

SCHOOL DISTRICT OF PHILADELPHIA

PENN ALEXANDER SCHOOL

PARENT INVOLVEMENT POLICY

2019-2020

PART I. GENERAL EXPECTATIONS

Each school in its School-wide Parental Involvement Policy must establish the school's expectations for parental involvement. *[Section 1118(a)(2), ESEA.]*

The Penn Alexander School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities 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 ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the School District of Philadelphia's plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will 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 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 district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental 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.

- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

[NOTE: The School- wide Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. *[Section 1118(a)(2), ESEA.]* Regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.]

1. The **Penn Alexander School** will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:

Parents are invited to participate in the writing of the Parental Involvement Policy an invitation letter by the Principal sent to all parents via “Pony”, a weekly packet of information sent home to parents the first day of each week. Parents/guardians had the opportunity to meet with the administration to discuss and review the policy on September 12, 2018.

2. The **Penn Alexander School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Parents will be invited to the Home and School Association meeting in the spring that is dedicated to the review of school data with the administration. School Advisory Council meetings will also be devoted to the development of the Comprehensive Plan and Federal Budget Addendum.

3. The **School District of Philadelphia** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
- In collaboration with the Grants Compliance Monitor, School-Community Liaisons, Philadelphia Home and School Council (PHSC), Title I Parent Advisory Committee, The Philadelphia Right to Know Educational Task Force, PARENT POWER, and other parent groups, provide workshops to schools on parent engagement.
 - Provide professional development by parents/caregivers for new and existing principals and other administrators on how to develop promising partnerships with parents/caregivers.
 - Train new and existing staff with parental engagement duties (e.g., School Improvement Support Liaisons, School-Community Liaisons, School Community Coordinators, and Bilingual Counselor Assistants) to assist school sites in implementing parental engagement.
 - Make available the staff of the Office of Educational Equity, Office of Specialized Instructional Support, and Office of Family and Community Engagement staff for technical assistance.
 - The Grants Compliance/Title I Office will provide technical assistance to schools and parent organizations, such as the Title I Parent Advisory Committee (PAC), Home and School Associations, The Philadelphia Right to Education Task Force, PARENT POWER, and other organized parent groups.
 - Provide coordination of professional development efforts through the Office of Leadership and Development.
 - Provide workshops to parents on supporting student achievement and parent engagement.
4. The **Penn Alexander School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Parent Infant Center and St. Mary's Nursery, by:

Pre-K programs are invited to visit Kindergarten classes and take a tour of the building. The teacher presents an activity to all students. The teachers meet separately to complete a transition plan as they prepare their students for Kindergarten. Our Pre-K neighbors are invited to various school events along with their parents. The events include, but are not limited to, Fall Festival, Harvest Food Drive, Book Fair, Talent Show and the Broadway Musical. As events/assemblies are scheduled, our Pre-K neighbors receive notification that they are invited to attend. Penn Alexander School will conduct a Spring Open House for all perspective Kindergarten families.

5. The **Penn Alexander School** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental

involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The Home and School Association Executive Board will conduct an evaluation of the Parent Involvement Policy twice a year during their monthly meetings by soliciting feedback from parents on a written form that will be developed in collaboration with the Principal. Parents will also be asked to express changes or additions to the policy that will be recorded by the Home and School Association secretary. The Home and School Executive Board will make the recommendations to the Principal to be reviewed as the new Parent Involvement Policy is discussed and reviewed by the School Advisory Council.

6. The Penn Alexander School will build the school's and parents' 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, through the following activities specifically described below:

A. The Penn Alexander School will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding topics such as the following, 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 Title I-Part A,
- how to monitor their child's progress, and
- how to work with educators.

An overview of academic standards and assessments and other instructional topics were presented at Back to School Night in September 2019 by the classroom teachers as well as at the Annual Title I Meeting conducted by the Principal on September 2019.

The platform to disseminate information to parents regarding content standards and student academic achievement standards is during our monthly Home and School Association meetings as the need arise. Thirty minutes of the meeting is devoted to teacher presentations in the various content areas, achievement standards and upcoming assessments as recommended by the Home and School Executive Board or the School Advisory Council. Chat and Coffee morning meetings will be conducted, with the School Based Teacher Leader, which will reflect the recommendations from the Home and School Association and the School Advisory Council, regarding specific topics. Attempts will be made to conduct meetings at various times to accommodate parents with different schedules, when possible.

The Home and School Connection Newsletter is sent home monthly to inform parents how to monitor their child's progress and what questions should be asked during parent/teacher conferences. Parents are invited to use the computers in the library to access FamilyNet to track their child's progress. Our school librarian is available to conduct FamilyNet training during parent conferences.

Parents are solicited to become Classroom Parents who will share information to all parents in the class that the teacher deems necessary. Teachers will work closely with Classroom Parent Representatives to coordinate activities. Chaperones are identified for class trips and grades are assigned by the Home and School Association to complete a basket for the Annual Home and School Raffle. Parents are encouraged to volunteer in classrooms and other areas.

- B. The Penn Alexander School will, with the assistance of the School District, 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 parental involvement, by:

Teachers will explain the curriculum, the forms of academic assessments utilized to measure student progress and the proficiency levels students are expected to meet at Open House. The school will provide materials and training to help parents work with their child to improve academic achievement. For example, professional development is conducted for parents, in October, by the Technology Teacher Leader, to learn how to access the software their child uses in school to increase student achievement, provide remediation if needed and to train parents how to use FamilyNet and the SDP website.

- C. The Penn Alexander School will, with the assistance of the School District, 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:

During the September 2019 Professional Development, teachers discussed ways to work with parents as partners by increasing parental involvement in their classrooms. Grade groups developed strategies to reach out to parents to become chaperones, classroom volunteers, participation in special events and become the leaders of literature circles as they prepared their events for the school year. The school will also use the following method of reaching out to parents:

A. Pony Express to Parents

- 1. Each student has a brown envelope.*
- 2. Each envelope is sent home the first day of each week.*
- 3. Envelopes contain all notices to parents.*
- 4. Parents must sign and return the envelope the next day.*

B. Home and School Association

- 1. Home and School Association letters are distributed to parents on an as needed basis.*

- D. The Penn Alexander School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:

Pre-K programs are invited to visit Kindergarten classes and take a tour of the building. The teacher presents an activity to all students. The teachers meet separately to complete a transition plan as they prepare their students for Kindergarten. Our Pre-K neighbors are invited to various school events along with their parents. The events include, but are not limited to, Fall Festival, Harvest Food Drive, Book Fair, Talent Show and the Broadway Musical. As events/assemblies are scheduled, our Pre-K neighbors receive notification that they are invited to attend.

Parents are invited to use the computers in the library to access FamilyNet to track their child's progress. Our school librarian is available to conduct FamilyNet training during parent conferences.

- E. The Penn Alexander School will take the following actions to ensure that 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:

Pony Express to Parents

- 1. Each student has a brown envelope.*
- 2. Each envelope is sent home the first day of each week.*
- 3. Envelopes contain all notices to parents.*
- 4. Students must return the envelope the next day.*

The school will pilot a recommendation by a parent to digitalize the 'Pony' that will be managed by a parent. The school will generate an email list of parents desiring the digital version of the 'Pony'. The school along with a parent will also explore the option of Google Translations for the 'Pony'.

All information sent home is parent friendly. Translations are available through the School District and Interpreters. Parents can contact the school by phone or by visiting the school if they need assistance. The secretary, SBTL and the administration are available to assist parents if they don't understand any and all information sent home.

PART III. SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School's Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- 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 I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;

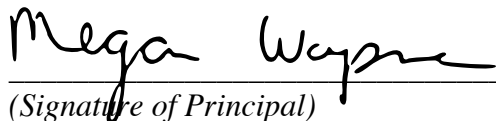
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school, in order to maximize parental involvement and participation in their children's education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

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PART IV. ADOPTION

This Penn Alexander School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by the agenda and sign-in sheet from 4/30/2019.

The school will distribute this policy to all parents on or before October 31, 2019.



(Signature of Principal)

(Date)