

**SCHOOL DISTRICT OF PHILADELPHIA**  
**PARKWAY CENTER CITY HIGH SCHOOL (#508)**

**2015 - 2016 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 Parkway Center City High 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 Parkway Center City High 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:

- Meet with parents / guardians / students on Back to School Night to review Parental Involvement Plan sent home August 2015, September 2015, and October 2015 for the 2015-2016 school year.
- Evaluate current plan and seek comments and suggestions in October 2015 June 2016 to develop new plan.

2. The Parkway Center City High School will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:

- Discuss School Improvement Planning with Parent / Guardian Representatives and / or School Advisory Council Representatives on Back to School Night, designated Professional Development Days, and during scheduled evening parent / guardian meetings
- Use New Student Orientation to discuss achievement data status as well as School District and Parkway Center City High School initiatives for student achievement and school improvement
- Use Back to School Night to review Keystone data status as well as School District and Parkway Center City High School Academic initiatives for student achievement and school improvement
- Encourage participation in the formation of the Home and School first the School Advisory Council – both school organizations will be engaged in the review / implementation of school improvement strategies – solicit volunteers to serve and steering committee and have parents sign to join Home and School at Back to School Night
- Distribute School District Calendar for the School Year and Student Handbooks containing information regarding dates, expectations, and parental involvement
- Send home pertinent school notices / announcements, calendars, quarterly newsletters providing parents / guardians with important information (including Interim Reports, Parent / Teacher Conferences, important dates and reminders, meetings, NCBL information, School Improvement Strategies, and so on)

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, Parent Volunteer, School-Community Liaisons, Philadelphia Home and School Council (PHSC), Title I Parent Advisory Committee, The Philadelphia Right to Know Educational Task Force, PCC's Parent and Family Resource Center and other parent groups, will 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 to assist school sites in implementing parental engagement.

- Make available the staff of the Office of Specialized Instructional Support, and Office of FACE and staff of the Assistant Superintendent, Learning Network -Parent Coordinator 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, and other organized parent groups.
- Provide coordination of professional development efforts through Learning Network , Parent Coordinator.
- Provide workshops to parents on supporting student achievement and parent engagement.
- Provide training and other information to School Advisory Councils (SACs).
- Grade parent leaders will serve as advisors to principals and SAC members on how to address the needs of students and parents in their School Improvement Plan and Title I Budget.
- Facilitate parent and family access to teachers and principals.

4. The Parkway Center City High School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following programs:

N/A

5. The Parkway Center City High 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 annual evaluation of the Parental Involvement Policy will be conducted by Parkway Center City High School Parent / Guardian Representatives from the Home and School or School Council including attention to the specifics outlined below under Part II, Section 6A pertaining to informing parents / guardians about the following: PA Academic Content Standards, PA Academic Achievement Standards, Academic Assessments (local and State), Title I Requirements, Monitoring Child's Progress, Working with Educators.
- The evaluation will involve the current Parental Involvement Policy being sent home in March / April 2016 for review, suggestions, and revisions in preparation for the annual June 2016 Parent / Guardian evaluation meeting with process / procedures included
- Parental / Guardian participation in the annual evaluation meeting will be voluntary – reminder mailing sent to parents / guardians in late May 2016 announcing and inviting participation in the June 6, 2016 (5 to 7 pm) review and revision of the Parkway Center City Parent Involvement Policy.

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

A. The Parkway Center City High School will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding the topics such as the following, by undertaking the actions described in the 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

1. New Student Orientation involving Parents 9/5/15– School District and Parkway Center City High School's expectations / School Compact reviewed by Students Week of 9/21/15.

2. Parkway Center City High School's Student Handbook distributed to Students during week of 9/28/15 – including but not limited to Parkway Center City High School's Vision/Mission/Belief

Statements, Parkway Center City High School's School-wide Behavioral Plan, School District of Philadelphia's Graduation / Promotion Policy, Information about the Common and so on

3. School District of Philadelphia's Code of Student Conduct available on School District's Website and distributed to students when made available.

4. School District of Philadelphia's Calendar distributed to Students / Parents in School Opening Mailing on 8/14/15, on School District's Website (including Important Dates, Testing, Report Card Nights, and so on) and on google listserv.

5. Parkway Center City High School's Back to School Night (9/30/15) – Title 1 Meeting to review Achievement data as well as Parkway Center City High School's Vision/Mission/ Belief Statements, Parental Involvement Policy, School Compacts, and so forth.

6. Seasonal school newsletters or notices / announcements (Fall, Winter, Spring) – Pennsylvania, School District of Philadelphia, and Parkway Center City High School's initiatives.

7. Parkway Center City High School's dissemination / mailing of SD information re Common Core Standards, Assessments, etc.

8. Student Interim Reports and Parent / Teacher Conference Afternoons / Nights – re student progress and suggested improvements.

9. Parkway Center City High School's initiative regarding parental / guardian involvement, including holding Home and School Elections and forming the School Advisory Council after establishing the Home and School Council.

B. The Parkway Center City High School will, with the assistance of the School District, provide materials and training to help parents work with their children to improve their academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

1. Parent / Guardian Meetings – Motivational Speakers re Parent / Guardian Involvement in the Education of their Children as specified below

2. School Seasonal Newsletters / School District Sponsored Meetings / Activities regarding "Parents Assisting with Student Achievement" – Parent University, FamilyNet, and so forth.

C. The Parkway Center City High 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:

1. Professional Development for Staff on interpersonal / communication skills and encouraging student engagement as well as parental involvement – bi-weekly common planning time

2. Speakers provided for Parent / Guardian Evening Workshops to involve parents / guardians in engaging their students in successful practices: January, 2016 (Guest - "Dressing for Success"), February, 2016 (Guest – FAFSA for Senior / Junior Parents), April, 2016 (Guest - "Financial Planning").

3. Engagement of Parents / Guardians in evening meetings regarding student achievement and college preparation: October, 2015 (5 pm, Room 301, (Study Island, FamilyNet, Student Net) and November, 2015 (5 pm, Room 301, (Study Island, FamilyNet, Student Net)

- Increasing Student Achievement

- Creating Home and School Cultures of Respect, Determination, Perseverance, and Success-GRIT.

4. Dissemination as well as review School District and Parkway Center City School Policies – Teacher, School District, and Student Handbooks as well as the Code of Student Conduct

5. Seasonal newsletters mailed home and / or Announcements (Fall, Winter, Spring) as well as distributed and discussed in Tutorial (Advisory).

6. Require school communication with parents / guardian regarding student progress, behavior, attendance, and lateness to seek family assistance in encouraging student academic success / school progress – RTII.

7. Home and School Steering Committee to organize Home and School and hold election of officers this school year.

D. The Parkway Center City High School will, to the extent feasible and appropriate, engage parents / guardians in supporting their students by providing:

1. Monthly workshops focused on supporting teaching and learning at home, i.e. Keystones and College readiness classes.

2. Afternoon and evening meetings to discuss student progress and suggest successful strategies parents can use to promote habits of success with their students

3. Regular, if not daily, School / Home contacts around attendance, lateness, and cutting classes (SchoolMessenger, Teacher, Counselor, and or Main Office calls to homes)

4. Interim Reports regarding student attendance, lateness, and behavior (during the Interim period of the Report Card Marking Period)
5. Informative Newsletters providing AYP information / data, important dates, after school and summer activities / enrichment programs, (Fall, Winter, Spring)
6. Five Evening Workshops as approved September 30, 2015 Parental Involvement Planning Meeting: two on school based supports (GradeBook, FamilyNet, StudentNet, and Study Island) one on FAFSA for Senior and Junior Parents, one on “Financial Planning” to assist parents / guardians in encouraging student responsibility in managing funds, and one on “Dressing for Success” to assist parents / guardians with encouraging students to acquire attire and mannerism which promote success.
7. Providing Optional Monthly Family Homework for Students to receive Instant A’s from Teachers – quarterly reminders to Parents / Guardians on SchoolMessenger.

E. The Parkway Center City School use the School District of Philadelphia’s language translation services 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 language format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

1. School calendars, notices / announcements, newsletters, etc. sent home as well as given to students in the appropriate language for the school population.
2. School District information pertaining to schools mailed home / given to students to take home in language appropriate for school population.
3. Parent / Guardian and School Advisory Council information sent home in a language appropriate for school.
4. Home and School / Advisory Phone contacts in a language appropriate for the students and parents.
5. RTII Meetings that include language translation appropriate for the students and parents, when necessary.

### 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.

\* \* \* \* \*

**PART IV.    ADOPTION**

This Parkway Center City High School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by September and October 2015 Title 1 Meetings.

The school will distribute this policy to all parents/families October 2015 and August 2016.

Dr. Karren Dunkley

(Signature of Principal)  
October 7, 2015

Douglisa Clarke

Title I Parent Advisory Council Committee