Lincoln ParkParent and Family Engagement Policy/Plan and Procedures

**2021-2022**

Lincoln Park School is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Lincoln Park School and home work together to promote high achievement by our children. Neither home nor Lincoln Park School can do the job alone. Parents play an extremely important role as children’s first teachers. Support for their children and for the school is critical to children’s success at every step along the way.

Lincoln Park School recognizes that some students may need the extra assistance available through the Title I program to reach the state’s high academic standards. Lincoln Park School intends to include parents in all aspects of the school’s Title I program. The goal is a school-home partnership that will help all students to succeed.

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN **REQUIRED** COMPONENTS

1. Lincoln Park School will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.
* Lincoln Park will meet with parents and staff to review and revise our Parent and Family Engagement policy in April or May of each year at our Cup of Coffee, in person or videoconference.
* A copy is available on our website.
* A copy will be sent home to families in August.
* The policy will be available in English and Spanish.
1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
* Parents will be informed at Lincoln Park’s Annual Title I Meeting to be held during our morning Cup of Coffee in October at 9:30 a.m. and again in the afternoon at 3:45p.m. (possibly via videoconference).
* A Connect-Ed message will go home to families to remind them of the Annual Title I Meeting.
1. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, childcare, or home visits, as such services related to Parent and Family Engagement.
* Meetings will be held in the mornings and afternoons.
* Efforts will be made to offer interpretation, transportation, childcare, and home visits as applicable.
1. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school wide under Section 1114, and the process of the school review and improvement under Section 1116.
* Families are invited to contribute to the School Performance Plan by reviewing it and offering insight on the Family Engagement Plan portion.
1. Provide parents of participating children—
	1. Timely information about programs under this part.
	2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
	3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

During conferences and throughout the school year, teachers will provide a description and explanation of the curriculum, forms of academic assessments used, proficiency levels students are expected to meet, along with goals and objectives to promote academic and social-emotional growth.

Families are encouraged to contact and meet with the classroom teacher directly for any questions or concerns relating to the education of their child.

* Provide timely information to families about programs through weekly classroom and monthly school-wide newsletters, calendars, progress reports, conferences, Class Dojo, Infinite Campus, and phone calls (videoconference opportunities while not in brick and mortar).
* During conferences and throughout the year, classroom teachers share goals, objectives, data on student progress and provide related activities to promote academic and social-emotional growth.
* Families are encouraged to contact their classroom teacher directly with questions or concerns about their child.
1. If school wide program plan 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 district.
* Parent comments will be collected during 2nd Cup of Coffee, the Annual Title I Meeting, and any other times as scheduled or offered.

PART II-**REQUIRED** SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child’s achievement.

-Provide frequent reports to parents on their child’s progress.

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities.

- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

* Our Educational Involvement Accord outlines how parents, staff, and students will share the responsibility for student academic achievement.
* Parents review it online during the registration process for each school year.
* It is discussed and shared with families during Parent Teacher Conferences in October. A copy will be given to families during conference week.

BUILDING **CAPACITY** FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must**:

1. Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
* Provide personalized assistance to families as needed and during conferences.
1. Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
* Lincoln Park will provide materials and trainings to help support family engagement during our family engagement events such as Cup of Coffees, Parent University Workshops, Family Reading and Science Nights, videoconferencing, and Home Visits, if possible.
1. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
* Lincoln Park will continue to support our staff on the value of family engagement during monthly staff meetings.
* Parent University provides resources to instructional coaches and learning strategists to share with staff during various professional learning throughout the year.
* Professional learning opportunities are available to teachers through district trainings around the Four Fundamentals.
1. Coordinate and integrate parent 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 parent engagement.
* Lincoln Park will continue to provide information related to resources and services available in our community to aid families in need.
* Lincoln Park collaborates with various programs and activities in our community such as Early Childhood Education Pre-K, Sparks Family Resource Center, Reno Philharmonic Kids Program, Big Brothers Big Sisters, and Sparks Library to provide learning opportunities for our families.
1. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
* Lincoln Park will continue to send out information, invitations and Connect-Ed messages in a timely manner in both English and Spanish or the families preferred language as selected for Connect-Ed calls.
* In an effort to honor and respect our limited or non-English speaking families, translations of written materials and interpreters for meetings and conferences will be made available when practicable.

**The following are allowable activities:**

1. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
* Lincoln Park will elicit ideas from parents on how staff can work with families during our yearly School Parent Family Policy Review or whenever parents have suggestions.
1. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
* Lincoln Park will provide literacy trainings if necessary and beneficial as requested by our staff and families.
1. May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
* Efforts will be made to offer transportation and childcare so families may participate in meetings, trainings and other Family Learning Activities.
1. May train parents to enhance the involvement of other parents.
* Our full time (FACE) Family and Community Engagement Liaison will help promote leadership and involvement of new families.
1. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
* Lincoln Park will hold meetings, workshops, and videoconference opportunities at a variety of times.
* Lincoln Park staff participate in home visits, if possible, to encourage family engagement and build connections.
1. May adopt and implement model approaches to improving Parent and Family Engagement.
* Parent University utilized during 2nd Cup of Coffee.
* Access given to the Family School Partnership team.
1. May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
* Inform parents when there are opportunities to serve on parent advisory committees.
1. May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.
* In collaboration with the community, we will continue to provide information and related services available in our community to aid families in need.
* More specifically, Lincoln Park coordinates and integrates with the following Family Engagement Programs:
	+ Pre-K
* WCSD Parent University
	+ Washoe County Library
	+ Food Bank of Northern Nevada
	+ Redfield Community Outreach Program
	+ Great Basin Institute at Galena Creek
	+ Discovery Museum
	+ Nevada Museum of Art
	+ Boys and Girls Club

 PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

* Lincoln Park will continue to send out information, invitations, Connect-Ed messages, Class Dojo messages, and Infinite Campus updates in a timely manner in both English and Spanish or the families preferred language as indicated for Connect-Ed calls.
* In an effort to honor and respect our limited or non-English speaking families, translations of written materials and interpreters for meetings and conferences will be available when practicable.
* We will make sure all activities are accessible to our families.

PART IV-ADOPTION – This Lincoln Park Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were reviewed and revised by Lincoln Park on 05/07/2021 and will be in effect for the period of the 2021-2022 school year. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community via the Lincoln Park website on or before 10/1/2021.

Signature of Title I Authorized Representative

Toni Lix

Family and Community Engagement Liaison

May 2021