

Joseph Pennell School

Parent and Family Engagement Policy

School Year 2020-2021
Revision Date: 04/22/2020

In support of strengthening student academic achievement, **Joseph Pennell 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 **Joseph Pennell 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

Joseph Pennell 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. The school will:

- SAC members, parents/parent volunteers, and community members will meet in the Spring to conduct a review and needs assessment on parental involvement, the Parent and Family Engagement Policy and School-Parent Compact. The input and feedback will help determine how the school can budget for additional needs and activities for the school year. This Policy and the School-Parent Compact were jointly developed with parents using input from the annual Spring Title I parent meeting held on April 22, 2020.
- The Family Engagement Policy and Parent-School Compact will be sent home to parents in the Fall. The policy will be sent home in English and translated versions will be available in other languages as well. These documents will also be posted to the school website.
- Parents and families will be encouraged to give feedback to the principal during monthly School Advisory Council meetings.
- Invite families to give input via school level surveys in the Fall.

Section B: ANNUAL TITLE I MEETING

Joseph Pennell 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. The school will:

- In the Fall of 2020, the school will hold the Annual Title I meeting during Back to School Night. At this time, the principal or designee will share information about the requirements of Title I, part A, parent rights to know, state and local assessments including the PSSAs, school curriculum, how to work with educators and to track student progress.
- The parents will be invited to the meeting via calendar, flyer, and school messenger.

Section C: COMMUNICATIONS

Joseph Pennell 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 school will:

- Make copies of the Parent and Family Engagement Policy and School Parent Compact available on the Parent and Family Resource Table in the main office. Copies of each will also be sent home to all parents in the Fall.
- Provide letters to parents and families in various languages based on the information in the Student Information System about languages spoken at home.
- Provide information about school events and parent meetings on the school website, instagram and class dojo as well as through school messenger.
- Discuss and solicit parental and families input during SAC meetings and the Winter, Spring and Fall Title I Parental Input Meetings. These meetings occur at different times during the day in order to accommodate parent schedules.
- 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

Joseph Pennell 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. The school will:

Annually evaluate the School-Parent Compact and revise as necessary based on feedback from parents, families, and staff at the Spring Title I meeting. This year, parents were invited to a Spring Title I parent meeting which was held on April 22, 2020 to solicit parent input into the Policy and Compact.

Section E: RESERVATION OF FUNDS

Joseph Pennell 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:

Principal will share the budget with parents at the Spring and Winter Title I Parent Input meeting (This year's meeting was held on January 9, 2020). Parents will have an opportunity at the Winter meeting to provide input on how the school will spend Title I funds, including the 1% parent involvement funds. Historically, the school has decided, with parent input, to spend parent funds on the position of School Improvement Support Liaison to assist parents and provide better home and school connection.

Section F: COORDINATION OF SERVICES

Joseph Pennell 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:

- Inform parents and community members via school website about available programs and services through the Office of Specialized Services and the Office of Family and Community Engagement.
- Provide information to preschool programs about registration, Kindergarten Open House, and school-community events.
- 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.
- CUA (Community Umbrella Agency) Parent Cafe.

Section G: BUILDING CAPACITY OF PARENTS

Joseph Pennell 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
- Workshops and events, such as learning how to access the Parent and Family Portal, Literacy and Math workshop, School Selection Process, Preparing for the PSSA, etc., based on parents' input of what workshops they would like to see.
 - During the monthly SAC meetings, the Principal will allow parents to bring any issues or concerns that they would like to discuss.
 - During Back To School Night, the Principal will provide information about the State's and local academic standards and assessments, the requirements of Title I, Part A, and also learn how to monitor their child's progress. Parents will be invited to parent workshops and learn how to work along with educators, about parents rights under Title I, the state academic content standards and assessments, and the school curriculum.
 - 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

Joseph Pennell 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 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.
- Provide staff with training on and access to platforms such as Class Dojo that allow for a school wide effort to communicate with parents.

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

- Hosting and coordinating Family Literacy Event and other workshops
- School District website and Parent and Family Portal Training
- Hosting and coordinating Volunteer Orientation

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

The school will:

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents to support school-home connections.
- Train parents to enhance the engagement of other parents to maximize parent and family engagement and participation in their child's education.
- Develop partnerships with community –based organizations and partners.
- Conduct workshops or arranging for any possible programs that may be of interest to parents including literacy, mathematics, nutrition, use of technology and other topics requested by parents.
- Ms. Alisa Baldwin, School Based Teacher Leader, Jennifer Jones, School Improvement Support Liaison, and FACE office representative coordinates parent workshops with support from the Administration, School Based Teacher Leader, Instructional Leadership Team, and other school staff.
- Scheduled trainings may include:
 - September- School Advisory Council Initial Meeting; Back to School Night
 - October-Attendance & Family Night
 - November-Understanding Special Education Services
 - December-Curriculum Fair
 - January/February-Understanding the PSSA
 - March-Understanding Retention and Promotion
 - April-Family Night at Pennell

- o May-Preventing the Summer Slide
- o Financial Literacy/Budget Workshop

Angelique Taylor _____ April 22, 2020 _____
Principal Signature **Date**