

**SCHOOL DISTRICT OF PHILADELPHIA**  
**GEORGE W. SHARSWOOD SCHOOL**  
**PARENT INVOLVEMENT POLICY**  
**2015-2016**

**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 George W. Sharswood 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**

[NOTE: The School- wide Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. [Section 1118(a)(2), ESEA.] Regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.]

1. The George W. Sharswood 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:

Parents are invited to participate in the joint development of the school wide parental involvement plan. Our meeting was held on Tuesday, October 6<sup>th</sup>. We use monthly School Advisory Council Meetings to develop an ongoing plan for parental involvement. Questionnaires were distributed to parents in order to collect feedback on what we can do here at Sharswood in order to better meet parents’ needs. Parents will work closely with the teachers and principal in meeting the needs of students, parents and staff

2. The George W. Sharswood School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

While we have an open door policy and there is constant communication between parents and school staff via the Principal. We have monthly scheduled School Advisory Council Meetings at which time parents are encouraged and invited to share ideas and/or concerns that would have a positive impact of our family here at Sharswood.

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-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 Family and Community Engagement staff for technical assistance.
  - The Grants Compliance/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 Leadership and Development.
  - Provide workshops to parents on supporting student achievement and parent engagement.
  
4. The George W. Sharswood School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:

The first Tuesday of the month we host a School Advisory Council Meeting which is inclusive of all of our programs at Sharswood. This is our way of staying in contact with parents and making sure we are working together. It is our goal to provide a workshop at each of these meetings in order to help parents with their child(ren) at home. The School Improvement Support Liaison will hold two meetings a month to inform the parents of School District Policies and the importance of an education for their children.

5. The George W. Sharswood 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.

An end of the year evaluation will be conducted through a survey. This survey will be written by the School Advisory Council. Questions will address supports, services and activities that the school could provide for parents, for feedback regarding what has been done the past year. Translations are distributed when necessary as well as having translators

available for meetings/workshops. Parents are encouraged to provide honest communication with all members of the staff for the betterment of the school.

6. The George W. Sharswood 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 George W. Sharswood 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.

We realize that our students' success depends on parents being involved in their child's education. In September, every child is sent home with a copy of the District's Code of Conduct. The Code of Conduct informs parents of the District's policies and procedures and the educational goals for students. On a monthly basis beginning in October, we hold School Advisory Council Meetings. Our Principal, Dean of Students, Teacher Leader, Counselors, and Nurse are available to meet with our parents to give them strategies that they can use to assist their child. They also receive information on interpreting the data and how they can continue to support their child. The classroom teachers inform parents on a regular basis about their child's academic progress. Phone calls, letters home and individual conferences are held to express a concern or to praise a student's accomplishments. Students will be provided with Student Planners, enabling parents and teachers to communicate on a regular bases. We also have other activities that welcome our parents to our school such as: Back to School Nights, Octoberfest, Report Card Conferences, Monthly Parent Workshops, Reader's Theatre Productions, High School Presentations, Award Assemblies and Holiday Show.

- B. The George W. Sharswood 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 training, and using technology, as appropriate, to foster parental involvement, by:

At each monthly meeting of our School Advisory Council and each Monthly Parent Workshops, a topic is selected to assist our parents in working with their child. Some of the topics from this years' meetings are trainings in reading with and to their children, math strategies and games, technology, accessing Parent Portal, interpreting their child's testing results, parenting skills, etc.

- C. The George W. Sharswood 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:

Utilizing the services of the Dean of Students and School Counselor in order to bridge the gap between the school community and the families. We will provide professional development for parent groups and teachers in the area. Monthly

Calendars and informative information will be sent home in order to keep parents informed about what is going on in school. Parents are encouraged to play an active role in their child's education by volunteering around the school or by participating in special events.

- D. The George W. Sharswood 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:

All activities/workshops and special school events/activities include Pre-K to eighth grades. Through the Reading is Fundamental Program, parents are encouraged to become familiar with literature to read with their children at home. In addition, parents are exposed to reading strategies to help parents work at home with their child. All parents are encouraged to attend School Advisory Council Meetings and workshops. Parents are encouraged to attend our Back to School Night in the Fall to meet their child's teachers and learn about the curriculum that will be presented. In the spring, we host an open house for our Kindergarten program as well as those in the neighborhood. This allows the opportunity to meet with the teachers and administrators.

- E. The George W. Sharswood 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:

Monthly Calendars, newsletters and general letters of information are sent home in a timely fashion as well as in an appropriate language that can be clearly understood by our families. In addition, we will send flyers and other correspondence in order to keep parents informed about upcoming programs and opportunities offered by the school, district and community. Whenever necessary, Bilingual Counseling Assistants are available to help communicate with parents who may have a language barrier.

### **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 George W. Sharswood School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by Rozlyn Rodgers, Janin McAlonan and Stella Goodmond.

The school will distribute this policy to all parents on or before October 30, 2015.

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(Signature of Principal)

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(Date)