

***Southwark School***

**Parent and Family Engagement Policy**

***School Year 2018-2019***

***Revision Date: May 1, 2018***

In support of strengthening student academic achievement, **Southwark 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).

The **Southwark 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**

**Southwark 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 are encouraged to attend the Winter and Spring Title 1 Meetings to discuss the budget, school plan, the Parent and Family Engagement Policy and School-Parent Compact.**
* **Parental Input Meetings**
* **School Advisory Council (SAC) Meetings**
* **Monday Morning Parental Engagement Workshops**
* **Parent Surveys**
* **Coffee with the Principal Events**
* **Mayor’s Office of Education (MOE) Meetings and Events**

**Section B: ANNUAL TITLE I MEETING**

**Southwark 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.

* **The Annual Title 1 Meeting occurs during Back to School Night (3rd Week of September). The policies and plans for the upcoming school year will be discussed. Parents will also be informed about Title I requirements, academic standards, assessments, curriculum, how to monitor your child’s progress and how to work with educators.**

**Section C: COMMUNICATIONS**

**Southwark 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.

* **The Parent and Family Engagement Policy will be distributed to all parents in paper form, sent home during the month of September.**
* **Additionally, the Parent and Family Engagement Policy will be posted on the Southwark School Website and Wiki Page**
* **The Parent and Family Engagement Policy will be translated in seven languages.**
  + **Spanish, Burmese, Nepali, Khmer, Chinese, Vietnamese and Indonesian**
* **Southwark will communicate with parents in the following ways:**
  + **Flyers translated in our seven languages**
  + **Robo-Calls sent to homes**
  + **Emails**
  + **Parental Meetings and Events**

**Section D: SCHOOL-PARENT COMPACT**

**Southwark 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 are encouraged to attend the Spring Title 1 Meeting to jointly develop the Parent and Family Engagement Policy and School-Parent Compact with school leadership.**
* **Additional feedback is gathered at various events through the year:**
* **Discussion/Information during Back to School Night**
  + **Participation at SAC Meetings**
  + **Parent/Student/Staff Surveys**
  + **Parental Engagement Events**
  + **Winter and Fall Title I Meetings**
  + **Parental Engagement through our seven Bilingual Counselor Assistants (BCAs)**
  + **Annual Literacy/Math Parent Town Halls**

**Section E: RESERVATION OF FUNDS**

**Southwark 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:

* **The Winter Parent Meeting will focus on the school budget and parents will be encouraged to give input about how the parental engagement set-aside funds will be spent, along with the larger budget.**

**Section F: COORDINATION OF SERVICES**

**Southwark 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:

* **Mayor’s Office of Education** 
  + **Parent and Community Events**
  + **Outreach via Community School Coordinator**
  + **Outreach via STEP Coordinator**
* **Southwark Community Partners** 
  + **OST Programs – Sunrise of Philadelphia, United Communities, Migrant Education, Puentes de Salud**
  + **Friends of Southwark Monthly Meetings**
  + **Mural Arts**
* **Southwark Designated Services**
  + **Northeast Treatment Center (NET)**
  + **City Year of Philadelphia**

**Section G: BUILDING CAPACITY OF PARENTS**

**Southwark 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:

1. 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
2. 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
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
   1. The challenging State’s academic standards
   2. The State and local academic assessments including alternate assessments
   3. The requirements of Title I, Part A
   4. How to monitor their child’s progress
   5. How to work with educators to improve the achievement of their child
   * **The Annual Title 1 Meeting occurs during Back to School Night (3rd Week of September). Parents will be informed about Title I requirements, academic standards, assessments, curriculum, how to monitor your child’s progress and how to work with educators.**

**Additional training and materials will be provided through:**

* **Monday Parental Engagement Workshops**
* **Annual Literacy/Math Town Halls**
* **Southwark Website and Wiki Page**
* **Back to School Night**
* **Fall, Spring, and Winter Title I Meetings**
* **Report Card Conferences**
* **MTSS Parent-Teacher Meetings**
* **Kindergarten and Eighth Grade Transition Meetings**
* **PSSA Parent Meetings**

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

**Southwark 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:

* **School-Based Professional Development to discuss working with parents as partners and communication with parents and families. The parent survey results will be reviewed with staff and will inform the training.**

**Southwark Staff have additional Professional Development opportunities:**

* **Half-Day Professional Development**
* **Weekly PLC Meetings**
* **Instructional Leadership Team Meetings**
* **Health and Safety Leadership Team Meetings**
* **Support Staff Professional Development and Conferencing**
* **MOE/Staff Meetings**
* **Weekly Staff Updates**
* **Professional Publication and Journal Articles distributed to Staff**

**Southwark School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

* **Interpretive and Translation Services through BCAs and Language Line**
* **Meetings with Special Education Department and SEL**
* **Meetings with ESOL Department and ESOL Coordinator**
* **Counselor Meetings**
* **MOE Services**

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

X Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.

* **Southwark budgets Title I Parental Involvement funds to advance parental knowledge, understanding, and application of Literacy and literacy-related strategies.**

X To maximize parent and family engagement and participation in their child’s education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.

* **Southwark arranges meetings around parent schedules and provides home visits, when applicable, in an effort to maximize parent and family engagement and participation in their child’s education.**

X Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

* **As a Community School, Southwark has many robust partnerships that assist in parent and family engagement activities.**

**Andrew Lukov 6/06/2018**

**Principal Signature Date**