



Overbrook Educational Center School
Parent and Family Engagement Policy
School Year 2020-2021
Revision: 5/12/20

In support of strengthening student academic achievement, **Overbrook Educational Center School** receives Title I, Part A funds and therefore must jointly develop with, agree 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 **Overbrook Educational Center 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 and 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

Overbrook Educational Center 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.

- **The school holds meetings in the Winter and Spring for parents to give feedback on the budget, School Parent Compact, Parent and Family Engagement Policy, and school wide plan. Parents jointly developed this Parent and Family Engagement Policy with the school leadership at a parent meeting held on 5/12/20.**
- **Throughout the months of October and June, on four separate occasions, parents will be offered a complete walkthrough of the building that includes a review of our improvement plan.**
- **Once per month, our Home and School organization will meet in the evening to examine our goals in our School Improvement Plan.**
- **Once per month, during school hours, our School Advisory Council will meet to review both our school improvement plan and our budget. SAC will complete two walkthroughs of the building (once in the fall and once in the spring).**
- **One meeting in March 2020 will allow for parents in the Home and School organization to review and provide feedback to the budget.**

Section B: ANNUAL TITLE I MEETING

Overbrook Educational Center 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.

- **In September 2020, the school will hold its annual TITLE I meeting in conjunction with Back to School Night where the following items will be discussed by the Principal or their designee:**
 - **The State’s academic content standards**
 - **The State’s student academic achievement standards**
 - **The State’s and local academic assessments including alternate assessments**
 - **The requirements of Title-I Part A including the parent documents and schoolwide plan**
 - **How to monitor their child’s progress, and**
 - **How to work with educators**
 - **Curriculum**

Section C: COMMUNICATIONS

Overbrook Educational Center 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 principal sends a weekly parent newsletter to all parents.**
- **All written communications sent out to parents are presented in parent-friendly language.**
- **The School Messenger phone communication system is also used to communicate with parents.**
- **The parent survey collects information about the best times to hold parent meetings so we can plan accordingly.**
- **The school district will utilize the services of the Family and Community Engagement Office to provide translation services upon request.**
- **Meetings and workshops will be held at various times during the day and evenings.**

Section D: SCHOOL-PARENT COMPACT

Overbrook Educational Center 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.

- **The Spring Title I meeting will provide parents and families an opportunity to give feedback for next year's School-Parent Compact.**
- **On May 12, 2020 school leadership met with parents to jointly develop this Parent and Family Engagement Policy and the School - Parent Compact. Parents were given an opportunity to make suggestions and provide input.**

Section E: RESERVATION OF FUNDS

Overbrook Educational Center 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:

During the Winter Family Meeting in January, the school will provide an overview of the school budget and parents and families can provide input on spending decisions and priorities for the 1% parent and family engagement set-aside funds. This year the meeting was held on December 17, 2019.

Section F: COORDINATION OF SERVICES

Overbrook Educational Center 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:

- **Kindergarten teachers will meet with public preschool teachers to coordinate a transition plan to successfully transition preschool students into kindergarten through the Building Bridges program.**

- **OEC hosts a kindergarten open house in May where parents are invited to come in and meet the kindergarten teacher and learn more about what they will need for the upcoming year.**
- **The school will provide a Parent Resource Center outside of the main office where parents can access various resources to support their children academically, socially, emotionally, etc.**
- **The school will provide parents with specific information on outside agencies through the SAP process, as needed.**

Section G: BUILDING CAPACITY OF PARENTS

Overbrook Educational Center 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 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

Teachers will present parent workshops in the Winter and Spring that will be held during evening hours to allow for maximum participation. Topics may include sustained silent reading to increase literacy achievement, family math night, family reading night, using technology to increase student achievement, I-ready intervention helpful hints.

In September (2019) the school will hold its annual TITLE I meeting where the following items will be discussed:

- The State's academic content standards
- The State's student academic achievement standards
- The State's and local academic assessments including alternate assessments
- The requirement of Title-I Part A
- How to monitor their child's progress, and
- How to work with educators
- Curriculum

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Overbrook Educational Center 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 will have Professional Development in the fall on how to work with parents as equal partners given by the Principal or their designee.
- Parent surveys will be collected and the data will be analyzed for additional PD topics.
- During weekly teacher team meetings, time will be provided to collaboratively share best practices for communicating with parents.
- All teachers at OEC are required to have a family event 1 time/cycle and to include parents in a meaningful field trip experience to ensure that parents are aware of the learning their child is partaking in and can be our partners.
- Teachers are encouraged to contact parents as often as possible and maintain an open line of communication at parent and teacher's convenience.

Overbrook Educational Center School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Four times per year, parents are invited for breakfast and to walk through the entire school building. We meet at the conclusion of the walkthrough to share highlights and areas for growth which are then communicated to the entire school community.
- Pre-K parents are also invited to participate if they wish.

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

Overbrook Educational Center School will:

- Provide necessary literature training for parents from Title-I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training

Meredith Foote
Principal Signature

9 October 2020
Date