

***John Moffet Elementary School***  
**Parent and Family Engagement Policy**

***School Year 2020-2021***

***Revision Date: 5/8/2020***

In support of strengthening student academic achievement, **John Moffet 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 **John Moffet 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**

**John Moffet 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 are invited, annually, to attend the Spring Title I meeting during which this document, and the School-Parent Compact, are reviewed and updated for the subsequent school year. This year, that meeting was held on 5/8//2020.***

- ***Hold monthly meetings (Chat and Chew) with the principal to discuss school review and improvement, parental involvement, curriculum and instruction and school safety.***

- ***Invite parents to participate in School Advisory Council: Friends of Moffet***

- ***Include parents in meetings relating to decisions regarding the Title I program***

- ***Include parents in the Winter Title I meeting to review and update the school plan and budget***

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

**John Moffet 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.

- ***These topics are discussed at the Annual Title I Meeting held at Back to School Night, scheduled for September 16, 2020. A presentation will be given by staff outlining the requirements and parent rights under Title I part A, how parents can work with educators and track student progress as well as information about school programs and curriculum.***

## **Section C: COMMUNICATIONS**

**John Moffet 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.

- ***Send home a monthly calendar showing important dates, meetings, and special school events.***
- ***Send home all important communication in a variety of languages as needed. Most school communication is sent home in at least English and Spanish. Our Bilingual Counseling Assistant helps with translations of school documents and provides a link with non-English speaking parents.***
- ***We utilize a variety of formats, including letters and fliers and the School Messenger phone system and Class Dojo to make notification easier for all parents.***
- ***Ensure that bilingual staff disseminates information directly to parents and families both formally and informally.***
- ***Parent meetings and conferences are held both during daytime hours and evening hours.***

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

**John Moffet 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 are invited, annually, to attend the Spring Title I meeting during which the School-Parent Compact is reviewed and updated for the subsequent school year. This year, that meeting was held on 5/8/2020.***

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

**John Moffet 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 are invited to participate in the review and updating of the school budget and plan every year during the Winter Title I meeting. This budget discussion includes the 1% Title I parent set aside. This year, the meeting was held on 1/30/20.***
- ***Parents are surveyed in the Fall to solicit feedback about a number of topics, including how they would like to see parent and family engagement funds spent.***

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

**John Moffet 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:

- ***In the Spring, Moffet reaches out to local pre-K programs to invite parents to our Kindergarten open houses. Parents of prospective kindergarten students have the opportunity to tour the building, meet teachers and staff and learn more about the school program.***
- ***Establish school-based Parent Resource Center***

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

**John Moffet 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

- ***Moffet School discusses topics a) through e) as well as curriculum during the Annual Title I meeting, held as part of Back to School Night. Topics may be further discussed during monthly parent meetings (Chat and Chew with Principal) along with inviting parents and family members to Parent Portal and Family Workshops on Growth Mindset.***

- ***Parent Workshops are offered periodically covering various instructional strategies and technology, including web-based academic programs students can use at home.***

- ***Utilize the "Take-Me-Home" books and parent reports on student progress provided by our Breakthrough to Literacy program.***

- **Parent workshops are also offered on topics related to helping students prepare for the PSSA exams.**
- **We will create a Parent Resource Room where parents can find resources to assist with homework (step by step instructions) such as teacher's guides for math, literacy, social studies and science, copies of textbooks, access to a computer and printer.**
- **Have a Community Information Center in the Parent Resource Room where parents can have access to community services in the surrounding neighborhoods.**

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

**John Moffet 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:

- **Teachers will be trained at a district Professional Development day on ways to effectively communicate with parents that creates strong home and school connections. This PD will be informed by parent survey results.**
- **Teachers will be trained at Professional Development on Growth Mindset and how to communicate the principles to parents to help parents use common language with their children at home.**

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

- **Provide workshops to parents on supporting student achievement and parental engagement**
- **Train new and existing staff with parental engagement duties (i.e., School Improvement Support Liaisons, School-Community Liaisons, School Community Coordinators, and/or Bilingual Counselor Assistants) to assist school sites in implementing parental engagement**
- **Conduct a parent survey to determine the best times for parent meetings/workshops, as well as make recommendations for topics for parent workshops.**

**Rodney Johnson**  
Principal Signature

**September 17, 2020**  
Date