



## **Henry C. Lea Elementary School**

### **Parent and Family Engagement Policy**

***School Year 2018-2019***

*Revision Date: 04/30/2018*

In support of strengthening student academic achievement, **Lea 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).

The **Lea Elementary School** agrees to implement the following requirements as outlined by Section 1116:

1. 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).
2. 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.

3. 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.
4. 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.
5. 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:
  - a. *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:
    - i. Parents play an integral role in assisting their child's learning
    - ii. Parents are encouraged to be actively involved in their child's education at school
    - iii. 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
    - iv. Other activities are carried out, such as those described in Section 1116 of the ESSA

## **HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

### **Section A: JOINTLY DEVELOPED**

**Lea 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.

- 1. Convening School Advisory Council Meetings on a monthly basis.**
- 2. Convening Home and School Association Meetings on a monthly basis.**
- 3. Planning and communicating family events throughout the 2018-2019 school year and communicating the dates and times of those events to families on a weekly basis.**
- 4. Providing a Family and Community Engagement Center in the main office.**
- 5. Providing a schedule of office hours for the Family and Community Engagement Coordinator and Principal for individual meetings to be scheduled.**

### **Section B: ANNUAL TITLE I MEETING**

**Lea 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. Every year in the winter/spring (January-April), the Principal and the School Advisory Council (SAC) will organize Title I parent/family meetings designed to provide parents, family members, school staff, and Student Council members with the opportunity to collaboratively discuss and develop the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

### **Section C: COMMUNICATIONS**

**Lea 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. Lea Elementary School is committed to frequent two-way communication with families about parent and family engagement policies, programming, and opportunities.
2. The parent-teacher conference will serve as an opportunity for parents to learn about their child's academic progress. Parents will also have the opportunity to work with the teacher to develop a plan to ensure that the child reaches his/her full potentials.
  - a. During the 2018-2019 school year, Lea will pilot the implementation of Academic Parent Teacher Teams (APTTs) in grades K-3. APTTs is an evidence-based system of family engagement that strategically connects families and schools to advance student learning and achievement.
3. Parents/guardians will be invited to "Back To School Night" at the beginning of the school year, at which they will be given the opportunity to meet their child's teacher, the principal, and other staff members. Parents will also be given the opportunity to ask questions and learn more about what the school has to offer.
4. Parents will be provided Interim Reports so they can be aware of their child's progress in each subject. Staff and teachers will provide supports to assist with any academic issues or concerns if they exist.
5. Parents are invited to individualized education plan (IEP) meetings both annually and as revisions become necessary to amend the IEP.
6. Teachers will communicate with parents regularly regarding their child's progress (e.g., letters, phone calls, text messages, ClassDojo), and may also request parent conferences as necessary to address concerns.
7. Parents may contact the school and leave messages for teachers, and may email teachers and/or contact them through ClassDojo as necessary, per the 2017-2018 Student & Family Handbook.
8. Parents will be given the opportunity to meet with teachers by appointment and when the teacher is available. Parents may also be available for a short meeting with teachers during dismissal.
9. Parents may observe classrooms per the school policy, and should be prepared to present identification and schedule the observation with their child's classroom teacher, in consultation with the principal.
10. The school will use existing resources (e.g., bilingual counseling assistants, Language Line Solutions, ClassDojo language translation function, etc.) or identify new ones in order to ensure that parents and families of English language learners (ELLs) receive the types of supports they require.
11. Parents may "drop in" to the Family and Community Engagement Center in Room 124 to request assistance as necessary.
12. The school's website (<https://lea.philasd.org/>) provides a wealth of information that is useful for families.

## Section D: SCHOOL-PARENT COMPACT

**Lea 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. Every year in the winter/spring (January-April), the Principal and the School Advisory Council (SAC) will organize Title I parent/family meetings designed to provide parents, family members, school staff, and Student Council members with the opportunity to collaboratively develop the school-parent compact.

## Section E: RESERVATION OF FUNDS

**Lea 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. Every year in the winter/spring (January-April), the Principal and the School Advisory Council (SAC) will organize Title I parent/family meetings designed to provide parents, family members, school staff, and Student Council members with the opportunity to collaboratively develop a budget for Title I, Part A funds reserved for parent and family engagement.

## Section F: COORDINATION OF SERVICES

**Lea 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. Providing parents and families with programs and opportunities that address community members' *academic* interests, needs, and development, such as: parent-teacher conferences, academic parent-teacher teams (Grades K-3), Back to School Night, and academics-focused workshops.
2. Providing parents and families with programs and opportunities that address community members' *social* interests, needs, and development, such as: parent cafe (parent support group), school concerts, and family-focused events (e.g., fun night, movie night, talent show, field day).
3. Providing parents and families with programs and opportunities that address community members' *health* interests, needs, and development, such as: family cooking club and health-focused events (e.g. fitness nights).

4. Providing parents and families with programs and opportunities that address community members' *civic and cultural* interests, needs, and development, such as: engaging with the School Advisory Board (SAC) and Home and School Association (HSA), serving with the Lea Volunteer Corps, attending themed workshops/forums, and volunteering to support service-/cultural-focused events (e.g., world heritage day, career day, mock interviews).

## **Section G: BUILDING CAPACITY OF PARENTS**

**Lea 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:

1. 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
2. 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
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - a. The challenging State's academic standards.
  - b. The State and local academic assessments including alternate assessments.
  - c. The requirements of Title I, Part A.
  - d. How to monitor their child's progress.
  - e. How to work with educators to improve the achievement of their child.

## **Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**Lea 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. Lea is one of nine elementary schools in the School District of Philadelphia who will be planning, developing, and implementing Academic Parent Teacher Teams (APTTs), an evidence-based system of family engagement that strategically connects families and schools to advance student learning and achievement. The APTT model is a classroom-based, teacher-led, data-driven family engagement model

focused on supporting children's academic goals by linking home and school learning. The APTT model will be piloted with Grades K-3 during the 2018-2019 academic year.

2. The APTT model replaces traditional parent-teacher conferences, allowing teachers time to plan, prepare, and facilitate APTT meetings. Classroom teachers invite families to participate in three 75-minute group meetings and one 30-minute individual, parent-child session annually.
3. During APTT meetings, teachers share actionable data, review grade-level skills, and demonstrate concrete activities and strategies families can do at home to help students master skills. Families practice the learning activities and review their student's individual progress data to set 60-day academic goals for their child. By implementing APTT, schools take responsibility for engaging in a collaborative process to build strong relationships with their students' families and to empower those families to make concrete contributions to student growth and school improvement.
4. Lea is one of nine schools that will receive training, coaching, and technical assistance related to APTT programming from WestEd during the 2018-2020 school years. WestEd and the District will work collaboratively to ensure that schools are prepared and supported to do this important work.

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

1. Communicating requests to the Family and Community Engagement Coordinator or the principal as needed.
2. Placing requests in the Suggestion Box in the main office.