

**THE SCHOOL DISTRICT OF PHILADELPHIA
STEPHEN DECATUR ELEMENTARY SCHOOL**

PARENT INVOLVEMENT POLICY

2017 - 2018

PART I GENERAL EXPECTATIONS

Each school in its School-wide Parental Involvement Policy must establish the school's expectations for parental involvement. *[Section 1118(a)(2), ESEA.]*

The Stephen Decatur School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.

In carrying out the Title I, Part A Parental Involvement requirements, to the extent practicable, The School District and its schools will provide full opportunities 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 ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If The School District of Philadelphia plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The School District will 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 parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The School District will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- parents play an integral role in assisting their child's learning;
- parents are encouraged to be actively involved in their child's education at school;
- 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;
- the carrying out of other activities, such as those described in section 1118 of the ESEA.

- The School District will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT
REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY
COMPONENTS**

- [NOTE: The School- wide Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. *[Section 1118(a)(2), ESEA.]* Regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.]

The **Stephen Decatur School** will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:

- Parents were invited to a specially held Title I meeting in the spring of 2017 to gather input and write the parent involvement plan for 2017-2018.
- Input will be gathered at the annual Back to School Night meetings held on September 27, 2017 and September 28, 2017.
- Parents will be invited to a specially held Title I meeting in April 2018 to gather input and write the parent involvement plan.
- Input is gathered at monthly Home and School meetings.
- Parents will be asked to provide input at Principal Chat & Chew meetings for reviewing and amending the school-wide parental involvement plan. The date and time will be advertised. Suggestions will be included in the updated plan.

The **Stephen Decatur School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- During April, input for the 2017-2018 School Improvement Plan will be gathered and a draft copy of the plan will be developed. Our Title I Liaison will facilitate the process. The three main sources used as a foundation for our plan will be data from various student assessments including PSSA, report card grades, and authentic assessments. Data sources such as the Performance Management Dashboard, Student Information System (SIS), and MTSS will be reviewed as well for attendance, Climate, and growth of at-risk students. Input will also be gathered from staff members through the PLC meetings that are held bi-weekly. Parents will be also invited to the planning session.
- Parent Bulletin Board
- Monthly newsletter and calendar
- Chat-n-Chew sessions with the Principal
- Home and School meetings and activities
- Weekly communication folder
- Weekly letters from the Principal
- Decatur Facebook page
- Decatur Home & School page

The **Stephen Decatur School will** provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- In collaboration with the Philadelphia Home and School Council, provide workshops to schools on parent involvement
- Provide professional development by parents/caregivers for new and existing Principals and other administrators on how to involve parents/caregivers effectively
- Train and deploy staff with parental involvement duties (e.g., Community Builders and Bilingual Counselor Assistants) to assist school sites in implementing parent involvement
- Make available the staff of the Office of Educational Equity, Office of School Support, and Office of Language Access Services and Community Outreach and regional staff for technical assistance

- Coordinate through regional NCLB District Liaisons technical assistance to schools and parent organizations, including Home and School Associations
- Provide coordination of professional development efforts through the Office of Professional Development

The **Stephen Decatur School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: local preschool programs by:

- Inviting preschool parents to attend all assembly and workshop programs.
- Inviting preschool parents to attend the Spring Open House.

The **Stephen Decatur School** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- Parents will be provided a survey during the quarterly report card conference period in order to identify strengths and areas for improvement within the school community.
- The School Advisory Council and Home and School Association will play a role in identifying the needs of our students and parents as we evaluate the effectiveness of the programs.
- Parental contact with the principal and Stephen Decatur staff will identify needs in evaluating school effectiveness.
- Parents are invited to monthly Chat-n-Chew sessions with the principal to provide feedback.
- At Back-to-School Night, a special Title I meeting is held to discuss the purposes of the budget and how student achievement is supported through the purchase of personnel and supplemental materials.
- We share PSSA home reports, interim reports and grades with families. Meetings with teachers can be arranged at any time at parent request.

The **Stephen Decatur School** will build the school's and parents capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- The **Stephen Decatur School** will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
- The State's academic content standards,
- The State's student academic achievement standards,
- The State and local academic assessments including alternate assessments,
- The requirements of Title I-Part A,
- How to monitor their child's progress, and
- How to work with educators.
- On September 27, 2017 and September 28, 2017 the Principal and Title I liaison will explain and review the components of the Title I program including but not limited to funding, the annual budget, purchases, and federal requirements, rights, and responsibilities of all parties involved.

The **Stephen Decatur School** will, with the assistance of the School District, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Health & Safety Workshops- ongoing
- Utilizing Google Classroom- Fall 2017
- High School Selection – September 2017
- Internet Safety for Parents Fall 2017
- Blended Learning Station Rotation- October 2017

- The Leader in Me- Fall 2017
- Curriculum nights- Spring 2018

The Principal, Stephen Decatur staff, District Support Personnel or Community Based Partners, will facilitate meetings.

The Stephen Decatur School will, with the assistance of The School District, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Professional development topics will be determined on an as needed basis as the Decatur Leadership Team conduct informal and formal needs assessments.
- The following topics will be revisited throughout the 2017-2018 academic year:
 - Internet Safety - Fall 2017
 - Science STEM - Spring 2018
 - Children's Literacy Initiative - September 2017
 - Response to Instruction and Intervention - ongoing
 - Google Classroom - ongoing
 - Using data to inform instruction - October 2017
 - Differentiating instruction - January 2018

The Stephen Decatur School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:

- Kindergarten teachers will list local Pre-K programs that Decatur students have attended after entering the ECEI Interview data.
- *Welcome to Decatur* Day will be held in the spring for the Pre-K students to visit and participate in activities led by the Decatur Kindergarten team such as the Teddy Bear Picnic
- Kindergarten Preview Day Open House to be held in March and again in May

The Stephen Decatur School will take the following actions to ensure that 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:

- All communication/ information is sent home in parent-friendly language.
- Translations as required will be provided with the support from the Office of Multilingual Curriculum and Programs. P.H.L.O.T.E. list is maintained by the ESOL teacher and kept current.
- Principal's Open Door Policy- parents may contact the principal with any questions, comments, or concerns regarding communication sent home. Contact may be made via email, phone, note, or in person
- Bilingual translator will be provided as needed
- Offer a Phone Town Hall meeting

PART III. SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School's Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;

- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents;
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request, and opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and responding to any such suggestions as soon as is practicably possible.
- A School-Parent Compact has been developed which outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement.

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PART IV. ADOPTION

- This Stephen Decatur School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by

(Signature of Parent)

- The school will distribute this policy to all parents on or before November 17, 2017.

(Signature of Principal)

(Date)