

Edwin Forrest Elementary School **Parent and Family Engagement Policy**

School Year 2020-2021
Revision Date: 04-27-2020

In support of strengthening student academic achievement, **Edwin Forrest 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 **Edwin Forrest 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 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

Edwin Forrest 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.

Parents were asked to give suggestions and input at the Spring Title I input meeting through the use of a Google Form. 61 parents responded from April 22-April 27, 2020. This form gave parents the opportunity to review and amend the school-wide Parent Engagement Policy and School-Parent Compact. The Parent Engagement and Family Engagement Policy and Compact will also be posted on the school website for parents to view at their leisure. Suggestions will be included in the updated plan. The SAC will meet to approve the finalized documents.

Section B: ANNUAL TITLE I MEETING

Edwin Forrest 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 schoolwide plan, and the school-parent compact.

A Title I meeting will be held at Back to School Night in September. Parents will be notified of the purposes of Title I and the schools budget. We will discuss how Title I supports student achievement through the purchase of teaching staff and supplemental materials. Back to School Night will be held in the first few weeks of school in September 2020. The principal or designee will also present information about parent rights under Title I, state content standards and assessments, how to work with educators as equal partners and how to monitor student progress. School curriculum and academic supports will also be addressed.

Section C: COMMUNICATIONS

Edwin Forrest 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.

1) We use School Messenger to call homes, send monthly emails, monthly calendars, Wednesday folders, flyers for events in English and Spanish. Class Dojo will be used to keep families informed about activities at Forrest. Parent meetings are held at various times in order to accommodate parent schedules and maximize parent participation.

2) Teachers at Forrest Elementary maintain regular contact with parents through use of daily reports, Class Dojo, communication logs, and via phone calls.

3) Parents will complete Parent Involvement Surveys on paper or electronically from Forrest school website. All answers will be compiled with percentages so we can effectively work with the results. A meeting will be held in October 2020 to review the involvement plans with the families.

4) Upon request, the School District's Family and Community Engagement Office can translate written and verbal communication into any language spoken at home.

Section D: SCHOOL-PARENT COMPACT

Edwin Forrest 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 asked to give suggestions and input through a Google Form for the Spring Title I input meeting between April 22 and April 27, 2020. This meeting gave parents the opportunity to review and amend the school-wide Parent Engagement Policy and School-Parent Compact. Plans will also be posted on the school website for parents to view at their leisure. Suggestions will be included in the updated plan. The SAC will meet to approve the finalized documents.

Section E: RESERVATION OF FUNDS

Edwin Forrest 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:

Parents have several meetings, including quarterly Title I input meetings and Monthly/bi-monthly SAC meetings to discuss the budget and review opportunities for parent input and feedback. *During the Annual Title I Winter Parent meeting, parents will be given the opportunity to review school budget information, help identify priorities for the school and give input into the spending of Title I dollars, including the 1% parent set aside.*

Section F: COORDINATION OF SERVICES

Edwin Forrest 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:

- *Parent Café on how to get Clearances to volunteer*
- *Title I Budget Meeting*
- *Parent Café on Parent/Family Portals*
- *Parent Café on PSSA Assessments*
- *Kindergarten Open House*

Section G: BUILDING CAPACITY OF PARENTS

Edwin Forrest 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
- *Monthly Parent Cafes: Parent/Family Portal, PSSA Assessments, Common Core, Computer Programs/Interventions*
 - *Individual student progress is shared at quarterly report card conferences, MTSS meetings, and quarterly progress reports*
 - *Family Literacy Night*
 - *A Title I meeting will be held at Back to School Night in September. Parents will be notified of the purposes of Title I and the schools budget. We will discuss how Title I supports student achievement through the purchase of teaching staff and supplemental materials. Back to School Night will be held in the first few weeks of school in September 2020. The principal or designee will also present information about parent rights under Title I, state content standards and assessments, how to work with educators as equal partners and how to monitor student progress. School curriculum and academic supports will also be addressed.*

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Edwin Forrest 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:

Continuous professional development, Use of Parent Portal, and printing progress reports. In the Fall or Winter, the school will give staff professional development on effective parent communication, holding effective parent conferences and reviewing the results of the school parent surveys in an effort to improve parent engagement and communication at the school.

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

- *Class Dojo*
- *Parent/Family Portal Training*
- *Applying for Clearances*
- *Literacy Festival*

Paul Spina

9/21/20

Principal Signature

Date