

Franklin Learning Center
Parent and Family Engagement Policy
School Year 2018-2019
Revision Date: May 1, 2018

In support of strengthening student academic achievement, **Franklin Learning Center** 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 **Franklin Learning Center** 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, 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

Franklin Learning Center 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.

- FLC will hold annually a Spring Title I Meeting to review and update the Parent and Family Engagement Policy and the Parent-School Compact. This particular document was reviewed and updated on May 1st, 2018.
- FLC annually hosts a Winter Title I Meeting during which parents are invited to review and provide feedback on the school plan and budget for the subsequent school year.
- FLC will maintain a School Advisory Council.

Section B: ANNUAL TITLE I MEETING

Franklin Learning Center 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.

- FLC will hold its annual Title I Meeting during Back to School Night in September.
- Topics to be discussed at the Annual Title I meeting include: Title I requirements and parent rights, the parent documents, schoolwide plan, academic standards, assessments, how to work with educators, how to monitor your child's progress, and curriculum.

Section C: COMMUNICATIONS

Franklin Learning Center 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.

- School communication will occur through notices distributed to families via students, Infinite Campus, regular emails to families, notices posted on the FLC website, and information shared with students by staff including teachers, grade coordinators, counselors or other knowledgeable staff.
- Many teachers have created websites or use Google Classroom for access to academic material at home.
- FLC will hold parent information and input meetings at varying times of day to accommodate parent/family schedules.
- FLC will provide communications about school functions in English as well as languages indicated by parents for whom English is not their first language, when requested.
- August welcome letter on the website.
- Monthly school calendar.
- Bi-weekly parent-link phone messages.
- Back to School Night.
- When very specific circumstances arise, and family communication must be carried out in a language other than English, we have two ready resources. Several teachers and one counselor are bilingual. The other ready resource is a telephone instant translation service. This service is provided by the School District and is available with a password code, even beyond the hours of the

regular school day, so that parents can be informed of a student's particular needs, teacher's particular concerns or any other matter of serious import.

- Invite parents and guardians to become members of the School Advisory Council, which will discuss and advise on matters related to school policy, budget and rules.

Section D: SCHOOL-PARENT COMPACT

Franklin Learning Center 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.

- FLC will hold annually a Spring Title 1 Meeting to review and jointly develop the Parent and Family Engagement Policy and the Parent-School Compact. This was done May 1st, 2018.

Section E: RESERVATION OF FUNDS

Franklin Learning Center 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:

- At the Winter Title 1 Meeting, the use of Title 1 funds will be shared and input will be solicited from parents as to how to spend any remaining funds allocated for the current year.
- Parents are surveyed about how they would like Parent and Family Engagement funds spent.

Section F: COORDINATION OF SERVICES

Franklin Learning Center 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:

- FLC will seek out and maintain partnerships with community-based organizations to assist parents with college and career readiness preparations and support as well as supports for other pertinent academic, emotional, and personal needs to support student success.
- Parent Resource Center is being established in a section of the library. Parents will be able to work on computers with the counselor or bilingual counselor and on their own.

Section G: BUILDING CAPACITY OF PARENTS

Franklin Learning Center 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:

- 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; and
- 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
- Providing 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; The requirements of Title I, Part A; How to monitor their child's progress; How to work with educators to improve the achievement of their child

- Back to School Night, September 2018
 - Title I requirements are presented
 - Academic content standards are explained
 - Keystone testing is described
 - School activities and opportunities are outlined, including how to work with educators and how to monitor your child's progress
 - Curriculum is explained
 - Supporting families at Back to School Night by registering all parents for Infinite Campus.
- In partnership with SAC, we will provide opportunities for data analysis and sharing resources for parents to access.
- In January and March, we will host college awareness and SAT support informational meetings for parents.
- In February, a course selection and data night will be held for all families.
- Invite a parent to sit on the school site-selection committee for the hiring process.
- Student/Parent Handbook
- Student Code of Conduct
- Monthly calendar of events
- Freshman Information Session- May 2018
- Freshman Orientation, September, 2018
- Report Card conferences are scheduled for two days each report cycle for parents to meet with teachers to discuss student progress
- Presentations by the Administrative Staff on the following topics:
 - SIS, our school's grading system
 - Parent Portal of Infinite Campus sign-in
 - Rostering
 - Parent/Guardian role in parenting and educating the child
 - Workshops on financial aid and college admissions
 - Additional workshops are offered by the School District
 - Individual conferences for the review of IEPs, and for RtII
- Technology training for accessing student grades is offered to parents of incoming freshman during Freshman Orientation, September, 2018.
- Technology training for accessing student grades is offered to all parents/guardians during Back to School Night, September, 2018.
- School will provide training around new Infinite Campus system during report card conference so parents can progress monitor their child.
- Counselor will run college-related workshops e.g. FAFSA in the fall

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Franklin Learning Center 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:

- FLC will conduct a PD with staff, informed by parent input solicited via surveys, around working effectively with parents.

FLC will provide teachers with reasonable time and support to ensure parents are kept aware of their children's progress and ways the teachers and parents will support the needs of the students.

Miracle Lee

Principal Signature

5/30/18

Date

