

Andrew Jackson Elementary
Parent and Family Engagement Policy

School Year 2018-2019
Revision Date: 05/03/2018

In support of strengthening student academic achievement, **Andrew Jackson 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 **Andrew Jackson 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

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

Section A: JOINTLY DEVELOPED

Andrew Jackson 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 are encouraged to attend monthly Home and School Meetings, held monthly*
- *School Advisory Council Meetings held monthly*
- *Monthly Town Hall Meetings*
- *Use of Bilingual Counseling Assistants*
- *Winter and Spring Title I Parental Input Meetings. The Spring Parent meeting will address the Parent and Family Engagement Policy and School-Parent Compact*
- *Parent Surveys*

Section B: ANNUAL TITLE I MEETING

Andrew Jackson 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.

- *At the Open House Meeting in September, parents will be informed of the Title I requirements and the school's participation as well as the parents' right to be involved. They will also receive and discuss the revised parent and family engagement policy. In the spring Home and School Meetings and School Advisory Council Meetings will be held to review school data with the principal and leadership team in order to participate in the discussion and development of the School Plan.*

Section C: COMMUNICATIONS

Andrew Jackson 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.

- *The parent and family engagement policy will be distributed to all parents during the September open house night. A copy will also be sent home to parents in the first communication folder. Parents will receive information related to school and parent programs, meetings, and other activities in a format, to the extent practicable, and in a language that parents can understand. Information will be sent to parents through weekly communication folders in multiple languages. All important meetings, activities and parent workshops will be announced to parents in multiple languages through BCA translators, Robo-calls, and phone calls. We will also use the following:*
 - *Monthly newsletters*
 - *Interim reports-completed 3X per year.*
 - *School Handbook*
 - *Jackson School Website*
 - *Home and School Meetings- monthly*

Section D: SCHOOL-PARENT COMPACT

Andrew Jackson 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.

- *Question and Answer Segments in Home and School Meetings held monthly*
- *Discussion in School Advisory Council Meetings*
- *involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;*
- *providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training*
- *paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;*
- *training parents to enhance the engagement of other parents;*
- *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;*
- *adopting and implementing model approaches to improving parental involvement;*
- *developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and*
- *providing other reasonable support for parental involvement activities as parents may request.*
- *The school will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.*

Section E: RESERVATION OF FUNDS

Andrew Jackson 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 Winter Title I meeting, parents will have the opportunity to review the Title I budget for parental involvement. They will also be given the opportunity to suggest how they would like the funds to be dispensed in order to provide for their needs.*

Section F: COORDINATION OF SERVICES

Andrew Jackson 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:

- *Head Start pre-k programs parents are invited to parent workshops and meetings.*
- *Fully utilizing Parent Resource Center for Adult Civics, ESOL, Technology and Literacy Training classes.*
- *Town Hall meetings with the Principal monthly round tables*

Section G: BUILDING CAPACITY OF PARENTS

Andrew Jackson 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. **The Annual Title I meeting will provide assistance to parents 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

- *Parents will also gain an understanding of these topics through our School Advisory Council meetings, home and school meetings, and parent workshops that will be held on a monthly basis in addition to the Annual Title 1 meeting held on 9/12/18.*
- *With the assistance of the School District, the school will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental engagement, by:*
 - *Bilingual counseling assistants- Mr. Melendezg (Spanish) and our Chinese BCA, Ms. Wang, work with our bilingual population to assist parents with questions and concerns regarding Jackson School.*
 - *Planning PSSA workshops, workshops held for parents and teachers to improve PSSA assessment anchors.*
 - *Home and School Meetings-held monthly. Focus to increase parental involvement and raise funding for library and school green roof.*

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Andrew Jackson 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:

- *Professional Development occurs during common planning time, designated professional development days, and after school opportunities where the staff is educated in the many strategies they can use in working with parents/guardians. Feedback from parent surveys will inform the Professional Development offered about parent engagement.*
- *Parents are invited to monthly meetings and parent teacher conferences are held as requested by either the teacher or parent.*

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

- *Fully utilizing Parent Resource Center for Adult Civics, ESOL, Technology and Literacy Training classes.*
- *Town Hall meetings with the Principal monthly round tables.*

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Train parents to enhance the engagement of other parents.
- To maximize parent and family engagement and participation in their child’s education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
- Adopt and implement model approaches to improving parent and family engagement
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

SIGNATURE

DATE