

# SCHOOL DISTRICT OF PHILADELPHIA

## Alexander K. McClure School

### PARENT INVOLVEMENT POLICY

#### **PART I. GENERAL EXPECTATIONS**

Each school in its School-wide Parental Involvement Policy must establish the school's expectations for parental involvement. [Section 1118(a)(2), ESEA.]

The Alexander K. McClure Elementary School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities 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 ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the School District of Philadelphia's plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will 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 parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that 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) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Alexander K. McClure Elementary School will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:

The parents of the McClure School students play an important role in the development of school policy and in the school's decision-making processes. Monthly parent meetings, our Home and School Meetings, and our School Advisory Council will ensure that family voices are heard and their concerns are addressed. We maintain an open communication policy with our students' parents. The monthly newsletter and flyers are used to inform parents of upcoming events, meetings and workshops. The School Messenger phone system is also utilized to provide parents with important information about the happenings at McClure. Parents were informed of their right to be involved in their child's school/education during the September 15, 2016 Back to School Night program. This information also will be provided to parents during the monthly parents' meetings that begin in October 2016 and during the report card conferences scheduled for December 21, 22, & 23, 2016; February 15, 16 & 17, 2017; and April 19, 20, & 21, 2017. Parents also have an opportunity to correspond with staff and utilize resources found in the newly opened Parent Center. Parents who attended PA's Title I conference and information will be turned around at the October 7<sup>th</sup> monthly Title I Parent Meeting. Parents met with staff on March 16, 2016 to give input on this Parent Involvement Policy and the School-Parent Compact.

2. The Alexander K. McClure Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

The principal and/or designee will review all pertinent information with parents during the monthly parent meetings to ensure that their input is considered and included regarding budget planning and the use of Title I funds. In the spring 2017 a parent meeting will be held with the school staff to review the data in order to discuss and develop the Action Plan and Federal Requirements Addendum.

3. The School District of Philadelphia will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- In collaboration with the Grants Compliance Monitor, School-based School Improvement Support Liaison, School-Community Liaisons, Philadelphia Home and School Council (PHSC), Title I Parent Advisory Committee, The Philadelphia Right to Know Educational Task Force, PARENT POWER, and other parent groups, provide workshops to schools on parent engagement.
- Provide professional development by parents/caregivers for new and existing principals and other administrators on how to develop promising partnerships with parents/caregivers.
- Train new and existing staff with parental engagement duties (e.g., School Improvement Support Liaisons, School-Community Liaisons, School Community Coordinators, and Bilingual Counselor Assistants) to assist school sites in implementing parental engagement.

- Make available the staff of the Office of Educational Equity, Office of Specialized Instructional Support, and Office of Parent, Family, Community Engagement and Faith-based Partnerships, and staff of the Assistant Superintendents for technical assistance.
  - The Title I Office will provide technical assistance to schools and parent organizations, such as the Title I Parent Advisory Committee (PAC), Home and School Associations, The Philadelphia Right to Education Task Force, PARENT POWER, and other organized parent groups.
  - Provide coordination of professional development efforts through the Office of Instruction and Leadership Support.
  - Provide workshops to parents on supporting student achievement and parent engagement.
  - Provide training and other information to School Advisory Councils (SACs). By November 2011, each SAC will outline how they plan to work with Title I PREP parents to schedule turn-around trainings for parents within their schools.
  - Regional PREP parents will serve as advisors to principals and SAC members on how to address the needs of students and parents in their school's Action Plan and Title I Budget.
  - In compliance with Imagine 2014, facilitate parent and family access to teachers and principals.
4. The Alexander K. McClure Elementary School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:

Lexia, ReadingPLUS, RedBird, ReadyGEN, Envision Math, and Read 360 have parental involvement components

Extended Day, Extracurricular classes, and clubs

We will coordinate with our Bright Futures Early Childhood Program and invite parents to all school workshops and Kindergarten open house in the Spring of 2017.

5. The Alexander K. McClure Elementary School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The principal will send home questionnaires (in Spanish and English) for parents and guardians to provide their input/suggestions/thoughts.

Parents will participate in developing topics that will be addressed and generate questions that will be answered by either the Principal, the Leadership Team, and/ or members of our community partnerships during monthly parent meetings.

6. The Alexander K. McClure Elementary School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The Alexander K. McClure Elementary School will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph -

- the State's academic content standards,

- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Title I-Part A,
- how to monitor their child's progress, and
- how to work with educators.

A Parent Handbook (in Spanish and English) will be distributed to all students on September 15, 2016 to take home to their parents/guardians.

Monthly parent meetings will occur throughout the school year.

Back to School Night on September 15, 2016 addressed all the above topics in addition we provided information about volunteer opportunities, the Home and School Association and SAC.

Parent/teacher report card conferences will occur on December 21, 22, & 23, 2016; February 15, 16 & 17, 2017; and April 19, 20, & 21, 2017. Parents can call the school's main office and request a conference with their child's teachers to discuss their child's academic progress at any time.

- B. The Alexander K. McClure Elementary School will, with the assistance of the School District, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy and math training, and using technology, as appropriate, to foster parental involvement, by:

Parents that attend the monthly parent meetings will receive vital information, resources, and materials that can be used at home to with their child to improve his/her academic skills in reading, math, and/or science. Also during the meetings parents will receive an age appropriate reading book that can be used at home with their child to promote reading.

- C. The Alexander K. McClure Elementary School will, with the assistance of the School District, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Monthly MTSS/RtII Tier I and Tier II meetings will involve administrative staff, support staff, outside agency personnel and parents. Protocols will be utilized to examine student work. Staff members will collaborate to identify strategies and techniques to use as interventions that will address students' academic concerns.

On the District's professional development days of August 31, 2016, Teacher Leader, Susan Anderson, facilitated a discussion about best practices and strategies for reaching out to parents including positive communication, setting up successful parent conferences, and communication strategies. This information is also noted in the Staff Handbook.

- D. The Alexander K. McClure Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:

Students experiencing academic, behavioral, physical, and /or mental health concerns will be referred to the school guidance counselor, a WES/Horizons Mental Health representative, or the school nurse for MTSS/RtII initiation, and utilize the Student Assistance Program (SAP) for support and resources. CADEKkids will also be implemented as a preventative measure, along with our PBIS program. Intervention strategies with the involvement of outside agency supports are developed and implemented by school based teams with active parent participation. A parent resource center is available to parents with tips on parenting and helping their children achieve.

The parents/guardians of all McClure-Bright Futures students are invited to all monthly parent meetings. The parents/guardians of incoming kindergarten students from the community and our pre-kindergarten classrooms are invited to kindergarten open house during the months of March and May in 2017.

- E. The Alexander K. McClure Elementary School will take the following actions to ensure that 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 parents of students in pre-kindergarten through fifth grade receive a monthly newsletter and calendar as well as, flyers or notices on an as needed basis to inform them of pertinent information/events. The newsletter and flyers are written in both Spanish and English. All parent communications are in parent friendly language.

The parents of students in pre-kindergarten through fifth grade are invited to participate in monthly parent meetings. During the monthly parent meetings school personnel and community partners make presentations to keep parents informed of important resources within the school and the community.

The parents of incoming kindergarten students from the community and our pre-kindergarten classrooms are invited to kindergarten open house during the months of March and May in 2017.

### **PART III. SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The School's Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school, in order to maximize parental involvement and participation in their children's education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

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### **PART IV. ADOPTION**

This Alexander K. McClure Elementary School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by the sign-in and agenda from the parent meeting held on March 16, 2016.

The school will distribute this policy to all parents on or before September 20, 2016.

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(Signature of Principal)

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(Date)