

## Howe Pre-K Family Engagement Policy for the Every Student Succeeds Act

**School vision statement:** To engage parents as full partners in their children's academic achievement and provide a safe and well-rounded education.

### List of assurances:

- Engage parents in developing a family engagement policy and make parents aware of their right to be involved in their children's education.
- Host annual Title I meeting.
- Dedicate at least 1 percent of Title I funds for family engagement, with parents involved in deciding the best use of these funds.
- Develop a compact that outlines shared responsibilities for student achievement for parents and school staff.
- Build parent capacity by explaining state academic standards, showing how parents can support student learning at home.
- Provide take-home educational materials.
- Coordinate with other federal, state, and local programs, including early childhood and English learner programs.
- Provide materials in a language parents can understand, to the extent practicable.

### Plan of Action

- **Title I annual meeting:** Parents' rights to be involved in children's education, Title I programs, family engagement policies, and state assessments are explained in a stand-alone meeting early in the school year and not as part of an open house or back-to-school night. Parents also receive a brochure of all Title I funded programs and activities. A follow-up meeting in the spring gets parent feedback on Title I programs and adjusts programs for the upcoming school year.
- **Policy on school meetings:** School schedules alternate meeting times for the annual Title I meeting to accommodate parent schedules. Transportation and child care are also paid through the Title I family engagement set-aside to encourage attendance.
- **Outreach to all families:** The school year begins with a barbecue or food truck night, funded through community donations. The school year ends with a picnic and book fair to encourage summer reading. Parents are encouraged to volunteer at school, including their children's classrooms. Teachers are encouraged but not required to do home visits.

• **School partnerships:** School offers free English language classes to all parents. Translation services in Spanish are made available to parents at meetings. The school is assisted by a refugee resettlement agency. It also has a memorandum of understanding with local Head Start. The police athletic league provides afterschool activities for families.

• **Communication:** The school is committed to meaningful, two-way communication. School messages are delivered through a family engagement smartphone app, robocalls, and emails, but the school has decided not to use social media to avoid confusion and reduce redundant messaging. The school publishes a monthly newsletter. It also surveys parents on all Title I policy, needs assessment, and funding decisions.

• **Use of family engagement set-aside:** Title I pays for a part-time parent liaison who coordinates outreach and family engagement activities. This position was created and funded after a discussion with parents. Additional funds are set aside for take-home educational materials and providing child care and transportation to the annual Title I meeting.

• **Parent capacity building:** Once a month, the school hosts a family-oriented academic activity, such as a math night or a weekend science fair. Take-home educational materials are provided. Read-along events are organized through a local book store.

• **Teacher capacity building:** Parents are invited to speak about their experiences as Title I parents during a professional workshop for teachers. Teachers also role play as newly arrived immigrants, single parents, and low-income parents. They work on listening and communication skills.

• **Parent advisory council:** The school has a parent advisory council that meets monthly with the principal and school staff. Every meeting focuses on a topic like the school budget, state academic assessments, the needs assessment, the parent-school compact, or family engagement policies.

• **Documentation:** Parents must sign in at all school meetings and activities. Sign-in sheets are recorded with dates and times and collected and archived for audits. The school also keeps parent survey results and meeting minutes as well as copies of the Title I plan and parent-school compact.

• **Parent-school compact:** This is included as part of this Title I plan.

Principal signature:

Jordan Steinhilber

Parent Advisory Council representatives:

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Date: 8-28-2020