



**Thomas K. Finletter  
Parent and Family Engagement Policy**

**School Year 2020-2021  
Revision Date: 04/30/2020**

In support of strengthening student academic achievement, **Thomas K. Finletter Academics Plus School** receives Title I, Part A funds and therefore must jointly develop with, agree on 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 **Thomas K. Finletter 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 school wide 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 school-wide 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**

**Thomas K. Finletter** 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.

- This policy was revised and created for the 2020-2021 school year during the annual Spring Title I meeting on April 30, 2020. At this meeting, parents were provided with a survey to complete in an effort to ensure that they are able to provide input on the instructional programming at Finletter.
- Monthly parent meetings will occur throughout the year, beginning October 2020. We will provide information at Back to School Night in September 2020 about volunteer opportunities, the SAC, and academic and technology training throughout the school year.

### **Section B: ANNUAL TITLE I MEETING**

**Thomas K. Finletter** 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.

- The Annual Title I meeting will take place during Back to School Night in September of 2020. This is an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy. The school will inform parents of the requirements of Title I and the school’s participation. Additionally, the parents will be informed of the Parents’ Rights to be involved, school curriculum, teacher qualifications, the state content standards and assessments, and ways to work with educators and monitor student progress.

### **Section C: COMMUNICATIONS**

**Thomas K. Finletter** 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 monthly newsletter and Principal updates
- 2) Utilizing the School Messenger phone system to relay messages
- 3) Monthly Title I Parent Meetings and SAC Meetings
- 4) All communication from the school is sent to parents in easy-to-read language and in the languages spoken at home as requested. The Office of Family and Community Engagement is able to support the school in translating documents and telephone communication with non-English speaking parents upon request.

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

**Thomas K. Finletter** 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.

- The Parents of Finletter students play an important role in the development of the school policy and in the school's decision-making process.
- Parents are invited to participate in the updating of the current Parent and Family Engagement Policy and School Parent Compact at the annual Spring Title I meeting, held this year on April 30, 2020.
- Monthly parent meetings will ensure that family voices are heard and concerns are addressed. We maintain an open communication policy with our students' parents. The monthly newsletter and Principal updates are used to inform parents of upcoming events, meetings and workshops. The School Messenger phone system is also utilized to provide parents with important information about the happenings at Finletter.

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

**Thomas K. Finletter** 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:

- All stakeholders will have a role in determining how funds for parent and family engagement will be spent during the Spring SAC meeting. Also during the annual Title I Winter meeting, which was held January 17, 2020, parents were given information about budget priorities for the upcoming year and are invited to give input into the uses of Title I funds, including the 1% parent set aside.

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

**Thomas K. Finletter** 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:

- We will work with informing pre-K programs about kindergarten registration, kindergarten visitation days, where parents can see classrooms, meet the teachers and hear about the kindergarten curriculum and expectations. We will also have a kindergarten open house in February of 2021.

- The school will coordinate with the District Office of Family and Community Engagement to provide workshops for parents and other resources to help parents support their student's learning at home.

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

**Thomas K. Finletter** 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

- During the Annual Title I meeting, held in the Fall, we will discuss academic standards, assessments, Title I requirements, monitoring your child's progress, how to work with educators, and a discussion of the curriculum.
- Training will be conducted by teacher leaders, the data and intervention specialist in order to provide training to parents on interventions that can be used at home (such as Lexia, iReady Reading and Math, and Think Through Math.
- The SEL and other members of the leadership team will provide training during IEP/MTSS meetings about ways to help children succeed at home.
- Parents that attend the monthly parent meetings will receive vital information, resources, and materials that can be used at home with their child to improve his/her academic skills in reading and math.
- The TTL will also conduct training for parents on the use of Familynet and SIS in order to track student data and academic progress (attendance, grades, benchmark and PSSA scores).
- Topics a) through e) listed above are covered in a powerpoint presentation that staff will present to parents as part of our Annual Title I Parent Meeting at back to school night.

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

**Thomas K. Finletter** 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:

- There will be monthly professional development for staff, which will include topics on how to appropriately speak to parents about their child’s performance and academics. (Tone, language, interpretation, translation services, and proper locations will be emphasized).
- The school will provide PD to staff to review appropriate and effective parental communication expectations at a district PD day in the Fall. Results of parent surveys will also be incorporated into this PD to inform decision making about the development of parent engagement activities and protocols.

**Thomas K. Finletter** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Parents are invited to participate in the School Improvement Plan and Budget Meetings. Fliers are sent home, the phone dialer is also utilized to invite parents to provide input into the school budget, parental involvement plans, and the school improvement plans. Parents may provide input by attending our regularly scheduled parent meetings or by sending in their input or by providing input during the monthly parent meetings. Parents are also welcome to give any input when they are in the building for SAC activities/meetings, classroom events, and volunteering. The principal will review all pertinent information with parents during the monthly parent meetings to ensure that their input is considered and included regarding budget planning and the use of Title I Funds. In the Winter of 2019, a parent meeting will be held with the school staff to review data in order to discuss and develop the School Plan.

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

The School’s Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school, in order to maximize parental involvement and participation in their children’s education;

- For example, we have several parent meetings scheduled as parents drop students off for admissions, we have monthly Title I meetings during school hours, and meetings and events, such as Literacy Night, in the evenings as well.
- Report Card Conferences after school, in the evening, before school, and on the phone if needed.
- Interim Reports sent home quarterly
- Back to School Night in the evening

*Tamara Edwards*

PRINCIPAL SIGNATURE

September 21, 2020

DATE