

SCHOOL: Bayard Taylor

SCHOOL YEAR: 2013-2014

ACADEMIC DIVISION: LN 5

**BUILDING PARENTS' CAPACITY FOR INVOLVEMENT
Summary**

This summary is to be completed and maintained in Tab 3 of your Records Retention Binder.

Explain how the school shall:

1. Program Information

- A. Taylor Elementary School will provide parents with the knowledge needed to fully implement the topics listed below with the assistance from the School District of Philadelphia. We will provide opportunities for parents to attend school district professional development as well as school-based professional development. We will encourage parents to attend grade group meetings specific to the topics outlined below, where teachers are trained and reinforced on the topics of curriculum issues at Back to School Night, Report Card Conferences, and Climate and Culture Committee Meetings. We will invite guest speakers, arrange information booths, and communicate through Tuesday correspondence. At Back to School Night, we will inform parents of the guidelines of Title I and their entitlements. We will also review the Title I budget which was developed with the parents and staff in the spring of 2013. Additionally, we will ensure that all meetings will accommodate and address the needs of our parents. We will hold meetings at various times and days of the week. We will inform parents ahead of time about meeting dates. Regularly scheduled meetings, such as the Climate and Culture Committee Meetings, will be determined and publicized by early November. The meeting dates will be given to parents for the entire school year by November 12, 2013.
 - The State's academic content standards will be given to parents during report card conferences. The SBTL and Special Education Liaison (SEL) will develop informational booths during half-day report card conferences, providing parents with parent-friendly handouts listing the State standards and their use to families. Report card conferences are held three times per school year. The School Community Coordinator (SCC) and Bilingual Counseling Assistant (BCA) will also be available to address parental needs and concerns.

- The State's student academic achievement standards and NCLB status will be explained to parents at Back to School Night and in the Welcome Letter distributed to all parents in early September.
- State and city academic assessments, including alternate assessments, will be reviewed with parents during parent report card conferences. Data will be explained using a child's portfolio of all Intervention data, DRA and PSSA results. Parents will be requested to sign their child's portfolio. Parents will also receive a copy of their child's individual PSSA reports by September 30, 2013. Teachers will provide an overall review and interpretation of the PSSA individual report as they meet with parents in their classrooms. In maintaining our fidelity to the Common Core Standards, parents will receive flyers describing current topics as they pertain to their child's grade level. This will be given to parents through Tuesday correspondence.
- Regarding the requirements of Title I-Part A: how to monitor their child's progress: Monthly, teachers will communicate students' progress to parents: parents will be invited to participate in RtII, as needed. Parents will be asked to be actively involved in behavioral plans and FBAs.
- How to work with educators, as partners in their children's educational program: Parents will be surveyed to determine their interests and needs for parent workshops' requests are on-going for continued technology training and literacy skill development. We continue to request to become a Parent University site.

It is expected that teachers will inform parents about state standards, assessments and processes of monitoring children at report card conferences. The school will provide handouts in both English and Spanish to support this effort.

It is expected that all teachers keep a portfolio for all children, tracking their progress on PSSA data, reading levels, writing samples, and classroom-made assessments. Parents will be expected to review this portfolio with their children on an on-going basis.

Taylor School has developed a Climate and Culture Committee comprised of parents and staff who meet monthly to discuss issues pertinent to the safety of our school's community and to seek feedback on parental engagement and accelerative instructional experiences for the students. The committee reviews issues pertaining to Title I and informs parents of the Title I processes and its huge significance to our community.

The Bilingual Counseling Assistant (BCA), funded by Central Office Title I Funds, provides assistance to parents by clarifying how best to monitor and support their children academically and behaviorally. She helps parents to interact with staff and

administration in positive ways. The school Community Coordinator (SCC), funded by school-based Title I Funds, also provides assistance to parents and community partners regarding how best to support our students academically and behaviorally.

2. *Materials and Training*

Provide materials and training, such as literacy training and technology, to help parents work with their children to improve achievement.

All students will participate in 100 Book Challenge, fostering reading at home every night. It is requested that all parents will participate in the process.

The 3rd Grade is participating in The Early Literacy Program Grant sponsored by The United Way of Greater Philadelphia and Southern New Jersey and The American Reading Company.

3. *Educate Educators*

Educate teachers, pupil services personnel, and other staff, with the assistance of parents, in the value and utility of contributions by 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.

Administration, Dean, School Counselor, and Office Support Staff will meet with para-professionals, parent volunteers, and other non-teachers in a workshop environment to provide strategies on addressing both students and parents in a de-escalating manner; workshops are scheduled as needed and prior to each report card conference. It is expected that all adults in our school community will treat parents and students with dignity and respect.

The Taylor Staff will receive on-going training on positive parental engagement strategies at a Weekly Common Planning Time, provided by the SBTL, School Counselor, SEL, Principal, and or Central Office Staff. Also, there will be additional PD sessions during the scheduled SDP full day and half day in-service days: Half Day – October 23 and March 12, Full Day – November 5, 6, February 5 and May 6.

4. *Preschool Coordination*

“To the extent feasible and appropriate,” coordinate and integrate parental involvement programs with Head Start, Even Start and other 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.

Taylor will invite local day care programs to offer parent workshops at Taylor to encourage the pre-school experience. Pre-school parents will be invited to participate in workshops offered to Taylor parents.

Taylor School will invite parents within the school community to attend a workshop on gaining access to local pre-school programs. During this workshop, parent will receive data surrounding the significance and importance of pre-school.

We often send home flyers highlighting the agencies' meeting dates and programs offered. Also, we advertise and promote the SDP's Parent University and Parent Resource Center.

5. *Understandable Communication*

Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand.

As often as possible, correspondence to parents will be sent home on Tuesdays. Parent are aware of this process and expect all important parent information to be sent home weekly on that day.

Based on parent feedback, it is encouraged that all meetings dates, program reminders, and other important messages to parents be sent home on short memos. Parents feel lengthy correspondence usually goes unread. All correspondence is sent home in parent friendly language with school staff available to answer any questions.

All correspondence sent home is translated in both English and Spanish.

All Climate and Culture Committee dates are given to parents in November for the entire school year. Reminders are sent home on the Tuesday prior to the monthly meeting.

6. *Other Requested Activities*

Provide other reasonable support for parental involvement activities as parents may request.

Parent feedback is obtained on an on-going basis. The purpose of our Climate and Culture Committee is to maintain a safe and happy environment for learning. Parents play an integral part in reaching the team's goals. The Home and School President serves on our PBIS Leadership Team.

Taylor has funded on SCC, specifically designed to address the individual needs of parents and students. This position's funded via school-based Title I funds. A main responsibility of this position is to work with parents on Truancy and Climate issues. This individual is a direct link between home and school. She addresses the emotional and social needs of our children. The SCC works closely with the BCA, Dean, and School Counselor to monitor

behavior plans and to improve student attendance. The SCC coordinates the SES at Taylor School.

Principal's Name (Printed)

Principal's Signature

Date