



STEPHEN DECATUR ELEMENTARY

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Stephen Decatur School **Parent and Family Engagement Policy**

School Year 2019-2020

Revision Date: 3/21/2019

In support of strengthening student academic achievement, Stephen Decatur 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 Stephen Decatur School 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 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

Stephen Decatur 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.

- Parents were invited to a specially held Title I meeting on March 21, 2019 to gather input and write the parent and family engagement policy for 2019-2020.
- Parents will be invited to a specially held Title I meeting in March 2020 to gather input and write the parent and family engagement policy for SY 2020-2021.
- Input is also gathered at monthly Home and School meetings.
- Parents will be asked to provide input at Principal Chat & Chew meetings for reviewing and amending the school-wide parent and family engagement policy. The date and time will be advertised. Suggestions will be included in the updated plan.
- Parents will be provided a survey during the quarterly report card conference period in order to identify strengths and areas for improvement within the school community.
- The School Advisory Council and Home and School Association will play a role in identifying the needs of our students and parents as we evaluate the effectiveness of the programs.

Section B: ANNUAL TITLE I MEETING

Stephen Decatur 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.

- At Back-to-School Night in September 2019, information will be disseminated to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. This meeting will include a presentation to parents about teacher qualifications, parents rights to know, state academic content standards and assessments, how to monitor student progress and work with educators, and school curriculum. The revised Parent and Family Engagement Policy will be distributed to all students as well as posted on the school webpage.

Section C: COMMUNICATIONS

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

- 1) The Parent and Family Engagement Policy will be distributed at Back to School Night/Annual Title I Meeting as well as posted on the school webpage.
- 2) Monthly newsletter and calendar
- 3) Home and School meetings and activities and Chat-n-Chew sessions with the Principal alternating monthly between morning and evening sessions provide opportunities for parent communication with school staff.
- 4) Weekly communication folder
- 5) Decatur Facebook page

- 6) Decatur Home & School page
- 7) All communications are sent home in parent-friendly language and can be translated into multiple languages upon request and as necessary in partnership with the district Office of Family and Community Engagement.

Section D: SCHOOL-PARENT COMPACT

Stephen Decatur 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 were given the opportunity to give input into the development of the compact at a meeting on March 21, 2019 and will be invited to a specially held Title I meeting in March 2020 to gather input and write the School-Parent Compact.
- Input is gathered at monthly Home and School meetings.
- Parents will be asked to provide input at Principal Chat & Chew meetings for reviewing and amending the School-Parent Compact. The date and time will be advertised. Suggestions will be included in the updated plan.

Section E: RESERVATION OF FUNDS

Stephen Decatur 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:

- Title I budget information for parent and family engagement will be disseminated at the Winter Title I Parental Input meeting held in January 2020.
- Parental input into how funds are used will be solicited at the Winter Title I Input Meeting, including the use of the 1% parent set aside.

Section F: COORDINATION OF SERVICES

Stephen Decatur 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:

- Train and deploy staff with parental involvement duties (e.g., Family and Community Engagement Liaison and Bilingual Counselor Assistants) to assist school sites in implementing parent involvement
- Make available the staff of the Office of Family and Community Engagement for technical assistance to parents and coordination of professional development efforts

Section G: BUILDING CAPACITY OF PARENTS

Stephen Decatur 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
- Workshops on Social Media apps for Preteens and Teens, High School Selection for Middle Schoolers, Adapted Online Blended Learning, STEM *and* PBIS
 - At Back-to-School Night, information is disseminated to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. This meeting will include a presentation to parents about teacher qualifications, parents rights to know, state academic content standards and assessments, how to monitor student progress and work with educators, and school curriculum.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Stephen Decatur 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 with staff reviewing parent survey results/parent input as well as effective methods of communication with parents and ways to promote positive parent engagement will be shared with staff during a district PD day in the Fall or Winter.

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

- In collaboration with the Family and Community Engagement Office, provide workshops to schools on parent involvement
- Provide professional development by parents/caregivers for new and existing Principals and other administrators on how to involve parents/caregivers effectively
- During March, input for the 2020-2021 Comprehensive Plan will be gathered and a draft copy of the plan will be developed. Our Title I Liaison will facilitate the process. The three main sources used as a foundation for our plan will be data from various student assessments including PSSA, report card grades, and authentic assessments. Data sources such as the Performance Management Dashboard, Student Information System (SIS), and MTSS will be reviewed as well for attendance, Climate, and growth of at-risk students. Input will also be gathered from staff members through the Learning Team meetings that are held bi-weekly. Parents will be also invited to the planning session.

Principal Signature

Date