



## **School Parent and Family Engagement Plan**

**Brown Elementary – Principal: Kate Miller**

**2019-2020**

**Revision Date 10/01/2019**

In support of strengthening student academic achievement, **Brown Elementary** receives Title I, Part A funds and must jointly develop with, agree upon 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.

### **Brown Elementary agrees to implement the following requirements as outlined by Section 1116: n**

- 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 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 ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
- Be governed by the following statutory definition of parent and family engagement and 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 children’s learning;
- Parents are encouraged to be actively involved in their children’s education at school;
- Parents are full partners in their children’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; 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**

Brown 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 children and respond to any such suggestions as soon as practicably possible.

At the beginning of the 2019-2020 school year, Brown Elementary will establish a Title I parent committee that will meet throughout the school year. The purpose of the committee will be to plan, review and improve parent and family engagement programs. Brown Elementary will hold quarterly meetings in the school media center. The meetings are scheduled for:

<b>October 2, 2019</b>	<b>@ 6:00 p.m.</b>	<b>Media Center</b>
<b>December 4, 2019</b>	<b>@ 6:00 p.m.</b>	<b>Media Center</b>
<b>February 5, 2020</b>	<b>@ 6:00 p.m.</b>	<b>Media Center</b>
<b>April 1, 2020</b>	<b>@ 6:00 p.m.</b>	<b>Media Center</b>

In addition to the Brown Elementary Staff, a list of parent committee members will be supplied upon request, after a rank order student list of identified, eligible students having the greatest need for service is completed.

**Kate Miller - Principal**

**Kylie Ringhiser - Administrative Intern**

**Jodie Bailey - Literacy Coach**

**Teresa Hansher - Reading Support Teacher**

**Aimee Jordan - Reading Support Teacher**

**Parents** - \*The Beacon Elementary school and staff strives to **partner with parents** and is grateful for the parents that have volunteered to be a part of this committee. New members are always welcome.

- **Annual Title I Meeting**

Brown 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, parents' requirements, the school parent and family engagement policy, and the school-parent compact.

Brown Elementary will hold its Annual Title I Meeting **on October 2, 2019 from 5:30 - 6:30 p.m. in the school media center**. A paper invitation will be sent home to each student receiving title services and title teachers will follow this up with a phone call to the parents. Brown Elementary will have an agenda that outlines their presentation and a sign-in sheet. The purpose of the meeting is to disseminate information about the Title program, specifically offered at Brown Elementary School.

- **Communications**

Brown 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.

Brown Elementary uses many means of communication to communicate with parents: written correspondence, special invitations sent from the Title teachers and phone calls are their best ways of connecting with parents. To aid in the communication with non-English speaking parents, interpreters are

employed. As principal of Brown Elementary Kate prefers that interpreters communicate face-to-face but also has interpreters make phone calls when necessary. When feasible, documents are translated for non-English speaking parents.

**Kate Miller, principal of Brown Elementary states,** *“Communication is extremely important and I encourage all staff to make a positive phone call home to parents within the first week of school and to continue positive handwritten notes and communication via phone and email throughout the school year.”*

- **School-Parent Compact**

Brown 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 how the school and parents will build and develop a partnership to help children achieve the state’s high standards.

As soon as students are assessed at Brown Elementary and a rank order student list of eligible students is created, the classroom teacher and/or the title teacher will place a call to the parents to explain how title services work. Parents will then be informed of the upcoming Title I informational meeting scheduled for **October 2, 2019**. At this meeting a school-parent compact will be distributed to parents and a short presentation will follow that outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. Parents will be asked to return the compact (with the required signatures) to their child’s title reading teacher. Title teachers will follow up with parents who do not return them.

- **Reservation of Funds (applicable to districts with Title I allocations of \$500,000 or more)**  
**Brown 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.

Kate Miller, principal of Brown Elementary is aware that the Hilliard City School District is a district that is allocated \$500,000 or more in funding and must reserve 1 percent of their funding for parent and family engagement. At the December 5th, 2019 Parent & Family Engagement Committee meeting, **“Reservation of Funds”** is an agenda item. Kate will explain “Reservation of Funds” and share a list of how Brown Elementary currently uses this money for parent and family engagement activities and programs, as well as, gather input into how the funds might be used in other ways.

- **Coordination of Services**

Brown 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.

Brown Elementary is lucky to have a 21st CCLC Learning Grant and work with several local businesses: Syntero, YMCA and Drama Kids. Brown Elementary partners with a church whose members help provide food and school supplies for Brown Elementary students. Members of the church also volunteer for parent and family events. In addition, high school sports teams and other high school groups secure volunteers to help with various parent engagement activities at Brown Elementary

### Building Capacity of Parents

- Brown 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 work with their children to improve their children'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;
  - How to monitor their children's progress; and
  - How to work with educators to improve the achievement of their children.

At *"Fall Into Learning"* Brown Elementary has sessions for parents to attend to learn more about literacy and math curriculums, as well as learn more about social and emotional topics and technology. Brown Elementary provides parents with word lists, book lists, website letter charts, number lines, math tool boxes and copies of math games to work with their children at home. Brown Elementary kindergarten and 1st grade students are provided with KEEP Books that are purchased and sent home so that parents can read books with their children. In addition, a special meeting is held for parents of students in third grade to learn about state testing and the Third-Grade-Reading-Guarantee.

Teachers at Brown Elementary communicate academic progress officially every twelve weeks at progress report time. Title teachers have a folder in which they send daily communication in written form to parents, which allows for parents to write back. This is a great way for teachers to keep parents informed about ongoing progress and is another way that teachers help parents understand how to work with their children at home.

### Sample List - "Building Capacity of Parents"

Meet the Teacher Night	August 20, 2019	5:00 - 6:00 p.m.
Red Carpet First Day of School	August 21, 2019	8:45 a.m. – 9:30 a.m
Boo Hoo Breakfast	August 21 2019	K parents new to Brown
Annual Title Meeting	October 2, 2019	5:30 - 6:30 p.m.
Parent Conferences	October 16, 2019	All Day until 8:00 p.m.
Fall Into Learning Night	November 21, 2019	5:30- 7:30 p.m.
One School, One Book	ALL January	Several Events Throughout
Parent Conferences	February 12, 2020	All Day until 8:00 p.m.
Monthly PTO Meetings		

- **Building Capacity of School Staff**

Brown 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.

The faculty and staff of Brown Elementary are provided yearly professional development, both intentional and embedded, in ways to appropriately engage with students and/or parents/guardians to build capacity, student self-efficacy and enhance the self-esteem of such children. The faculty and staff of Brown Elementary supports learning for all students in a nurturing, caring environment and a belief that all students can learn.