



School Parent and Family Engagement Plan
JW Reason Elementary – Principal: Jacki Prati
2019-2020
Revision Date 10/01/2019

In support of strengthening student academic achievement, **JW Reason 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.

JW Reason Elementary 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 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.

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**

JW Reason 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 to opportunities for regular meetings, if requested by parents, to formulate suggestions and 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, JW Reason 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. JW Reason will hold quarterly meeting in the school media center. The meetings are scheduled for:

October 7, 2019	@ 6:00 p.m.	Media Center
December 2, 2019	@ 6:00 p.m.	Media Center
February 3, 2020	@ 6:00 p.m.	Media Center
April 6, 2020	@ 6:00 p.m.	Media Center

In addition to the JW Reason 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.

Committee Members:

Jacki Prati - Principal

Lisa Sullivan - Administrative Intern

Amanda Allen - Title I Teacher

Renee Jurist - Title I Teacher

Jacki Noland - Title I Teacher

Parents - *The JW Reason 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**

JW Reason 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.

JW Reason Elementary will hold its Annual Title I Meeting **on October 7, 2019 from 5:30 to 6:00 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. JW Reason 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 JW Reason Elementary School.

- **Communications**

JW Reason 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.

At JW Reason Elementary we use many means of communication to communicate with parents: written correspondence, special invitations sent from the title teacher, and phone calls. We always use an interpreter to communicate with non-English speaking parents. We prefer for this communication to occur face-to-face but we also have interpreters help us make phone calls to parents. We also translate documents to send home.

Jacki Prati, principal of JW Reason states, *“Communication is extremely important and I encourage all staff members to make a positive phone call home to parents within the first week of school and to continue positive hand-written notes and communication via phone and email throughout the year. We ask parents what the best way is for us to communicate with them and I encourage staff to use the forms of communication that parents request.”*

- **School-Parent Compact**

JW Reason 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 JW Reason Elementary and a rank order student list of eligible students is created, we have the classroom teacher and the title teacher (who will be providing services) call the parents and explain how title services work. Then, they explain that there will be an informational meeting. At the meeting, which is scheduled for **October 7, 2019**, we will give each parent a compact and explain the purpose of the compact. Parents are asked to return the compact to their child’s title reading teacher. Title teachers are responsible for collecting all of the compacts and following up with parents who do not return them.

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

JW Reason 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.

Jacki Prati, principal of JWR 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 2nd, 2019 Parent & Family Engagement Committee meeting, **“Reservation of Funds”** is an agenda item. Jacki will explain “Reservation of Funds” and share a list of how JW Reason 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**

JW Reason 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.

At JW Reason Elementary we work with our high school football team and other high school groups to secure volunteers to help with various parent engagement partnerships. Recently, a new church moved in close to our school and we will be partnering with the members to help us provide food and volunteers for parent and family events.

- **Building Capacity of Parents**

JW Reason 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 JW Reason Elementary “Coffee with the Principal” is an effective way to involve parents in learning opportunities. We take the parents into their children’s classrooms so they can see what learning looks like. We provide them with word lists, book lists, websites, letter charts, number lines and copies of math games to work with their children at home. Our kindergarten and first grade students are provided with **KEEP BOOKS** that are purchased and sent home so that parents can read books with their children. At “Coffee with the Principal” parents learn about technology and academic standards. 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 JW Reason Elementary communicate academic progress officially every twelve weeks at progress report time and with interim reports half-way between marking periods. 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 our 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 - 6:30 p.m.
Family Fun Night	August 20, 2019	5:30 - 7:30 p.m.
Red Carpet First Day of School	August 21, 2019	8:45 - 9:30 a.m.
Annual Title Meeting	October 7, 2019	5:30 - 6:00 p.m.
Coffee w/ the Principal & Building Tour	October 8, 2019	9:15 – 10:15 a.m.
Coffee w/ the Principal & Building Tour	October 9, 2019	9:15 – 10:15 a.m.
Parent Conferences	October 16, 2019	All Day until 8:00 p.m.
Parent Conferences	February 12, 2020	All Day until 8:00 p.m.

- **Building Capacity of School Staff**

JW Reason 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 JW Reason 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 JW Reason Elementary supports learning for all students in a nurturing, caring environment and a belief that all students can learn