



William Rowen Elementary School  
**Parent and Family Engagement Policy**

School Year 2018-2019  
Revision Date: 05/08/2018

In support of strengthening student academic achievement, William Rowen 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 Rowen 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**

William Rowen 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.

1. Parents will be involved with the review of the school improvement plan, budget, and Parent and Family Engagement Policy during the Annual Winter Title I Meeting. Parents will be invited again in the spring, to further discuss the same topics. Parents will provide input for on the final copies of both parent documents. This year, a parent input meeting was held on March 6, 2018 to gather parent input into the development of the parent and family engagement policy and school parent compact.
2. During monthly SAC Committee meetings, parents can provide feedback and consistently be involved with Title I programs and with their child's education.
3. Parent surveys will be used to obtain parent feedback during the month of November.

**Section B: ANNUAL TITLE I MEETING**

William Rowen 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.

1. Parents will be invited to the annual Title I meeting held during "Back to School Night", scheduled on September 13, 2018. Parents will have an opportunity to receive information about the School Plan, budget, and the requirements of Title I, Part A, as well as parent rights under Title I, the state academic content standards

and assessments, ways to work with educators and how to monitor student progress. The Parent and Family Engagement Policy and School Compact will be distributed at this meeting. The meeting will be advertised through a flyer that will be sent home with students and a poster that will hung on the front door of the school.

### **Section C: COMMUNICATIONS**

**William Rowen 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) Distribute copies of the Parent and Family Engagement Policy to all students to be taken home. In addition, we will have additional copies available in the office for new incoming students.
- 2) Provide letters and flyers to parents and families in various languages based on the information in the Student Information System.
- 3) Provide information on the school website and Facebook page
- 4) Rowen provides a Communication Folder for all students to ensure information is sent home in a timely and organized manner.
- 5) Meetings will be advertised and held at various times in order to ensure that all parents have ample opportunity to participate. Communication from the school will be sent home in parent-friendly language and can be easily translated into multiple languages through coordination with the office of translation services.

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

**William Rowen 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.

1. The School-parent compact will be evaluated during the Annual Title I Spring Meeting. This year, the parent input meeting was held on March 6, 2018. Parental input will be used to finalize the document. Throughout the school year, the SAC Committee meetings will collect parent feedback and take notes to update next year's policy.

2. The parent survey data will be shared with staff during a professional development session, to ensure the joint development of the school-parent compact.
3. Copies of the completed version will be distributed to parents in the communication folder, during Back to School Night, and additional copies be available in the main office and school website

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

**William Rowen 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:

1. During the Annual Title I Winter Meeting, parents will be invited to discuss the School Plan, existing budget, and parental resource funding. Then, during the spring meeting, parents can provide input on the 1% parent involvement funds. Parents make suggestions on how to spend these allocated funds.
2. The principal will continue to include parents in the decision making process for Title I parent involvement funding during a monthly Principal's Tea.

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

**William Rowen 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:

- Inform parents and community members via school website about available programs and services through the Office of Specialized Services and Office of Family and Community Engagement.
- Provide information to preschool programs about registration, Kindergarten Open House, and school-community events
- Continuing to strengthen a Parent Resource Center with literature that provides information about programs and resources for parents.
- Continue to implement the Academic Parent Teacher Teams (APTT)

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

**William Rowen 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

1. Once per month parents will be invited to workshops that are designed to provide assistance to parents around student achievement, specifically literacy, and technology.
2. The Home and School Association, Principal's Tea, and the Parent Volunteer Program will help inform parents about academic standards, assessments, and how to work with educators.
3. Academic Parent Teacher Teams (APTT) will create an academic partnership between the school and parents for students in Kindergarten and 3<sup>rd</sup> Grade.
4. Back to School Night will allow parents to meet the school staff and learn about the school.
5. Parent-Teacher conferences will also enable parents to understand their child's progress.
6. Parents will be invited to the annual Title 1 meeting held during "Back to School Night", scheduled on September 13, 2018. Parents will have an opportunity to receive information about the School Plan, budget, and the requirements of Title I, Part A, as well as parent rights under Title I, the state academic content standards and assessments, ways to work with educators and how to monitor student progress. The Parent and Family Engagement Policy and School Compact will be distributed at this meeting. The meeting will be advertised through a flyer that will be sent home with students and a poster that will hung on the front door of the school.

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

**William Rowen 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:

1. Provide annual training to school staff on building effective partnerships with parents during a scheduled professional development day in the Fall or Winter. At this training, parent survey results will be discussed with staff to increase effective school to home communication.
2. Provide access to platforms such as PBIS Rewards that allow teachers to communicate with parents.

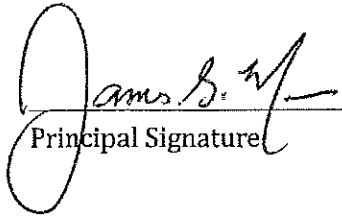
**William Rowen Elementary School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

1. Hosting and coordinating a Family Literacy Event and other workshops
2. School District website and Parent and Family Portal Training
3. Hosting and coordinating Volunteer Orientation
4. Involve parents in the development of training for teachers, principals, and staff.
5. Provide necessary literacy training for parents to support school-home connections
6. Train parents to enhance the engagement of other parents to maximize parent and family engagement.

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

The school will:

1. Provide necessary literacy training for parents to support school-home connections
2. Develop partnerships with community –based organizations and partners
3. Providing training on Pearson ReadyGEN, Pearson enVision, IXL Learning, Lexia Core Reading 5, UMath X, and XtraMath, School Net

  
Principal Signature

5/23/18  
Date