

School-Level Parent and Family Engagement Policy Template



School Parent and Family Engagement Policy

Pleasant Valley Elementary

2019-2020 School Year

10/15/2019

In support of strengthening student academic achievement, **Pleasant Valley Elementary** receives Title I, Part A funds and must jointly develop with, agree upon 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 district.

Pleasant Valley 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 targeted assistance or schoolwide program plan.
- 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 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 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 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:*
 - *Parents play an integral role in assisting their children's learning;*
 - *Parents are encouraged to be actively involved in their children's education at school;*
 - *Parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children;*
and
 - *Other activities are carried out, such as those described in Section 1116 of ESSA.*

Required School Parent and Family Engagement Policy Components

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- **Jointly Developed**

Pleasant Valley 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 children and respond to any such suggestions as soon as practicably possible.

- **Hold annual school title One Parent Meeting**
- **Conduct an annual parents survey**
- **Feedback from individual school teams**
- **Create a Title I Advisory Committee and Conduct Meetings**

- **Annual Title I Meeting**

Pleasant Valley 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, parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- **Title One annual meeting is 11/13/2019**
- **Information on Title I was shared with families. An exit survey was given to families to gauge if information was sufficient.**

- **Communications**

Pleasant Valley Elementary School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
 - Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement; and
 - 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.
- **Copies of the Family Engagement Policy will be distributed upon request. This is also available on district, school websites and Twitter.**
 - **School newsletter, school website, school messenger, school calendar, district website, district calendar, Twitter, and Title I Newsletter**
 - **Translation services available upon request**
 - **Parent teacher conferences**
 - **Informational and curriculum updates sent bi-monthly**
 - **Parent correspondence when needed. Ex: emails, phone calls, in person**

- **School-Parent Compact**
Pleasant Valley 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 how the school and parents will build and develop a partnership to help children achieve the state's high standards.
 - *Title I Parent Annual Survey*
 - *Parent Meetings at District and School Level*

- **Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)**
 If applicable, **Pleasant Valley 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:
 - *Title I Parent Annual Survey*
 - *Title I Parent Annual Meeting*
 - *Title I Annual Budget Meeting*

- **Coordination of Services**
Pleasant Valley 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:
 - *Pleasant Valley will offer parental leadership training through its FAST (Families and Schools Together) Program*
 - *Home Liaisons will conduct staff meetings regarding various topics at the building level (McKinney Vento) November 2019*
 - *McKinney Vento information is posted and literature is present and available for parents*
 - *Home Liaisons will provide a pamphlet outlining supports that the Parent Collaborative provides*
 - *Supports provided by local community organizations and agencies will be shared with families through bi-weekly newsletters through School Messenger (ex: Flu shot clinics, reading programs and homework help available through the public library)*

- **Building Capacity of Parents**
Pleasant Valley 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:
 - Provide 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;
 - Provide materials and training to help parents work with their children to improve their children'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; and
 - Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging state's academic standards;
 - The state and local academic assessments, including alternate assessments;
 - The requirements of Title I, Part A;
 - How to monitor their children's progress; and

- How to work with educators to improve the achievement of their children.
- ***Fall/Spring Parent-Teacher conferences that address various topics as based on parental input.***
- ***TGRG night during fall conferences (5-6 sessions)***
- ***Pleasant Valley website provides all information to parents.***
- ***Provide as required Parent Involvement funding to all Title I served schools.***
- ***Inform parents of Title I supports and programming at a PTA meeting.***
- ***Provide families details how to access the parent home access center to view students' grades, performance and progress.***
- ***Provide families technology to sign up for access to the home center and to apply Free and Reduced Lunch Program at the beginning of the year at school year information packet pickup event and at Open House.***

Building Capacity of School Staff

Pleasant Valley Elementary 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:

- ***Title I Annual Staff Survey***
- ***Staff Meeting to discuss Title I Program/Compliance***
- ***Monthly TBT's***

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

- ***Scheduling conferences and Parent Involvement activities at a variety of times (afternoon and evening).***
- ***Alternate monthly PTA meeting for mornings and evenings.***
- ***Provide parent resources online for parents to access at any time.***
- ***Offer Translation services, if needed.***
- ***Students are given the opportunity to complete take home resources with families (Summer Bridge Books, bi-monthly Reading Mastery packets).***

Building Capacity for Involvement

The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of ESSA. Indicate which of the following discretionary (optional) parent and family engagement policy components the school will implement to improve family-school partnerships:

- 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 from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training;
- Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Train parents to enhance the engagement of other parents;
- Maximize parent and family engagement and the participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school;
- Adopt and implement model approaches to improving parent and family engagement;
- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs;
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.
 - ***Fathers Walk in September***
 - ***Spotlight on Literacy Event and Annual meeting in November***
 - ***Pleasant Valley Book of the Year in February-March***
 - ***Culminating Family Engagement evening event at the end of PV Book of the Year***
 - ***Parent-Teacher Conferences in Fall, Winter and Spring***
 - ***FAST (Families and Schools Together) training***