***{Isaac A. Sheppard School}***

**Parent and Family Engagement Policy**

***School Year 2018-2019***

***Revision Date: {04/25/2018}***

In support of strengthening student academic achievement, **[Isaac A. Sheppard 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 **[Isaac A. Sheppard 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**

**[Isaac A. Sheppard 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.

At Sheppard, we will *provide Monthly Parent Workshops that will include a variety of topics in helping parents increase literacy and mathematic skills at home, as well as other family involvement activities. We will send flyers home about upcoming events in both English and Spanish. At Sheppard, we will invite parents to Back to School Afternoon for Title One Meeting, Invite parents to Budget Meetings, invite families to the FAST Program, invite families to monthly Celebration of Learning, invite families to the Fall Festival on October 31, invite parents to monthly family nights, and invite parents to Friday Weekly Parent Meetings, invite parents to PAFA Monthly Classroom Art Projects.*

**Section B: ANNUAL TITLE I MEETING**

**[Isaac A. Sheppard 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.

*\*Provide Monthly Parent Workshops*

*\*Invite families to the monthly family nights*

*\*Providing a New Parent Resource Center (103)*

*\*Monthly SAC Meetings*

**Section C: COMMUNICATIONS**

**[Isaac A. Sheppard 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. **Flyers in both English and Spanish**
2. **Monthly Calendar**
3. **School Messenger Phone Calls**
4. **Report Card Conferences**
5. **As-needed parent meetings**

**Section D: SCHOOL-PARENT COMPACT**

**[Isaac A. Sheppard 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.

**Section E: RESERVATION OF FUNDS**

**[Isaac A. Sheppard 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:

* **Back to School Night**
* **Winter Title I Meeting**
* **Budget Review Meeting**
* **Spring Title I Meeting**

**Section F: COORDINATION OF SERVICES**

**[Isaac A. Sheppard 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:

* *Monitoring attendance*
* *Making sure that homework is completed.*
* *Monitoring amount of television my child watches*.
* *Volunteering in my child’s classroom*.
* *Participating, as appropriate, in decisions relating to my child’s education.*
* *Promoting positive use of my child’s extracurricular time.*
* *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
* *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.]*

**Section G: BUILDING CAPACITY OF PARENTS**

**[Isaac A. Sheppard 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:
   1. The challenging State’s academic standards
   2. The State and local academic assessments including alternate assessments
   3. The requirements of Title I, Part A
   4. How to monitor their child’s progress
   5. How to work with educators to improve the achievement of their child

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

**[Isaac A. Sheppard 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 Learning Communities*

*\*Professional Development Days*

*\*Monthly Calendar with Parent workshop and school involvement days*

*\*Weekly News/Homework Letter*

**[Isaac A. Sheppard School]** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

*\*Weekly open office hours in Parent Resource Room with Community Coordinator*

*\*Monthly SAC Meetings*

*\*Budget meeting in the Spring*

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**