



# THE SCHOOL DISTRICT OF PHILADELPHIA

## *John B. Kelly Elementary School* **Parent and Family Engagement Policy**

*School Year 2022-2023*

*Revision Date:*

*April/21/2022*

In support of strengthening student academic achievement, John B. Kelly 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).

### **John B. Kelly 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**

John B. Kelly 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.

*During the annual Title I Winter meeting held on 1/20/2022, parents were invited to provide input on the Comprehensive Plan, School budget, and Title I requirements and the 1% set-aside Parent Involvement funds. In the spring, on April 21, 2022, parents shared their input to update the Family Engagement Policy and the School Compact. Parents and families will be invited to attend monthly School Advisory Council meetings and use parent survey data to ensure parent/family needs are being met.*

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

John B. Kelly 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.

*In the Fall, parents will be invited to attend the annual Back to School Night/Annual Title I meeting. The Principal will present information about the requirements of Title I part A, state academic content standards and assessments, parents Rights to Know, how to track student progress and work with educators. The principal will also explain the school curriculum, intervention programs, and how parents can support student academics. Parents will receive a copy of the updated Family and Engagement Policy and the School Compact and be invited to join the monthly School Advisory Council meetings to stay informed and get involved. Communicate date and time of the Annual Title I Meeting via calendar, flyer, and school messenger.*

### **Section C: COMMUNICATIONS**

John B. Kelly 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.

*Distribute copies of the Parent and Family Engagement Policy and School Compact to all students to be taken home. In addition, we will make copies available on the Parent and Family Resource Table located across from the Main Office. Provide letters to parents and families in various languages based on the information in the Student Information System. All communication will be sent home in parent-friendly language. Provide information on the school website. Robo Calls are used to keep parents informed and up-to-date. Parents will be invited to monthly SAC meetings to obtain information. Meetings will be held at various times during the day and evenings in order to accommodate varying schedules of parents*

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

John B. Kelly 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.

*Annually, the school compact will be reviewed and revised based on feedback from parents, families, and staff. This will be completed during the Title I Winter and Spring meetings. This year there was a parent input meeting on April 21, 2022 where parents were invited to give input into the development of this policy and the School Parent Compact. This was done using Google Meet from the Kelly Resources Google Classroom. Parents were contacted using Class Dojo. Copies of the completed version will be distributed to parents and families via the Parent Resource Table, school website, and communication folder.*

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

If applicable, John B. Kelly 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:

*Principal shared the Title I budget with parents during the Winter Title I Parent Input meeting, held on January 20, 2022. Parents provided input and suggestions about purchases and the use of the 1% parent set aside in Title I. Suggestions include summer bridge materials, refreshments for parent meetings, literacy books and parent resource materials.*

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

John B. Kelly 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:

*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, and the Office of Early Childhood  
Provide information to preschool programs about registration, Kindergarten Open House, and school-community events  
Library Volunteers - They are a group of retired men and women who conduct weekly read alouds and allow students to check out books. In addition, they apply for grants for the students at Kelly.*

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

John B. Kelly 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

*During Back to School Night, parents will be provided with information about State and local academic assessments, academic standards, the requirements of Title I A, teacher qualifications and parent Rights to Know. Workshops will be provided to help parents monitor their child's progress, and how to work effectively with teachers as well as give parents information about the school curriculum. Workshops and activities, such as learning how to access the Parent and Family Portal, Understanding the Core Curriculum through Literacy and Mathematics workshops, School Selection Process, Preparing for the PSSA, and a variety of other training based on parents' feedback.*

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

John B. Kelly 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:

*During a district professional development day in the fall, the Principal will provide training on how to effectively communicate with parents.  
Parent survey data will be shared with educators during PD days in the winter to ensure teachers understand parent expectations and needs.*

John B. Kelly Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

*Hosting and coordinating a Family Literacy Event and other workshops*  
*School District website and Parent and Family Portal Training*  
*Hosting and coordinating Volunteer Orientation*  
*Inviting parents/guardians to attend monthly parent/SAC meetings.*

**Principal's Signature**

***R. Victoria Pressley***

**Date Signed**

**5/19/22**