



THE SCHOOL DISTRICT OF PHILADELPHIA

Joseph Pennell Elementary School **Parent and Family Engagement Policy**

School Year 2023-2024

Revision Date:

April 14, 2023

In support of strengthening student academic achievement, Joseph Pennell Elementary School 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).

Joseph Pennell Elementary 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, 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

Joseph Pennell Elementary 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.

This policy and the school parent compact were jointly developed with parents using input from a parent meeting held on April 14, 2023. There will be additional opportunities for parents and families to provide feedback in the following ways:

- 1. Invite SAC members, parent volunteers, and community members to conduct a needs assessment on parental involvements. Their input will help determine additional needs and activities for the school year.*
- 2. Involve parents and families in the development and review of the school's Family Engagement Policy and Parent-School Compact during SAC meetings and the Winter, Fall, and Spring Title I Parental Input meetings.*
- 3. The Family Engagement Policy and Parent-School Compact will be sent home to parents in the Fall. The documents will be sent home in English and translated versions will be available in other languages as well.*
- 4. Parents and families will be encouraged to give feedback to the principal during monthly School Advisory Council meetings.*
- 5. Invite families to give input via the survey.*
- 6. Upload policies to school's website.*
- 7. Include information in parent/student handbook.*

Section B: ANNUAL TITLE I MEETING

Joseph Pennell Elementary 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.

- 1. Communicate date and time of the Annual Title I Meeting via calendar, flyer, and school messenger*
- 2. In the fall of 2023, parents will be provided information at the annual Back to School Night, School Advisory Council meeting, and meetings related to Title I.*
- 3. Information regarding the updating of the family engagement policy and the school compact parent policies, the schoolwide plan, and Title I requirements will be provided, as well as information about parent rights to know about teacher qualifications, state academic content standards and PSSA assessments, ways in which parents can work with educators and monitor their child's academic progress and information about the school curriculum.*

Section C: COMMUNICATIONS

Joseph Pennell Elementary 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.

- 1. Make copies of the Parent and Family Engagement Policy and School Parent Compact available on the Parent and Family Resource Table in the main office. Copies of each will also be sent home to all parents in the fall.*
- 2. Provide letters to parents and families in various languages based on the information in the Student Information System*
- 3. Provide information on the school website*
- 4. Discuss and solicit parental and families input during SAC meetings and the Winter, Spring and Fall title 1 Parental Input Meetings. These meetings occur at different times during the day in order to accommodate parent schedules.*
- 5. All communication will be sent home in parent-friendly language and will be translated into multiple languages by the District office of translations services as needed.*
- 6. Communication will occur via flyers, Class Dojo, Instagram, and One Call.*

Section D: SCHOOL-PARENT COMPACT

Joseph Pennell Elementary 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.

1. Invite parents to attend meetings in the discussion and review of data as it pertains to the Comprehensive School Plan. Information about the budget will also be shared.
2. Invite the School Advisory Council (SAC) members will meet with the Principal and members of the Instructional Leadership Team to provide feedback during the Winter, Spring, and Fall Title I Parent Input Meetings.
3. Annually evaluate the school compact and revise as necessary based on feedback from parents, families, and staff. This year a parent input meeting was held on April 14, 2023 to solicit parent input into the Policy and Compact.
4. Copies of the completed version will be shared to parents and families via the Parent Resource Table, school website, handbook and communication folder.
5. SAC team members will be invited to PBIS team meetings
6. The school will hold events with food to involve parents and get the word out about involvement with SAC.

Section E: RESERVATION OF FUNDS

If applicable, Joseph Pennell Elementary 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:

1. Principal will share budget with parents at the Spring and Winter Title I Parent Input meeting.
2. Parents will have an opportunity at the winter meeting to provide input on how the school will spend Title I funds, including the 1% parent involvement funds. This year, the Winter Title I Meeting was held on January 13, 2023.

Section F: COORDINATION OF SERVICES

Joseph Pennell Elementary 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:

1. Inform parents and community members via school website about available programs and services through the Office of Specialized Services and Office of Family and Community Engagement
2. Provide information to preschool programs about registration, Kindergarten Open House, and school-community events
3. Communication will occur via flyers, Class Dojo, Instagram, and One Call.

Section G: BUILDING CAPACITY OF PARENTS

Joseph Pennell Elementary 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:

- 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

1. Workshops and events, such as learning how to access the Parent and Family Portal, Literacy and Math workshop, School Selection Process, Preparing for the PSSA and et cetera -based on parents' input of what workshops they would like to see.
2. During the monthly SAC meetings, Principal will allow parents to bring any issues or concerns that they may have.
3. During Back To School Night, the Principal will provide information about the State's and local academic standards and assessments, the requirements of Title I, Part A, and also learn how to monitor their child's progress. Parents will be invited to parent workshops and learn how to work along with educators, about parents rights under Title I, the state academic content standards and assessments, and the school curriculum.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Joseph Pennell Elementary 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:

1. Provide annual training to school staff on building effective partnerships with parents. This PD will take place in the fall or winter and will include a review of the results of parent surveys collected to that point in the year.
2. Provide staff with training on and access to platforms such as Class Dojo that allow for a school-wide effort to communicate with parents/
3. Professional development will be provided for staff to learn de-escalation strategies in crisis situations.
4. Provide staff with development on developing and strengthening classroom climate and incorporating anti-bullying practices.

Joseph Pennell Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

1. Hosting and coordinating Family Literacy Event, Family Math Event, and other workshops
2. School District website and Parent and Family Portal Training
3. Hosting and coordinating Volunteer Orientation
4. The school will hold events with food to increase family involvement.

Principal's Signature

Susan Lofton

Date Signed

4/14/2023

Susan Lofton 8/15/23