

Stephen Girard Elementary School
Parent and Family Engagement Policy
School Year 2020-2021
Revision Date: 6/9/20

In support of strengthening student academic achievement, **Stephen Girard** 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 **Stephen Girard 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

Stephen Girard 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.

In the Spring of 2020, parents are encouraged to attend a meeting during which they can review and give input into the Parent and Family Engagement Policy, as well as the Compact. This year, that meeting was held on June 9, 2020. Parents were notified about this meeting through a phone blast and outreach from the school's Family and Community Engagement Liaison.

Section B: ANNUAL TITLE I MEETING

Stephen Girard 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.

We will hold an Annual Title I meeting on Back to School Night in September 2020, where we will invite all parents to participate. During this meeting, we will inform them about the Title I program, requirements of Title I part A, working with educators as equal partners, tracking and monitoring student progress, parent right to know about teacher qualifications, and information on the school curriculum and state academic content standards and assessments (PSSAs). We will also provide and send home a copy of the Parent and Family Engagement Policy at that time. Parents will be notified by flyer, monthly calendar and school messenger of the date of Back to School Night.

Section C: COMMUNICATIONS

Stephen Girard 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.

Parents will be given the Parent Engagement Policy and Compact during Back to School Night and it is sent home with students. These documents are also uploaded to our website. Parents are notified about various meetings, assemblies and events during the school year through flyers and monthly calendars sent home with students, as well as through a school messenger. Meetings, trainings, and workshops are held at various times of the day to accommodate all families and their schedules. All communications sent home are in the family home language. Any translation can be made available upon request. General parent communication is sent home in student work folders, is posted on our school website, and is sent out to parents via Class Dojo app.

Section D: SCHOOL-PARENT COMPACT

Stephen Girard 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.

In the Spring of 2020, parents were encouraged to attend a meeting in which they could review and give input into the School-Parent Compact. This meeting took place on June 9, 2020. Parents were notified about this meeting through a school messenger and outreach from the school's Family and Community Engagement Liaison.

Section E: RESERVATION OF FUNDS

Stephen Girard 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 encouraged to attend a budget review meeting annually. At this time, parents can give input into how they would like to see the parent involvement funds to be spent. Input into this year's school plan and budget, including Parent Involvement funds, was held during the Winter Title I meeting on December 10th, 2019. Parent Involvement funds will be used to purchase summer bridge books to prevent the summer slide as well as to support our collaboration with the Book Trust to ensure our students have access to appropriate reading materials.

Section F: COORDINATION OF SERVICES

Stephen Girard 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:

Prep Charter School students come twice a week to tutor students who are in need of extra help. Administrators/staff coordinate with local Pre-Ks to invite prospective students and their families to participate in two Open Houses during the Spring during which expectations are discussed and classrooms are visited.

Section G: BUILDING CAPACITY OF PARENTS

Stephen Girard 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

Various workshops and trainings are offered to parents throughout the school year. Some of the topics being covered are Parent portal and the Back to School Night Resource Fair. During the Annual Title I meeting, held each September, we share with parents the requirements of Title I, Part A, the State’s academic standards and local academic assessments. There are three report card conferences throughout the school year, November, February and April, with an evening conference offered each time. During these conferences teachers will discuss with parents how to monitor their child’s progress and work with educators, as well as provide information about the school’s curriculum.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Stephen Girard 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:

Surveys are made available to parents during all events, meetings and conferences. The results of the parent surveys are tallied and shared with staff during a professional development in the fall/winter. This professional development will provide teachers with effective practices in communicating with parents.

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

We will review and use data from the Title I Parent/Guardian Involvement Surveys and the SPR Survey to design Parent Workshops that meet the needs of the families we are serving. Supporting families’ needs is key to student success. When we plan these meetings, we will consistently vary the days/times of the meetings so that we are able to accommodate work schedules and make it convenient for families to attend. These events will be posted on monthly calendars- these calendars will both be sent home and posted on the website. These calendars will be translated as needed.

Leah Coleman

Principal Signature

June 9, 2020

Date