

**E.C. Emlen School**

**Parent and Family Engagement Policy**

***School Year 2020-2021***

***Revision Date: 05/13/2020***

In support of strengthening student academic achievement, **E.C. Emlen 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 **E.C. Emlen 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**

**E.C. Emlen 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. The school will:

**Emlen School invites parents and families to share their input at the Winter and Spring Title I meetings (held on 12/12/19 and 05/13/2020 respectively). At the Spring meeting, parents were given the opportunity to provide specific input into the development of this policy and the school parent compact. (Due to COVID-19 school closures, on Chromebook Distribution Day, 04/16/2020, parents were given copies of Emlen’s updated Policy & Compact by the Emlen volunteer team, along with a Feedback Form in order to email Principal Thomas with their individual input and suggestions.) Principal Thomas will then host a virtual meeting with parents who reply and/or share input to update said policies. The Spring Title I meeting was held on 05/13/2020.**

**Emlen will invite parents and families to attend the School Advisory Council meetings. We periodically solicit opinions/interests of parents and families via surveys and meetings, and share results with families, staff, and students.**

**Section B: ANNUAL TITLE I MEETING**

**E.C. Emlen 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. The school will:

**The Principal will present information to parents and families at our annual Back to School Night held in the Fall. Parents will also receive copies of the updated parent documents, information about the schoolwide plan and Title I funding. During this meeting, staff will present information to parents on the Title I program, use of Title I funds, parent rights under the law, PSSAs, state assessments, content standards, methods or working with educators, tracking student progress and information on the school curriculum. Parents/guardians will be invited to the Annual Title I Meeting via calendar, flyer, and school messenger.**

**Section C: COMMUNICATIONS**

**E.C. Emlen 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. The school will:

1. **Provide copies of the Parent and Family Engagement Policy on the Parent and Family Resource Table that is located by the Main Office and send copies home with each student.**
2. **Provide letters to parents and families in various languages based on the information about languages spoken at home in the Student Information System. The Office of Family and Community Engagement is able to provide translation support as needed.**
3. **Provide resources and information on the school website.**
4. **Send information via email.**
5. **Emlen School will host a technology workshop on how to access the Parent and Family Portal- an online system through the SDP that allows parents to view student information, attendance, grades, and student programs (such as Lexia for phonics/literacy and i-Ready for Math).**
6. **Communication Folders are sent home by teachers with homework, Emlen flyers, monthly calendars, upcoming events/activities/workshops, etc.**
7. **Robo Calls - an automatic dial up system that is made periodically to keep parents/families informed of Emlen news, reminders, events, emergencies, workshops, school & community activities happening at Emlen.**
8. **Parent workshops and meetings will be held at various times (morning/afternoon and evening hours). This will allow more parents to attend. Report card conferences will include afternoon and evening hours.**

**Section D: SCHOOL-PARENT COMPACT**

**E.C. Emlen 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. The school will:

**Parents were invited on 04/16/2020 to provide feedback to evaluate and update the School Compact on Chromebook Distribution day. On 05/13/2020, at the Spring Title I meeting on Google Meet we gathered parent feedback. Throughout the school year parents will be invited to specific meetings to continually assess the effectiveness of the School Parent Compact and Family and Parent Engagement Policy. Copies of the completed version will be shared to parents and families via the Parent Resource Table, school website, and distributed through the Teacher’s Communication folder. On ChromeBook distribution day, parents were given copies of the School Parent Compact and Family and Parent Engagement Policy, along with a Feedback Form to email Principal Thomas with their input and any suggestions they might have.**

**Section E: RESERVATION OF FUNDS**

**E.C. Emlen 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 will share budget priorities and take budget suggestions from parents around budgetary needs at the Winter Title I Parent Input meeting held on 12/12/19 and the Spring Title I Parent Input meeting held on 05/13/2020.**
* **Parents provide feedback on potential purchases with the 1% set aside in Title I parental involvement funds. Options that have been discussed are parent resource materials, instructional materials to be used at home and refreshments.**

**Section F: COORDINATION OF SERVICES**

**E.C. Emlen 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.**
* **Provide information to preschool programs about registration, Kindergarten Open House, and school-community events to encourage participation of local preschool families in our Kindergarten open houses held in March and May.**
* **Philadelphia Children’s Foundation is one of Emlen’s Partners which helps to give laptops to students.**

**Section G: BUILDING CAPACITY OF PARENTS**

**E.C. Emlen 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:
   1. The challenging State’s academic standards
   2. The State and local academic assessments including alternate assessments
   3. The requirements of Title I, Part A
   4. How to monitor their child’s progress
   5. How to work with educators to improve the achievement of their child

* **The annual Title I presentation that is part of back to school night provides information about parent rights, state assessments, state standards, and how to monitor student progress and work with educators. Parents also learn how to monitor student progress through the parent portal at back to school night and during parent conferences.**
* **Workshops and events for parents are held throughout the year, such as: learning how to access the Parent and Family Portal, Career Day, Parent Tour/Walkthroughs, College Day, Literacy and Math workshop, School Selection Process, Preparing for the PSSA and other topics based on parents’ input of what workshops they would like to have provided at the school.**
* **Pastries with the Principal will allow parents to bring any issues or concerns that they may have to administration in a safe and convenient venue.**

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

**E.C. Emlen 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:

**Provide annual training to school staff on building effective partnerships with parents and how to effectively communicate with them. This will take place during a district PD day in the Fall or Winter. The Principal will present the results of the parent surveys to help build better ties with parents and families. Parents will also have access to training on platforms such as Class Dojo that allow for a school wide effort to communicate with parents.**

**E.C. Emlen School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

* **Host and coordinate a Family Literacy Event and curriculum workshops. These workshops will be designed to support families around understanding their child’s reading levels, state test preparation and focus on the common core standards in both reading and math.**
* **School District website and Parent and Family Portal Training - this training will provide the necessary steps needed to access your child’s academic and attendance record as well as how to navigate the district and school’s website.**
* **Host and coordinate Volunteer Orientation. Volunteer Orientation is designed to bring parent volunteers on board to assist with class trips and school programs. The necessary tools and information will be provided to complete online volunteer clearances and certifications.**

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

The school will:

* **Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of specific training.**
* **Train parents to enhance the engagement of other parents to maximize parent and family engagement and participation in their child’s education, by offering hands on learning experience through technology and virtual learning programs in the areas of reading and math.**
* **Continue our partnership with Philadelphia Children’s Foundation that provides “free” laptops and desktop computers to families in need of technology at home.**
* **Continue our partnership with the Mt. Airy School’s Coalition- this community partner supports all schools in the East and West Mt. Airy area by linking students and their families to community businesses and organizations who support the continued growth of its schools.**

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**Principal Date**