



# THE SCHOOL DISTRICT OF PHILADELPHIA

## *Eleanor C Emlen Elementary School Parent and Family Engagement Policy*

*School Year 2023-2024*

*Revision Date:*

*03/28/2023*

In support of strengthening student academic achievement, Eleanor C Emlen 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).

### **Eleanor C Emlen 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**

Eleanor C Emlen 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.

*Emlen School invites parents and families to share their input at the Winter and Spring Title I meetings for SY 23-24. At the Spring meeting, parents were given the opportunity to provide specific input into the development of this policy and the school parent compact. Copies of Emlen's Family Engagement Policy & School-Parent were shared with parents/families at the Zoom meeting, along with a Google Feedback Form in order to share input/suggestions with Principal Thomas. The Spring Title I meeting was held on 03/28/2023.*

*Emlen will continue to invite parents and families to attend the School Advisory Council meetings (SAC) and Town Hall Meetings throughout the school year. We periodically solicit opinions/interests of parents and families via surveys and school meetings, and share the results with families, staff, and students.*

*Emlen Educators will keep parents/guardians informed of important school events, activities, trips, projects, expectations etc. that take place throughout the school year.*

*Emlen School will continue to follow all CDC and School District Guidelines as it relates to COVID protocols and mask mandates*

*Emlen School will follow all attendance guidelines as it relates to truancy.*

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

Eleanor C Emlen 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.

*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, Quarterly STAR assessments and methods for working with educators, tracking student progress and information on the school curriculum. Parents/guardians will be invited to the Annual Title I Meeting via school calendar, flyer, teachers sharing the Zoom link (if necessary), and school messenger.*

### **Section C: COMMUNICATIONS**

Eleanor C Emlen 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) Provide copies of the Parent and Family Engagement Policy on the Parent and Family Resource Table that is located by the Main Office, share on Emlen's website, 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) Teachers will send pertinent information via email, Class Dojo, REMIND app, etc.*
- 5) Emlen School & the FACE Liason will host a technology workshop on how to access the Parent and Family Portal- an online system through the School District of Philadelphia 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; virtually or in person). This will allow more parents to attend. Report card conferences will include afternoon and evening hours in person or virtual. A Google Doc will collect parent input on times of days for meetings that work best for them to attend.*

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

Eleanor C Emlen 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.

*Parents were invited to the Spring Title I Zoom meeting on 04/21/2022 to provide feedback to evaluate and update the School-Parent Compact. At the Spring Title I meeting on Zoom, we gathered parent feedback using a Google Form and amended the School-Parent Compact with their 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.*

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

If applicable, Eleanor C Emlen 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 budget priorities and took budget suggestions from parents around budgetary needs at the Winter Title I Parent Input meeting held on 12/6/22 as well as the Spring Title I Parent Input meeting held on 03/28/2023. 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, reading/ instructional materials to be used at home, and books for summer enrichment/ continued learning.*

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

Eleanor C Emlen 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.  
-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 free supplies to students.  
-Throughout the school year parents will be invited to attend STAR data review meetings, PSSA parent workshops, Parent and Student STAR practice Drill Night led by our Literacy Lead and SBTL as well as Literacy and Math nights led by teachers.*

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

Eleanor C Emlen 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
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*-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 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.*  
*-Parent/Family Town Halls 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**

Eleanor C Emlen 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:

*Elmen School will 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 professional development 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.*

Eleanor C Emlen Elementary 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 and math event focusing on STAR measures 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 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.*  
*-Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of specific training.*  
*-Train parents on how 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.*

**Principal's Signature**

***Tammy Thomas***

**Date Signed**

**May 12, 2023**