



Robert Morris Elementary School

Parent and Family Engagement Policy

School Year 2018-2019

Revision Date: 04/12/2018

In support of strengthening student academic achievement, Robert Morris Elementary 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 Robert Morris Elementary 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

Robert Morris 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 child and respond to any such suggestions as soon as practicably possible.

- **Parents are invited to give feedback and input on the school’s Parent and Family Engagement Policy and the School-Parent Compact during the annual Spring Title I Meeting.**
- **A Winter Title I Meeting will be held in the middle of the school year for parents to learn more about the Schoolwide Plan and Budget for the upcoming school year.**
- **On Thursday, April 12, 2018, a Title I meeting was held to review, clarify and revise the Parent and Family Engagement Policy for the 2018-2019 School Year. The discussion and agenda of the meeting included brainstorming on ways to increase parental and family engagement. Some of the suggestions given were as follows: Building a better SAC for Robert Morris, monthly calendars, weekly parental updates, conducting raffles at parent meetings, and workshops to assist parents with computer access, reading, mathematics and other parent educational workshops. This meeting was advertised via multiple fliers, calls home and a Robo Call.**
- **Parent feedback is valued by the school’s leadership. Parents and families are always welcome to make suggestions and provide input into the school.**

SECTION B: ANNUAL TITLE I MEETING

Robert Morris 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, the parents’ requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- **The Robert Morris School reviews this information during the Annual Title I meeting, held annually during Back to School Night at the start of the school year.**

SECTION C: COMMUNICATIONS

Robert Morris Elementary 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.

- **Parents will receive information about Title I programs available at Robert Morris via fliers, Robo Calls, on the monthly Robert Morris calendar**

- Calendars will be sent out once a month with information pertaining to meetings; meeting times will be adjusted based on the availability of the parents and families
- School staff are available to make home visits and phone calls as needed, to ensure parents understand about programs, meetings, and events occurring at the school
- Fliers will go home to inform parents of meetings, workshops, and activities in clear, parent-friendly language. Translations are available as needed, through the District's translation office.

SECTION D: SCHOOL-PARENT COMPACT

Robert Morris 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 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 to give feedback and input on the school's Parent and Family Engagement Policy and the School-Parent Compact during the annual Spring Title I Meeting. On Thursday, April 12, 2018, a Title I meeting was held to review, clarify and revise the Parent-School Compact for the 2018-2019 School Year.

SECTION E: RESERVATION OF FUNDS

Robert Morris 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:

- Parents are invited to provide input on the school plan and budget for the subsequent school year annually during the Winter Title I meeting.
- Distributing a survey to parents to solicit feedback about how they would like Parent Involvement funds spent

SECTION F: COORDINATION OF SERVICES

Robert Morris 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:

- All parents are welcome to come in as walk-ins or by appointment to meet with the principal and school personnel. The Counselor will connect families to community resources when needed.
- 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.

SECTION G: BUILDING CAPACITY OF PARENTS

Robert Morris 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:

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) and an explanation of the curriculum used at Robert Morris are covered during the Annual Title I Meeting held during Back To School Night.**
 - **Textbooks and learning Supports: Classroom materials and online access to Lexia for reading in grades K-5, Compass Learning for Reading in grades 6-8 and Compass Learning for Mathematics.**
 - **Resources and Tools: Information about selecting a high school, career and college planning, jobs, internships, and apprenticeships, after-school and summer programs, alternative pathways to graduation, social support services, and more.**
 - **Workshops for parents on mathematics, literacy training, and Parent Portal use. The school counselor will facilitate parent workshops every quarter on academic progress.**
 - **The Student and Parent Portal is designed to empower students and families with information on Academic records: grades, reading levels, attendance, benchmark scores, and standardized test scores, from the 2015-2016 school year to the present.**

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Robert Morris Elementary 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:

- **All teachers participate in weekly Professional Learning Community meetings for professional development. Professional Learning Community meetings occur weekly for each grade band. Our focus in the month of November will be parental engagement and our Home and School Association Drive. PD covering working effectively with parents is informed by survey results collected from parents.**
- **Teachers are expected to initiate parent contact throughout the school year via phone, letters and email. Academic reports are mailed home every school quarter (4 times a year.)**

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

- Provide workshops to parents on supporting student achievement and parental engagement
- Train new and existing staff with parental engagement duties (i.e., School Improvement Support Liaisons, School-Community Liaisons, School Community Coordinators, and/or Bilingual Counselor Assistants) to assist school sites in implementing parental engagement

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

- Provide necessary literature training for parents from Title I- Part A funds if the school has exhausted all other reasonably available sources of funding for that training

Carolyn K. Williams
Principal Signature

5/30/18
Date

