



SCHOOL NAME: Kiser Elementary
Parent and Family Engagement Policy Template

School Parent and Family Engagement Policy
SCHOOL YEAR: 2019 - 2020
Revision Date: October 5, 2019

In support of strengthening student academic achievement, [name of school] receives Title I, Part A funds and 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 district.

[Name of 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 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 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 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:*
 - *Parents play an integral role in assisting their child's learning,*
 - *Parents are encouraged to be actively involved in their child's education at school,*
 - *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, 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**

Kiser Elementary 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.

A.) Include Parent Advisory Council (PAC) Representative on school Building Leadership Team as well as school committees.

B.) Develop a school-level PIP with parent participation in developing the plan.

C.) Have PAC Representative participate in developing the School/Parent Compact(s.)

D.) Select a parent representative to sit on the district parent advisory council.

E.) Solicit parent input, support, and involvement through surveys, parent conferences, and parent communications.

F.) Invite parents to informational meetings and training opportunities.

- **Annual Title I Meeting**

Kiser Elementary 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.

The Annual Title I meeting will be held within the first month of school to inform parents of our Title I requirements and expectations.

- **Communications**

Kiser Elementary 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.

A.) The school will inform parents in their native language of their rights to consult and participate in the design and implementation of the program. This will be done:

- 1.) *Through parent surveys.*
- 2.) *Through parent focus groups.*
- 3.) *By discussing the program activities at the annual Open House.*

B.) The school will solicit parent input, support, and involvement in all aspects of the PIP. This will be done:

- 1.) *Through surveys.*
- 2.) *Through parent conferences/focus groups.*
- 3.) *By providing regular communication to parents.*

- **School-Parent Compact**

Kiser Elementary 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.

The parents, students and staff of Kiser Elementary partnered to develop this School-Parent Compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed and students told us what would help them learn. Parents are encouraged to attend annual revision meetings in the beginning of the school year to review the compact and make suggestions based on student needs and school improvement goals. Parents also are encouraged to participate in the annual Title I parent survey that is used as a tool to collect parent feedback regarding the current Title I programs and policies.

- **Reservation of Funds**

Kiser Elementary 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:

- A. Hosting an annual Title I Meeting with parents*
- B. Soliciting parents to participate in Parent Meetings and parent planning teams/committees*
- C. Including parents in the Building Leadership Team Meetings to determine high needs areas for teacher and student development.*

- **Coordination of Services**

Kiser Elementary 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:

- A.) Support and encourage PAC Representative to attend district meetings and the District Parent Boot Camp.*
- B.) Provide funding for parental activities.*
- C.) Principal will participate in meetings and training, as required.*
- D.) Teachers and Staff will participate in meetings and trainings to learn about student diversity.*

E.) Yearly Calendar of School Parent Involvement Activities is published in the school's newsletter as well as sent home at the beginning of the year with each student.

- **Building Capacity of Parents**

Kiser Elementary 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 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; 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 child's progress, and
 - How to work with educators to improve the achievement of their child.

A.) The school will, with the assistance of the district, undertake the following actions to help keep parents informed of the school's academic status/progress:

- 1.) Explain test results/school progress at the annual Open House.*
- 2.) Send progress reports to parents at the end of each six weeks grading period.*
- 3.) Schedule Parent/Teacher Conferences at the request of the teacher or parent.*
- 4.) Have teachers attending workshops/conferences paid for by federal funds offer parent and/or teacher training sessions after they return. As a result, information obtained at the workshop/conferences will be shared with faculty and parents.*

B.) The school will, with the assistance of the Building Leadership/Design Team, provide materials and training to help parents work with their children to help improve academic achievement. This will be done by:

- 1.) Providing links on the school web page on additional resources to help students succeed.*
- 2.) Providing parents teacher contact number at the beginning of each year.*
- 3.) Setting up Homework Hotline numbers for grades 2-8.*

- **Building Capacity of School Staff**

Kiser 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:

- A.) *School Staff will provide families with weekly correspondence via Class Dojo, featuring classroom updates, teaching objectives, and ways to contribute to student success at home.*
- B.) *School Staff will offer a series of Family Literacy Nights to promote student reading through the use of creative activities. The Literacy Nights will take place throughout the year to ensure that students have many opportunities to attend.*
- C.) *School Staff will offer a Third Grade Reading Club to prepare students for the Third Grade Reading Test. The reading program will take place three times a week, before school to give students additional exposure to test questions and strategies.*
- D.) *School staff will assemble an Attendance Team to brainstorm and implement strategies to help promote student attendance.*

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

- A.) *The school will give parents an opportunity to help assess the strengths/weaknesses of the PIP and suggest any changes. This will be done through monthly meetings, Open Houses, surveys, email, and by telephone.*
 - 1.) *The effectiveness of the policy in increasing parent participation will be measured by an End of the Year Survey to determine what changes are needed to allow more parent input/participation.*
 - 2.) *The school will also identify barriers to parental participation and involvement, such as time of meetings, transportation needs, child care needs, language differences, and then discuss ways resolve these problems.*

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 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 child'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.

A.) *The school , with the assistance of its parents, will educate its teachers, pupil services personnel, principals, and other staff, on how to effectively work/communicate with parents and the community in order to build strong relationships.*

1.) *Provide the principals and/or assistant principals the opportunity to attend conferences/training that promote family engagement topics. These could include the Parent Involvement Conference, Principal Conferences, and Title I Conferences.*

2.) *Encourage the discussion of parental/family engagement topics/activities at Faculty Meetings and/or Grade (Subject) Level Meetings.*

B.) *The school will take the following actions to ensure that 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. This will include alternative formats upon request, and, to the extent practicable, sent in a language the parents can understand:*

1.) *Send information home in the child's native language in accordance of The Home Language Survey. English Language Learner students will receive letters in both English and the language spoken at home.*

2.) *Send information home written in a format parents will understand. A telephone number will be included in case a parent has questions.*