



## ***Hamilton Disston Elementary School*** **Parent and Family Engagement Policy**

***School Year 2020-2021***  
***Revised: 5/15/2020***

In support of strengthening student academic achievement, **Hamilton Disston Elementary 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 **Hamilton Disston Elementary 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**

**Hamilton Disston Elementary School** 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.

- **At the May 15, 2020 Parent Meeting, staff and parents were invited to review and discuss the Parent and Family Engagement Policy and School Compact. During this time all stakeholders had an opportunity to make suggestions, highlight best practices and identify areas that require improvement. Additionally, parents are invited to the Winter Title I meeting where information is shared about the following school year. Parents are invited to share their feedback continuously throughout the school year.**
- **Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.**

**Section B: ANNUAL TITLE I MEETING**

**Hamilton Disston Elementary School** 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 school-wide plan, and the School-Parent Compact.

- **During our Back to School Night in the fall (September 2020) we will hold our Annual Title I Parent Meeting. At this meeting parents are informed about Title I funds and how they are utilized in the school as well as other requirements of Title I, parent rights and responsibilities, the state's academic content standards and assessments, ways to work with educators as equal partners and monitor student progress. Also information about the school curriculum is given to parents.**

**Section C: COMMUNICATIONS**

**Hamilton Disston Elementary School** 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.

- **Parents will receive weekly communication folders.**
- **Teachers will communicate with parents about important events, academic news and behavioral concerns via Class Dojo.**

- **Parents will receive training on how to utilize the Family Portal to keep informed about their child's progress.**
- **Parents will have an opportunity to meet with teachers 3 times a year during Parent/Teacher Report Card Conferences. Meetings and conferences are held at times during the daytime as well as in the evenings in an effort to allow for the greatest parent participation.**
- **All communication from the school is sent home in language that is accessible to parents and in the languages spoken at home, to the extent possible. The Office of Family and Community Engagement supports the school in providing interpretive and translation services into multiple languages upon request and as needed.**

#### **Section D: SCHOOL-PARENT COMPACT**

**Hamilton Disston Elementary School** 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 invited to a meeting on May 15, 2020 that centered on the Parent and Family Engagement Policy and the School-Parent Compact. Next year, one meeting will be held in the Winter and the other in the Spring to provide parents with the opportunity to voice their opinions and discuss the needs of the school.**

#### **Section E: RESERVATION OF FUNDS**

**Hamilton Disston Elementary School** 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:

- **During the Back to School Night (September 2020), parents will be informed on how the school Title I funds are utilized. In the Fall and Winter Title I Parental Input meetings will be held to discuss how funds are allotted and receive input from the parents about the use of the 1% Title I parent set aside.**
- **Parents will also have an opportunity to express their thoughts via the school level Parent Survey distributed in the Fall.**
- **The 20-21 budget was reviewed with parents on January 31, 2020.**

#### **Section F: COORDINATION OF SERVICES**

**Hamilton Disston Elementary School** 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:

- **Disston Elementary will build reach out to local community organizations to build partnerships.**
- **Parent workshops will be held at various times.**
- **A variety of activities will be offered to parents so that they can participate in their child's education.**

#### **Section G: BUILDING CAPACITY OF PARENTS**

**Hamilton Disston Elementary School** 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

- **Time will be allotted during some of our professional development sessions to a joint meeting between parent representatives and the staff at Disston. It will be during these meetings that the School Improvement Plan and the common Core Curriculum will be discussed and suggestions made. The following is a list of tentative parent workshops:**
- **September 2020 – Back to School Night/Requirements of Title I (including topics a through e listed above)**
- **October 2020 – Parental Involvement Policy and School Compact – discuss, review and revise**
- **November 2020 Parent Volunteer Training Session**
- **November 2020 – Understanding Your Child's Report Card and Questions to Ask Your Child's Teacher/How to Progress Monitor**
- **December 2020 – Accessing Family Portal**
- **January 2021 – Parent Volunteer Training Session**
- **February 2021 – Muffins with Mom**
- **March 2021 – Donuts with Dad**
- **April 2021 – Parent Volunteer Training Session**
- **May 2021 – Summer Activities**

#### **Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**Hamilton Disston Elementary School** 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:

- **The results of the parent surveys will be shared with staff as part of a professional development on effective parent engagement and communication, held on one of the district PD days in the Fall or Winter.**
- **Time will be allotted during professional development sessions on strategies to increase parental involvement.**
- **Parents will be encouraged to attend some professional development sessions to interact with teachers.**

**Hamilton Disston Elementary School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

**Teachers participate in district-wide professional development sessions throughout the school year. Part of the session will include strategies to involve parents in the learning process and ways to promote parent engagement.**

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

**To maximize parent and family engagement and participation in their child’s education, arrange school meetings at a variety of times.**

**Hamilton Disston Elementary School will offer a variety of parent workshops and parent meetings that provide parents with an opportunity to learn and understand how they can better support their children with academic work.**

Kareem O. Thomas

September 24, 2020

Principal Signature

Date