

## **Anna Blakiston Day School**



### **“Preparing Students for Life”**

## **Parent and Family Engagement Policy**

School Year 2019-2020

Revision Date: 04/29/2019

In support of strengthening student academic achievement, **Anna Blakiston Day 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 **Anna Blakiston Day 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**

**Anna Blakiston Day 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 participate in the updating of the current Parent and Family Engagement Policy and School Parent Compact at the annual Spring Title I meeting. This year, the meeting was held on March 25, 2019.
- We will solicit parent feedback and input continuously through Home & School and School Advisory Council (SAC) meetings, and workshops. All feedback received will be included with the policy for this school year. All constituents, concerns and viewpoints are considered and welcomed.

### **Section B: ANNUAL TITLE I MEETING**

**Anna Blakiston Day 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.

- Our Annual Title I Meeting will take place during Back to School Night in September. At this time, we will share with the parents and families, our Parent Engagement Policy and School Parent Compact and review all information related to Title I including parent rights and responsibilities, school curriculum, teacher qualifications, the state content standards and assessments, and ways to work with educators and monitor student progress.
- On December 20th, I shared with parents/guardians A.B. Day's Comprehensive Support and Improvement (CSI) designation status. After the presentation, parents/guardians were invited to join me in the development of our Parental and Family Engagement Policy, School-wide Plan, and School Parent Compact. A notice was sent home with the students and a robocall message was sent regarding the meeting.

### **Section C: COMMUNICATIONS**

**Anna Blakiston Day 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. Provide letters to parents and families in various languages based on the information in the Student Information System,
2. Provide information on the school website.
3. Send information via robo call blast.
4. All communication from the school is sent to parents in easy-to-read language and in the languages spoken at home as requested. The Office of Family and Community Engagement is able to support the school in translating documents and telephone communication with non-English speaking parents upon request.

#### **Section D: SCHOOL-PARENT COMPACT**

**Anna Blakiston Day 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.

- Annually evaluate the school compact and revise as necessary based on feedback from parents, families, and staff. Parents are invited to participate in the updating of the current Parent and Family Engagement Policy and School Parent Compact at the Annual Spring Title I meeting. This year, the meeting was held on March 25, 2019.
- At our quarterly SAC meetings, parents/guardians will have the opportunity to provide feedback.

#### **Section E: RESERVATION OF FUNDS**

**Anna Blakiston Day 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:

During the Annual Title I Winter Meeting, parents are given information about budget priorities for the upcoming year and will have the opportunity to review the current school budget and are invited to give input into the uses of Title I funds, including the 1% parent set aside.

#### **Section F: COORDINATION OF SERVICES**

**Anna Blakiston Day 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:

- Principal or designee will attend the monthly Head Start parent meetings.
- Spring Open House for neighborhood preschoolers.

- Head Start teachers, students and parents are invited to attend various assembly programs (i.e., Eating Healthy, Holiday Program, Black History Program).
- The school will coordinate with the District Office of Family and Community Engagement to provide workshops for parents and other resources to help parents support their student's learning at home.

### **Section G: BUILDING CAPACITY OF PARENTS**

**Anna Blakiston Day 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
- The Annual Title I meeting will be held during the Back-To-School Night. The Principal will provide parents/guardians an overview of Title I, Part A, academic content standards, and State and local assessments as well as the school curriculum. Parent Workshops will be offered throughout the year to help parents monitor their child's progress. Throughout the school year, parents can learn how to improve the achievement of their child's academic performance through conferences, workshops, and scheduled events.

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

**Anna Blakiston Day 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:

- Teachers distribute surveys to parents/guardians at the November report card conferences.
- Surveys were also sent home with students for their parent/guardian to complete.
- In the Fall, the Principal will provide professional development training to teachers and staff to review appropriate and effective parental communication expectations. The results from the

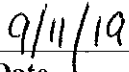
parent/guardian survey will be discussed and be incorporated into this PD to inform decision making about the development of parent engagement activities and protocols.

**Anna Blakiston Day School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Hosting and coordinating workshops (i.e., attendance, literacy...)
- Hosting Title I meetings in the Fall, Winter and Spring
- School District website and Parent and Family Portal Training
- Hosting and coordinating Volunteer Orientation
- Quarterly SAC Meetings
- School Website
- Report Card Conferences



Principal Signature



Date