

John F. Hartranft School

Parent and Family Engagement Policy

School Year 2018-2019
Revision Date: {05/10/2018}

In support of strengthening student academic achievement, **John F. Hartranft 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).

The **John F. Hartranft 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 ESS

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

Section A: JOINTLY DEVELOPED

John F. Hartranft 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.

- Back to School Night
- Title I Meeting
- Winter Title I parent input meeting (December 2018) and Spring Title I parent input meeting (April 2018)
- Monthly School Advisory Council

Section B: ANNUAL TITLE I MEETING

John F. Hartranft 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 school-wide plan, and the school-parent compact.

- Annual back to school night
- At back to school night in the fall, the principal or designee will give a presentation to parents that will serve as the Title I Annual Parent Meeting. This presentation will include information about the requirements of Title I Part A, parent rights and responsibilities under Title I, the state's academic content standards and assessments (PSSAs), working with educators and how to monitor student progress.
- Winter Title I parent input meeting (December 2018) and Spring Title I parent input meeting (April 2018)

Section C: COMMUNICATIONS

John F. Hartranft 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.

- Title I Documents

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| 1. Parents Involvement Policy | Annually |
| 2. The School-Parent Compact | Annually |
| 3. The School District's Family Involvement Policy | Annually |
| 4. Parents Right to Know | Annually |
| 5. Notice regarding Non-Certified Teachers | Annually |
| 6. Letter regarding the school's improvement status | Annually |
- Monthly Calendar (Monthly)
 - Interim/ Progress Reports (Quarters 1, 2, 3, & 4)
 - Homework folder/ Student Agendas
 - Class Dojo
 - Robo-call out to the families in an understandable language
 - School web-site

Section D: SCHOOL-PARENT COMPACT

John F. Hartranft 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.

- Annual Spring Meeting to review the school's upcoming budget, parental involvement and compact
- Annual Back to School night Title 1 review
- Parent-Student Handbook
- School advisory council (SAC) meetings
- Winter Title 1 parent input meeting will be held to review budget and school-wide plan (February, 2019)
- Spring Title 1 parent input meeting will be held for the parent to provide input to the 2018-2019 Parent & Family Engagement policy (March-April, 2019)

Section E: RESERVATION OF FUNDS

John F. Hartranft 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:

- Annual Spring Meeting to review the school's upcoming budget, parental involvement and compact

Section F: COORDINATION OF SERVICES

John F. Hartranft 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:

- Monthly school advisory council meetings

- Parent resource center in the Library where the monthly meetings are held
- School Advisory Council Office in the school

Section G: BUILDING CAPACITY OF PARENTS

John F. Hartranft 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:

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:
 - a) The challenging State's academic standards
 - b) The State and local academic assessments including alternate assessments
 - c) The requirements of Title I, Part A
 - d) How to monitor their child's progress
 - e) How to work with educators to improve the achievement of their child
 - Monthly school advisory council meetings
 - Parent Computer Center/Resource Center
 - School Advisory Council Office in the school

Section H: BUILDING CAPACITY OF SCHOOL STAFF

John F. Hartranft 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:

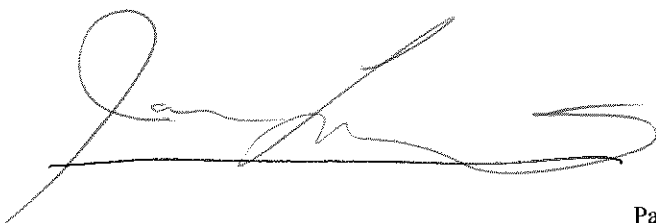
- Providing professional development and annual staff meetings which will be informed by parent surveys
- During a district PD day in the Fall or Winter, school staff will be trained in effective parent engagement and communication strategies. The results of the school level parent surveys will be reviewed with staff during this PD.

John F. Hartranft Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- School Advisory Council (SAC) monthly meetings
- Annual Meetings will be held on Back to School Night and on November to inform parents of the school's participation in the Title I Program, and explain the requirements of the program and their rights to be involved.
- Workshops will be offered to provide parents with information to assist them in the use of technology, interpreting assessment data and preparing their children for the PSSA assessment, understanding the State's academic content and achievement standards, understanding monitoring student progress and working with their child's teacher's.
- During Report Card Conferences and Back to School Night the teachers will assist the parents in becoming familiar with the Core Curriculum, charting their child's progress by interpreting curriculum assessments and report card marks, and monitoring homework and projects.

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

- 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.
- Train parents to enhance the engagement of other parents.
 - Back to School Night focus on literacy
 - Winter Family Engagement workshop focused on literacy
 - Summer Bridge workbooks to support literacy for every student



8/30/18