



# THE SCHOOL DISTRICT OF PHILADELPHIA

## *Parkway Northwest* **Parent and Family Engagement Policy**

*School Year 2022-2023*

*Revision Date:*

*05/04/2022*

In support of strengthening student academic achievement, Parkway Northwest 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).

### **Parkway Northwest 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**

Parkway Northwest 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.

*On February 2, 2022, parents were invited to the Title I Winter Meeting. Parents had the opportunity to review and discuss the schoolwide plan, the current budget, and the new Parent and Family Engagement policy and School Parent Compact. On May 4, 2022, parents were invited to provide input and suggestions to finalize both parent/school documents at the Spring Title I Meeting.*

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

Parkway Northwest 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.

*In the Fall, the school will invite all parents and guardians to attend the Annual Title I meeting. During this parent meeting, parents will again have an opportunity to provide input on the parent documents, learn about Title I programs, and participate in discussions about the schoolwide plan. This Annual Title I Parent Meeting will also include a presentation by the principal or designee to provide parents information about the requirements of Title I part A, parent rights and responsibilities, the state academic content standards and assessments, teacher qualifications, ways to monitor student progress and how to work effectively with educators to support student learning.*

### **Section C: COMMUNICATIONS**

Parkway Northwest 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) Distribute the parent policies to all parents in the Fall.*
- 2) Make copies of the Parent and Family Engagement Policy available on the Parent and Family Resource Table that is located by the Main Office.*
- 3) Provide letters to parents and families in various languages based on the information in the Student Information System.*
- 4) Provide information on the school website.*
- 5) Send information via an email blast.*
- 6) Inform and train families through workshops to help support students with the Parent and Family Portal.*
- 7) All communication will be sent home in parent-friendly and understandable language. The Office of Family and Community Engagement is able to support the school in translating documents and telephone communication with non-English speaking parents upon request.*
- 8) Meetings will be held at various times to encourage increased parent participation.*

### **Section D: SCHOOL-PARENT COMPACT**

Parkway Northwest 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.

- Parents are invited to participate in the updating of the current Parent and Family Engagement Policy and School Parent Compact at the annual Spring Title I meeting. This year, the meeting was held in Spring 2021.*
- Copies of the completed version will be distributed to parents and families in the Fall. Additional copies will be available in the Main Office and posted on the school's website.*
- Monthly SAC meetings will provide an opportunity for continuous feedback from parents.*

### **Section E: RESERVATION OF FUNDS**

If applicable, Parkway Northwest 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:

*The parents will be invited to attend a Winter Title I meeting to discuss and review the budget. Parents will have the opportunity to provide input on how the allocated funds could be used. This year the Winter Title I meeting took place on February 2, 2022. Throughout the school year, parents can express their opinions on spending these funds. The use of the 1% Title I parent set aside will be discussed each year during the annual Title I Winter parent meeting.*

#### **Section F: COORDINATION OF SERVICES**

Parkway Northwest 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:

- *Inform parents and community members via school website about available programs and services through the Office of Specialized Services and the Office of Family and Community Engagement*
- *Provide information to preschool programs about registration, Open House, College Fairs, parent workshops and school-community events.*

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

Parkway Northwest 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

*During the Annual Title I meeting held in the fall, parents will have the opportunity to learn about the following the State's Academic Standards, the State and local academic assessment and the requirements of Title I, Part A. During report card conferences, parents will learn about monitoring their child's progress and how to work with educators, as well as about the curriculum the school uses. Workshops will be offered for parents to access Family Portal, and technology based intervention programs.*

*Topics a) through e) listed above are covered in a powerpoint presentation that staff will present to parents as part of our Annual Title I Parent meeting at Back to School night.*

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

Parkway Northwest 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:

*In the Fall, the Principal will conduct a professional development session to train staff how to effectively communicate and work with parents. Parent survey data feedback will be discussed to promote positive communication and help teachers understand parental concerns and issues.*

Parkway Northwest will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- *Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.*
- *Provide necessary literacy training for parents to support school-home connections with research and the senior project;*
- *Provide necessary training for parents to support the college search process;*
- *Train parents to communicate more effectively in order to maximize parent and family engagement and participation in their child's education;*
- *Send interim grades home for students below a 2.0 GPA during a given marking period;*
- *Develop partnerships with community based organizations and partners.*

Principal's Signature

*Jeffrey MacFarland*

Date Signed

08/08/2022

*J. MacFarland*

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