



# ALEXANDER ADAIRE • • • SCHOOL • • •

*Alexander Adaire School*  
**Parent and Family Engagement Policy**  
*School Year 2020-2021*  
*Revision Date: 05/04/20*

In support of strengthening student academic achievement, Alexander Adaire 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 Alexander Adaire 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 practical, 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**

**Alexander Adaire 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.

- Each spring Alexander Adaire invites the families of all our students to review and give feedback on this policy and the School-Parent Compact. This document was reviewed and updated on 5/4/20.
- Invite participation through written regular notices that are sent home with students and through weekly eNews emailed to parents.
- Invite parental involvement at general meetings, such as Back to School Night and meetings of the Friends of Adaire.
- Encourage parent input through participation in the Adaire Elementary School Advisory Council (SAC).

**Section B: ANNUAL TITLE I MEETING**

**Alexander Adaire 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 Alexander Adaire School invites all families to attend Back to School Night each fall. During this time, the school’s Title I Program is reviewed as part of the Annual Title I Meeting.
- Topics discussed during the Annual Title I meeting include parent rights, the parent documents, state and school assessments, academic standards, curriculum, how to work with educators, and how to monitor your child’s progress.

### **Section C: COMMUNICATIONS**

**Alexander Adaire 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.

- The Adaire family handbook is always available online at our school district website.
- Open House is held at the start of the school year.
- A weekly Student/family E-Newsletter is sent out to all families, including current calendar.
- Invite parents into the budget process through participation in the School Advisory Council and Title 1 Winter and Spring parent meetings.
- Discussion during parent workshops.
- Periodic Coffee with the Principal events allow for communication between parents and administration.
- Translations are available, as needed, through a partnership with the Office of Translations.
- Monthly paper calendar sent home by the first Friday of each month, listing dates of all meetings, class trips, early dismissals, and professional development days during which time parents are invited to participate in school review and improvement.
- Post weekly eNews, electronic calendars, and update calendars on the district website.
- All communication referenced above are sent out in language that is accessible to parents.
- Meetings are held at various times during the school day and in the evenings to allow for participation of parents on varying schedules.

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

**Alexander Adaire 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.

- Each spring Alexander Adaire invites the families of all our students to review and give feedback on the School-Parent Compact in conjunction with the development of this Parent and Family Engagement Policy. This year, that was done on 5/4/20.

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

**Alexander Adaire** 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:

- Every year Alexander Adaire invites parents to review and give input on the school plan and budget as part of the Annual Winter Title I meeting. At this meeting, parent suggestions for how to spend the 1% set aside are solicited. This year's meeting was held on January 28, 2020.
- Distributing a survey to parents to solicit feedback about how they would like Parent Involvement funds spent is also done in the fall.

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

**Alexander Adaire 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:

- Adaire School will work with local pre-K teachers as part of our Kindergarten transition plan. Kindergarten registration will be advertised by hosting a kindergarten open house for parents and prospective students. Bi-monthly tours of the school will be offered. Parents and children 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**

**Alexander Adaire 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.
  2. Providing 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), as well as an explanation about the curriculum used by Adaire, are reviewed during the Annual Title I parent meeting held during Back to School Night.
  - Report card conferences are scheduled three times a year and interim reports will be used to communicate the progress made by all students. Interventions and supports will be discussed as necessary.
  - Staff will also be available to offer training and presentations at SAC and/or Friends of Adaire meetings.
  - Adaire works with partner organizations to provide a minimum of two workshops annually, designed to help parents in supporting their child(ren) academically. Parents will be trained on how to access Schoolnet and the School District website in order to inform them about curriculum, assessment and quality of life issues.

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

**Alexander Adaire** 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:

- Engaging in regular staff development as designated by the district and network.
- Adaire will facilitate a Professional Development for staff about working effectively with parents. This PD will be informed by parent survey results and will occur during the Fall or Winter on a district PD day.

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

- Train new and existing staff with parental engagement duties to assist school in implementing parental engagement.
- The school will provide parents and guardians access to information and resources regarding their child's school and serve as a liaison between the parents, community, and District personnel.

Principal Anna Jenkins

Date 5/4/20

Principal Signature Anna Jenkins \_\_\_\_\_