as they prepare their students for Kindergarten. Our Pre-K neighbors are invited to various school events along with their parents. The events include, but are not limited to, Fall Festival, Harvest Food Drive, Book Fair, Talent Show and the Broadway Musical. As events/assemblies are scheduled, our Pre-K neighbors receive notification that they are invited to attend. Penn Alexander School will conduct a Spring Open House for all perspective Kindergarten families.

Section G: BUILDING CAPACITY OF PARENTS

Penn Alexander will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
 2. Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
 3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - a) The challenging State's academic standards
 - b) The State and local academic assessments including alternate assessments
 - c) The requirements of Title I, Part A
 - d) How to monitor their child's progress
 - e) How to work with educators to improve the achievement of their child
- **An overview of academic standards and assessments and other instructional topics are presented in the Spring and in the fall during Back to School Night and the Annual Title I meeting which will be September. The following topics will be discussed:**
 - a) **The challenging State's academic standards**
 - b) **The State and local academic assessments including alternate assessments**
 - c) **The requirements of Title I, Part A**

- d) **How to monitor their child's progress**
- e) **How to work with educators to improve the achievement of their child**
- f) **Curriculum**
- **The platform to disseminate information to parents regarding content standards and student academic achievement standards is during our monthly Home and School Association meetings as the need arise. Thirty minutes of the meeting is devoted to teacher presentations in the various content areas, achievement standards and upcoming assessments as recommended by the Home and School Executive Board or the School Advisory Council. Chat and Coffee morning meetings will be conducted, with the School Based Teacher Leader, which will reflect the recommendations from the Home and School Association and the School Advisory Council, regarding specific topics. Attempts will be made to conduct meetings at various times to accommodate parents with different schedules, when possible.**
- **Parents are invited to attend workshops on FamilyNet to track their child's progress. Our school librarian is available to conduct FamilyNet training during parent conferences as well.**
- **Literacy and Math workshops will be held for parent to assist in homework help or any additional topics that parents request. These will be determined through parent survey's that will go out during parent conferences.**
- **The Home and School Connection Newsletter is sent home monthly to inform parents how to monitor their child's progress and what questions should be asked during parent/teacher conferences**
- **Parents are solicited to become Classroom Parents who will share information to all parents in the class that the teacher deems necessary. Teachers will work closely with Classroom Parent Representatives to coordinate activities. Chaperones are identified for class trips and grades are assigned by the Home and School Association to complete a basket for the Annual Home and School Raffle. Parents are encouraged to volunteer in classrooms and other areas.**

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Penn Alexander will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- **Professional Development opportunities will give teachers ideas in which ways to work with parents as partners by increasing parental involvement in their classrooms. Parent survey results will be incorporated into the PDs.**
- **Grade groups developed strategies to reach out to parents to become chaperones, classroom volunteers, participation in special events and become the leaders of literature circles as they prepared their events for the school year.**

Penn Alexander will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- **Parents will be invited to the Home and School Association meetings and SAC meetings in the spring that is dedicated to the review of school data with the administration.**
- **Penn Alexander will continue to host the Equity Circle and events related to the Equity Circle to help involve more families in school discussions.**

M. T. Alexander

Principal Signature

9-17-18

Date