

Lincoln Elementary School  
Family Engagement Policy

Part 1. GENERAL EXPECTATIONS

Lincoln Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. (See Enclosure)
- Schools will notify parents of the policy in an understandable, uniform format and to the extent practicable, in a language parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title 1, Part A, parental involvement requirements, to the extent practicable, the school will provide opportunities for 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 ESEA in an understandable, uniform and alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title 1, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, schools will submit any parent comments with the plan when the school submits the plan to the local educational agency (PCSU #8).
- The school will involve the parents of children served in Title 1, Part A schools in decisions about how the one percent of Title 1, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parent involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that 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) the carrying out of other activities, such as those described in section 1118 of the ESEA.

## Part II

### DESCRIPTION OF HOW LINCOLN ELEMENTARY SCHOOL WILL IMPLEMENT REQUIRED SCHOOL FAMILY ENGAGEMENT POLICY COMPONENTS

1. Lincoln Elementary School will take the following actions to involve parents under section 1118 of the ESEA;
  - The principal, intervention teachers, and classroom teachers can select parents of students to form a committee to review and amend, if necessary, the current family engagement policy
  - Family Engagement Policy will be available on the district website and at parent request
2. Lincoln Elementary School may take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA;
  - Periodic surveys to parents
  - Include parents on improvement committees
3. Lincoln Elementary School will hold an annual meeting to inform parents of the school's participation in the Title 1, Part A programs, and to explain the Title 1, Part A programs. The school will convene the meeting at a time convenient for parents and will offer flexible family engagement meetings, so that as many parents as possible are able to attend. Parents of all students are invited to this meeting.
  - Host an annual meeting at the beginning of the year
  - Parents will be given availability to the family engagement plan
4. Lincoln Elementary School will provide all parents information in a timely manner about Title I, Part A programs that include a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
  - Intervention teachers may participate in the scheduled parent-teacher conferences
  - Student Report Cards
  - Explanations of student assessment results, MAP assessments, Star testing reports, Parcc
5. Lincoln Elementary School will provide opportunities for meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
  - Parent-teacher conferences in Fall and Spring
  - Parent suggestion opportunities at meetings
  - Planned parent/family activities
6. Lincoln Elementary School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
  - PARCC Reports and MAP Reports

7. Lincoln Elementary School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title 1 Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by: (see appendix A)
8. Lincoln Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph-
  - the state's academic content standards,
  - the state's student academic achievement standards
  - the state and local academic assessments including alternate assessments
  - the requirements of Part A,
  - how to monitor their child's progress
  - how to work with educators:
    - School District Website
    - Links to ISBE
    - Educational Websites
    - Assessment Reports
    - Parent Newsletters, by handouts or by district website
9. Lincoln Elementary School may provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster family engagement.
10. Lincoln Elementary School may, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
  - A Title I parent coordinator will organize parent and family activities
  - A Title I parent coordinator will organize literature to be distributed to students
  - A Title I parent coordinator will organize surveys for parents
11. Lincoln Elementary School will, to the extent feasible and appropriate, coordinate and integrate family engagement programs and activities. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
  - Parent and Family Events
  - Annual Parent Breakfast
  - Grandparents Day
  - American Education Week Activities
  - Smart Buddy Programs
  - Resources for family engagement
  - Annual Meetings

12. Lincoln Elementary School will take the following actions to ensure that information related to the school and parent-programs, meetings and other activities is sent to 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:

- Send a request for parent participation
- Follow-up may include a written reminder or phone call
- District Website

**Part III.**

**DISCRETIONARY SCHOOL FAMILY ENGAGEMENT POLICY COMPONENTS**

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title 1, Part A funds, if the school district has exhausted all other reasonable available sources of funding for that training;
- paying reasonable and necessary expenses associated with family involvement activities, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings or conferences at a variety of times, between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize family engagement and participation in their children’s education;
- adopting and implementing model approaches to improving family engagement;
- establishing a school parent advisory council to provide advice on all matters related to family engagement in Title 1, Part A programs;
- developing appropriate roles for community-based organizations and business, including faith-based organizations, in family engagement activities.

**Part IV. ADOPTION**

This Lincoln Elementary School Family Engagement Policy has been jointly with, and agreed on with parents of children participating in Title 1, Part A programs, as evidenced by the Lincoln School Family Engagement Committee.

This policy was adopted by Lincoln Elementary School, and the Pana Community Unit School District #8 Board of Education on December 18, 2017. The Policy will be published on the District Website.

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Signature of Authorized Official

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Date

*Revised December, 2017*