

# SCHOOL DISTRICT OF PHILADELPHIA

## JOHN H. TAGGART 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 John H. Taggart 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 John H. Taggart 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:

An active School Advisory Council ensures that family voices are heard and that concerns are addressed. Through our new SAC, Taggart parents will play an important role in the development of school policy and in the school's decision-making process.

We provide parents with access to all decision-making by developing an open communication policy. Every effort is made to inform parents of upcoming events, meetings, and workshops through our monthly calendar, flyers and our School Messenger. Reflective and evaluation sheets will be utilized at every meeting so that parents can help us formulate our policies.

We will inform parents of their right to be involved during a parent meeting on October 6<sup>th</sup> 2015, and during our Report Card Conferences in December, February, and April.

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

To ensure that parent voices are heard in the school improvement process, budget planning and use of Title I funds, the principal reviews all pertinent information with the

SAC. Discusses options available and readily accepts suggestions from parents prior to making decisions.

In the spring of each year budget information becomes available, a meeting is held with the SAC to discuss the planned use of Title I funds.

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 John H. Taggart 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:

We coordinate with the Head Start teachers (3) to combine monthly meetings for parents. There are two Open House events for Pre-K in the beginning of the school year and at the end of the school year. Our Kindergarten teachers meet with and interview parents after during the first week of school for Kindergarten.

5. The John H. Taggart School will take the following actions to conduct, with the involvement of parents, an annual evaluation survey 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.

Questionnaires will be sent home for parents and caregivers to respond.

The SAC along with Administration including our School Counselor, and Bilingual Counselor's Assistant will develop the questionnaire.

Parents will participate in developing questions for attending SAC meetings and participating in answering questions.

6. The John H. Taggart 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 John H. Taggart 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 Title I Meeting was held on October 6<sup>th</sup>, 2015 to present to parents the requirements of Title I and to review Content Standards and achievement standards.

A Parent / Student Handbook will be distributed to all parents who attend the Back To School Night Program. Parents who do not attend will be notified of their availability in the main office.

Taggart Family meetings will be held every last Thursday of the month to disseminate data and information. Data will include PSSA, Attendance and Truancy, and Progress Monitoring, and available community resources (Eat Right Now, Mobile Dentist, Eagle Eye Van).

- B. John H. Taggart 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:

A Parent Resource Room will be operational at Taggart. A Parent Volunteer or Taggart Staff member will operate this Resource Room. The Volunteers will assist in answering and directing phone calls, distributing school information to visiting parents, and as a resource to further develop community involvement.

Events will be held throughout the school year to explain and train parents on academic issues such as preparing for the PSSA assessments.

Parents are presented with documents regarding the Common Core Standards at workshops. These documents help parents to become familiar with what their children are learning in school. Parents are also provided with books at various

literacy workshops. Due to the results of the PSSA additional literacy workshops and BCA workshops will be held for our bilingual parents.

- C. The John H. Taggart 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:

Weekly Response To Interventions and Instructional meetings will involve administrative staff, support staff, outside agency personnel and parents. Protocols will be used to examine student work and staff members will collaborate strategies and techniques that will also include a parental component. During Grade Group Meetings and teacher professional development, teachers will be provided information that they can share with parents during Report Card Conferences and strategies in how to communicate better with parents. In-houses support staff such as our counselor, and BCAs will provide teacher support in effectively communicating with parents.

- D. The John H. Taggart 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:

Beginning in January our teachers meet collaboratively with the Kindergarten Teachers to plan joint activities, class visits, and parent meetings to prepare for the upcoming transition. There are monthly meetings with parents of our Pre-K students. There are two Open House events for Pre-K in the beginning of the school year and at the end of the school year.

We will invest in parenting books and story-book packets for the parents to read to their children available through the Parent Resource Room Lending Library.

- E. The John H. Taggart 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:

In K-3 a Weekly Folder is sent home every Wednesday with timely and pertinent information. All documents are developed with parents in mind and are sent in an easy to understand format and language.

Parents receive monthly newsletters/calendars. The principal will send home notices and special flyers on an as-needed basis. Bilingual Counselor Assistants are available to translate information in school. The school district also offers translation services upon request.

Parents will attend SAC Meetings held on the last Thursday of Every month. At these meetings, staff members, school personnel, community, business, and university partners are scheduled to make presentations. In this manner parents are informed of important resources within the community.

### **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 John H. Taggart School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by Parent Meeting sign-in on October 6, 2015. 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)