



# THE SCHOOL DISTRICT OF PHILADELPHIA

## ***George W. Sharswood Elementary School*** **Parent and Family Engagement Policy**

***School Year 2022-2023***

***Revision Date:***

***5/11/2022***

In support of strengthening student academic achievement, George W. Sharswood Elementary School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

**George W. Sharswood Elementary School agrees to implement the following requirements as outlined by Section 1116:**

Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).

- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, 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 ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) 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) Other activities are carried out, such as those described in Section 1116 of the ESSA

### **DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

#### **Section A: JOINTLY DEVELOPED**

George W. Sharswood Elementary School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*Parents were invited on February 23, 2022, to provide feedback on the Schoolwide Plan, the school budget, and the 1% parent involvement funds available to support parents with their child's education. In the spring, parents will be invited to participate in the joint development of the Parent and Family Engagement Policy and School Compact. This year, the parent input meeting was held on May 11, 2022.*

*Throughout the year, monthly School Advisory Council meetings will occur to enable an ongoing plan for parental involvement and specifically discuss the policies. 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.*

### **Section B: ANNUAL TITLE I MEETING**

George W. Sharswood Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

*Parents will be invited to the annual Title I meeting held in the Fall. At this time, the principal or designee will share information about the requirements of Title I part A, parent rights to know, state and local assessments including the PSSAs, school curriculum, how to work with educators and to track student progress.*

### **Section C: COMMUNICATIONS**

George W. Sharswood Elementary School will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) 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. The principal will schedule monthly "Coffee with Administration" meetings to discuss parent concerns, communicate important information and answer questions that may arise. Whenever necessary, Bilingual Counseling Assistants are available to help communicate with parents who may have a language barrier. Robo calls are used to keep parents informed and up-to-date with upcoming activities.*

### **Section D: SCHOOL-PARENT COMPACT**

George W. Sharswood Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

*Parents will be invited to review and update the School Parent compact during the Winter and Spring Title I meeting. This year, the meeting was held on May 11, 2022. We held the meeting virtually through Google Meet and parents provided feedback and input. Monthly School Advisory Council Meetings are also an opportunity for parents to contribute ideas to develop an ongoing plan for parental involvement and specifically discuss the Compact and Family Engagement Policy. 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.*

### **Section E: RESERVATION OF FUNDS**

If applicable, George W. Sharswood Elementary School will take the following actions to 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 parent and family engagement is spent by:

*Parents will be invited to the annual Title I Winter Parent Input meeting to discuss the comprehensive plan and school needs, and also discussed potential purchases with the 1% set aside parent involvement funds. This year the meeting was held on February 23, 2022. School Advisory Council meetings will occur to enable an ongoing plan for parental involvement and potential purchases using the 1% set-aside.*

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## **Section F: COORDINATION OF SERVICES**

George W. Sharswood Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public 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 by:

*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 .*

*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. This year the Kindergarten Parents will be invited to attend a workshop presented by a representative from the American Reading Company as part of a study we are involved in with University of Penn.*

## **Section G: BUILDING CAPACITY OF PARENTS**

George W. Sharswood Elementary School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State's academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child's progress
  - How to work with educators to improve the achievement of their child

*During the Annual Title I meeting in the fall, the principal will review the academic standards, assessments, Title I requirements, how to monitor your child's progress, how to work with educators, and an overview of the curriculum. 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, School Advisory Council Meetings are held. 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.*

## **Section H: BUILDING CAPACITY OF SCHOOL STAFF**

George W. Sharswood Elementary School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of 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 by:

*The principal will share the parent survey results and address the topic "Working with Parents as Equal Partners" during a professional development day during the Fall/Winter. Parent survey data will be shared with staff. The school will also utilize the services of the Dean of Students, Bilingual Counselor and School Counselor in order to help bridge the gap between the school community and the families.*

George W. Sharswood Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

*Provide necessary literature training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training. Monthly SAC meetings will provide parents and families with an opportunity to be engaged with the school community.*

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Principal's Signature

*Leigh A. McLinden*

Date Signed