



***Albert M. Greenfield School***  
**Parent and Family Engagement Policy**

***School Year 2018-2019***  
***Revision Date: 04/11/2018***

In support of strengthening student academic achievement, **Albert M. Greenfield 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 **Albert M. Greenfield 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**

**Albert M. Greenfield 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.

- **Jointly schedule regular meetings of the Home and School Association, day and evening, and School Council**
- **Invite and encourage the Home and School Association to plan and carry out activities that support and enhance the school program, such as assemblies, fairs, special presentations, Career Day, Book fair and others**
- **A parent meeting to discuss and jointly develop this Parent and Family Engagement Policy was held on March 13, 2018.**
- **A meeting to discuss next year's policy will be held in the Spring and all parents and families will be invited to attend.**

**Section B: ANNUAL TITLE I MEETING**

**Albert M. Greenfield 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 Annual Title I meeting will be held in the Fall and will discuss the Title I requirements, parent policies, the schoolwide plan, academic standards, assessments, curriculum, how to monitor your child's progress and working with educators. All families will be encouraged to attend.**

**Section C: COMMUNICATIONS**

**Albert M. Greenfield 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.

- **Regular bulletins, leaflets, letters and information packets sent home with students or e-mailed.**
- **Regularly scheduled Evening Meetings**
- **Monthly Coffee and Conversation with the Principal**
- **School Council reviews budget, calendar, School Improvement Plan and other operational matters**
- **Parental Involvement mandated in School Improvement planning**
- **Open SAC meeting in the spring to discuss school budget and school plan.**
- **Back to School Night**
- **Wake up Wednesdays**

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

**Albert M. Greenfield 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.

- **Evaluation will be conducted in an open meeting of the Home and School Association and the school administration. Parents will be able to review this compact, comment on it and suggest alterations.**
- **A parent meeting to discuss and jointly develop the School-Parent Compact and this Parent and Family Engagement Policy was held on March 13, 2018.**
- **A meeting to discuss next year's School-Parent Compact will be held in the Spring and all parents and families will be invited to attend.**

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

**Albert M. Greenfield 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:

- **School Council reviews budget, calendar, Schoolwide Plan and other operational matters**
- **Open SAC meeting in the winter to discuss the funds set-aside for parent and family engagement**

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

**Albert M. Greenfield 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:

- **Coordinating with local pre-school programs in our transition from pre-school to Kindergarten**
- **Home and school association offices in the school building**
- **Classroom volunteer opportunities throughout the school day**
- **Parent resource table in school lobby**

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

**Albert M. Greenfield 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 in the Fall and will discuss the Title I requirements, parent policies, the schoolwide plan, academic standards, assessments, curriculum, how to monitor your child's progress and working with educators. All families will be encouraged to attend.**
- **Regularly scheduled Open house meetings (fall and spring) and Evening Meetings (TBA), monthly coffee and conversation with the Principal will continue to address these and other topics regarding school assessments, academic strategies and support, special education and legal rights, among others.**

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

Albert M. Greenfield 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:

- **Staff development at regularly scheduled intervals throughout the academic year. This will beginning with staff orientation in September and continue at staff PD on half days and professional development days throughout the year.**
- **At least one staff development will address best practices for communicating with parents and working with parents as equal partners. The results from parent surveys will inform the professional development.**

Albert M. Greenfield 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 parent engagement.**
- **Parents can request additional support by contact school leadership team**

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

Greenfield will:

- **Provide necessary literacy training for parents from Title-I, Part A funds.**

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Principal Signature

\_\_\_\_\_  
Date

