

*The School District of Philadelphia*  
**Watson T. Comly Elementary School**  
1001 Byberry Road  
Philadelphia, PA 19116

Kate Sylvester  
Principal

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***Watson T. Comly Elementary School***  
**Parent and Family Engagement Policy**  
*School Year 2020-2021*  
*Revision Date: April 17, 2020*

In support of strengthening student academic achievement, Watson T. Comly 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 Watson T. Comly 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

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

**Section A: JOINTLY DEVELOPED**

Watson T. Comly 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.

- **There will be monthly School Advisory Council (SAC) meetings for families to ask questions and voice suggestions or concerns.**
- **There will be a meeting every Spring to create this policy jointly. This year's meeting took place 4/17/20.**
- **There will be a Title I family survey in the Fall to gather input.**
- **The School District of Philadelphia's Parent & Guardian Survey results will be used in the development of this policy.**

**Section B: ANNUAL TITLE I MEETING**

Watson T. Comly 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.

- **The Annual Title I Meeting will be held during Back to School Night in September 2020. 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**

Watson T. Comly 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.

- 1) **The Parent and Family Engagement Policy will be distributed on the first day of school as part of the Comly Family Handbook.**
- 2) **The Comly Family Handbook will be available in all languages represented at Comly.**
- 3) **Information about meetings and family events will be sent home via hard copy in all languages.**
- 4) **Information about meetings and family events will be announced via Facebook, the Comly website and Remind.**

**Section D: SCHOOL-PARENT COMPACT**

Watson T. Comly 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

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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.

- **Input from families was collected via Title I Parent Survey, School District of Philadelphia Parent and Guardian Survey and monthly SAC meetings.**
- **The Instructional Leadership Team reviewed the compact and added input.**
- **All staff members were given an opportunity to review this document and make suggestions, edits and comments.**
- **Parents are encouraged to attend annual revision meetings held in March each year to review the compact and make suggestions based on student needs and school improvement goals. This year's meeting took place 4/17/20.**

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

Watson T. Comly 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:

- **Families will be invited to a budget input meeting in the Winter to review Title I appropriations. This meeting took place on January 10, 2020.**

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

Watson T. Comly 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:

- **The kindergarten team will meet with local daycare, preschool and early intervention programs to discuss the kindergarten transition.**
- **The 5<sup>th</sup> grade students will take a trip to Baldi Middle School to prepare them for the transition to middle school.**
- **The Baldi Middle School principal will hold a parent night at Comly in the spring to explain policies and procedures and answer questions.**
- **Providing babysitting at evening parent events.**

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

Watson T. Comly 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:

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- 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
  - **Watson T. Comly Elementary School will host three family curriculum nights (Literacy, Math and Science) throughout the 2020-21 school year.**
  - **Teachers will hold individual report card conferences with parents three times throughout the school year.**
  - **Interim reports will be sent home as needed if a child is in danger of failing.**
  - **Teacher gradebooks will be accessible via the Parent Portal.**
  - **Parents will be invited to attend an annual Title I meeting in the Fall of 2020 to get information on our Title I Program and discuss topics a-e as noted above.**

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

Watson T. Comly 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:

- **Teachers will receive professional development on engaging families in August 2020, prior to starting the school year.**
- **Teachers and Staff will review the Title I Parent Survey Results in the Fall and incorporate parents' suggestions into their family engagement program**

Watson T. Comly Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- **The principal, teacher, counselor, Special Education Liaison, and other staff members as necessary/applicable will do whatever they can to support students and their families. This care is often individualized based on the circumstances and need for support.**

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**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

- Adopt and implement model approaches to improving parent and family engagement.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

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**Kate Sylvester**  
Principal

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**September 8, 2020**