

Spring Garden School
Parent and Family Engagement Policy
School Year: 2020-2021
Revision Date: 03/20/2020

In support of strengthening student academic achievement, **Spring Garden 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 **Spring Garden 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

The Spring Garden 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 to review and provide input on the Parent and Family Engagement Policy and the School-Parent Compact annually during the Spring Title I Meeting. This document was reviewed by parents and updated on 3/20/20.**
- **Parents are invited to review and provide feedback on the school plan and budget prior to their finalization for the subsequent school year.**
- **Feedback from parents is sought in other ways throughout the year, including during regular SAC meetings and via surveys.**

Section B: ANNUAL TITLE I MEETING

The Spring Garden 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.

Spring Garden reviews this information, including information about Title I, parent documents and the school plan, during the Annual Title I meeting, held annually during Back to School Night at the start of the school year. 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. At the request of parents and families, Spring Garden will continue to offer a resource fair in the Gym to invite parents to learn more about the resources available to them in the community.

Section C: COMMUNICATIONS

The Spring Garden 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.

Regular bulletins, leaflets, letters, and information packets will be sent home in the "Parent Communication Folder." All transmissions are written in English and translated when needed. When requested, flyers will be translated and sent home in the student's home language. Should interpretation services be needed for conferences or meetings, those services will be arranged. Communications are also posted in and around the office. Robo-calls are used as necessary. All teachers and parents are expected to set up Classroom Dojo as a means of establishing regular communication. Communication is shared in

parent friendly language. Meetings and workshops will be held at various times during the day and evenings.

Section D: SCHOOL-PARENT COMPACT

The Spring Garden 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, each Spring, to review and update the School-Parent Compact annually and in conjunction with the updating of the Parent and Family Engagement Policy. The School-Parent Compact for 2020-2021 was reviewed and parent input incorporated on 3/20/20.

Section E: RESERVATION OF FUNDS

The Spring Garden 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 surveyed about the school's parent involvement program, including how they would like to see the parent and family engagement funds are spent.**
- **At the annual Winter Title I meeting, parents are presented with the school plan and budget in order to provide feedback about spending for the subsequent school year, including the family engagement set-aside funds. This year, this was done on December 13, 2019.**

Section F: COORDINATION OF SERVICES

The Spring Garden 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:

- **Kindergarten registration will be advertised by hosting a Kindergarten open house for parents and prospective students. Parent and child will be invited to visit the kindergarten classrooms and learn about the program. A checklist of expectations is given to parents.**
- **The Parent Resource Center is located in suite 104, across from the main office. This location was selected to provide parent's access to the school counselor and our other support service providers including the speech therapist and school psychologist. This area will serve as a primary meeting space for MTSS, treatment team, and IEP meetings. Located outside of the Parent Resource Center is a display stand where parents can find a variety of information on programs and services as well as extra copies of the monthly calendar and parent newsletters.**

Section G: BUILDING CAPACITY OF PARENTS

The Spring Garden 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

Topics a) through e), as well as an explanation about the curriculum used by Spring Garden School are reviewed during the Annual Title I meeting held during Back to School Night. All teachers provide a syllabus to parents that includes information about monitoring their child’s progress, communicating with instructors, classroom rules, etc.

- **Spring Garden School will hold academic workshops each quarter to provide parents with instructional information to support their child. Topics may include school assessments, PSSA, interventions, Parent Portal/Infinite Campus training, special education, literacy, and math, among others. Spring Garden School will share online training opportunities for parents and families, as well as stepper sheets where appropriate.**

Section H: BUILDING CAPACITY OF SCHOOL STAFF

The Spring Garden 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:

- **Staff at Spring Garden School participate in a PD around working effectively with parents during a PD date in the Fall/Winter. The PD is informed by feedback collected from parents themselves via surveys.**

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

- **Planning meetings between Office of Mutli-Lingual Curriculum and Programs and parent representative as needed**
- **The school will provide parents and guardians with access to information and resources regarding their child’s school and serve as a liaison between the parents, community, and District personnel.**

Laureal Robinson

Signature of Principal

9/10/20

Date