



# THE SCHOOL DISTRICT OF PHILADELPHIA

## *Southwark School* **Parent and Family Engagement Policy**

*School Year 2022-2023*

*Revision Date:*

*05/23/2022*

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).

### **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 invited to an Annual Spring Title I meeting to review and update the parent and family engagement policy and school-parent compact. This year's meeting was held on May 23, 2022.*
- *Parents are invited to an Annual Winter Title I meeting to jointly discuss and review the school budget and priorities for spending the Title I 1% parent set aside funds.*

*Additional opportunities for parents to get involved and provide input are the following:*

- *School Advisory Council (SAC) Meetings*
- *Morning Parental Engagement Workshops*
- *Parent Surveys*
- *Community School-related Meetings and Events*
- *Informal opportunities during Arrival and Dismissal*
- *Back To School Night*

### **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.

*In September 2022, the school will hold its annual Title I meeting during which the following items will be discussed:*

- *The State's academic content standards*
- *The State's student academic achievement standards*
- *The State's and local academic assessments including alternative assessments*
- *The requirements of Title-I Part A including the parent documents and schoolwide plan*
- *How to monitor their child's progress, and*
- *How to work with educators*
- *Curriculum & Instruction*

### **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.

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- *The Parent and Family Engagement Policy will be posted on the Southwark School Website*
- *The Parent and Family Engagement will be posted in the Main Office and additional copies will be made available on the counter.*
- *The Parent and Family Engagement Policy will be translated, to the best of our ability, in seven languages:*
  - *Spanish*
  - *Burmese*
  - *Nepali*
  - *Khmer*
  - *Chinese*
  - *Vietnamese*
  - *Indonesian*
- *Southwark will communicate with parents in the following ways:*
  - *Robo-Calls sent to homes*
  - *Social Media - Twitter and Southwark Elementary Facebook page*
  - *Parental Meetings and Events*
  - *During Arrival and Dismissal*
  - *Flyers distributed to students to share with families*
  - *Email Newsletter*

#### **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 invited to an Annual Spring Title I meeting to review and update the parent and family engagement policy and school-parent compact. This year's meeting was held on May 23, 2022.*
- *Discussion/Information during 2020-2021's Back To School Night*
- *Participation through SAC Meetings*
- *Parent/Student/Staff Surveys*
- *Parental Engagement Events*
- *Parental Engagement through our seven Bilingual Counselor Assistants (BCAs)*
- *Information distributed at Report Card Conferences*

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

If applicable, 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:

- *Parents are invited to an Annual Winter Title I meeting to jointly discuss and review the school budget and priorities for spending the Title I 1% parent set aside funds. This year's meeting was held on January 24, 2022.*
- *Back To School Night*
- *SAC Meetings*

#### **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:

- *Southwark Services*
  - o *Parent and Community Events*
  - o *Outreach via Community School Coordinator*
  - o *Outreach via STEP Coordinator and STEP Team*
  - o *Community School-related services*
- *Southwark Community Partners*
  - o *OST Programs – Sunrise of Philadelphia, Puentes de Salud, Settlement Music*
  - o *Friends of Southwark Meetings*
  - o *Mural Arts*
  - o *Council For Relationships Interns*
  - o *SPARK Art Therapy*
  - o *Supportive Solutions*
  - o *Uplift Center*
  - o *Scout Ltd. - BOK facilities*
  - o *Kun Yang-Lin/Dancers*
  - o *Eat Right Philly*
  - o *CHOP- PRAISE Program*
  - o *Fleisher Art Memorial*
  - o *Drexel University - Incredible Years Program*
  - o *Walnut Street Theater*
- *Southwark Designated Services*
  - o *Public Health Management Corporation (PHMC)*
  - o *City Year of Philadelphia*
  - o *HeadStart*

### **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:

- 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

### **5. Parental Engagement Initiatives, covering three strategic areas:**

- a) *Early Literacy*
  - b) *Completion of Work*
  - c) *Digital Literacy*
6. *Effective communication strategies, including the Southwark website, social media pages, and e-Newsletter*
  7. *Back To School Night*
  8. *Fall, Spring, and Winter Title I Meetings*
  9. *Report Card Conferences*
  10. *MTSS Parent-Teacher Meetings*
  11. *Kindergarten and Eighth Grade Transition Meetings*
  12. *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:

*General Areas:*

- 1. School-Based Professional Development in August*
- 2. Half-Day Professional Development where parent survey results are reviewed by staff and strategies for successful parent interaction are discussed.*
- 3. Weekly PLC Meetings*
- 4. Weekly Common Planning Time Meetings*
- 5. Instructional Leadership Team Meetings*
- 6. Health, Safety & Climate Leadership Team Meetings*
- 7. Support Staff Professional Development and Conferencing*
- 8. MTSS Meetings (when applicable)*
- 9. Community School Presentations and Updates*
- 10. Weekly Staff Updates*

*Strategic Areas:*

- 1. Connectivity, including student wellness, attendance, and progress*
- 2. School-wide Culture of Learning (student participation and work completion)*
- 3. Equity, Diversity, and Inclusion trainings*

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

- 1. Interpretive and Translation Services through BCAs and Language Line*
- 2. Meetings with Special Education Department and SEL*
- 3. Meetings with ESOL Department and ESOL Coordinator*
- 4. Counselor Meetings*
- 5. Community School-related Services*
- 6. Meetings with principal and/or assistant principal*
- 7. Communication or meetings with classroom teacher*

**Principal's Signature**

*Andrew Lukov*

**Date Signed**

**6/15/22**