

SCHOOL DISTRICT OF PHILADELPHIA

THOMAS K. FINLETTER ACADEMICS PLUS SCHOOL

PARENT INVOLVEMENT POLICY

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 Thomas K. Finletter Academics Plus 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's 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—

that parents play an integral role in assisting their child's learning;

that parents are encouraged to be actively involved in their child's education at school;

that 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.]

1. The Thomas K. Finletter Academics Plus 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:

The Parents of Finletter students play an important role in the development of the school policy and in the school's decision-making process. This policy was revised and created for the 2017-2018 school year during the Budget meeting on March 22, 2017. Monthly parent meetings will ensure that family voices are heard and concerns are addressed. We maintain an open communication policy with our students' parents. The monthly newsletter and Principal updates are used to inform parents of upcoming events, meetings and workshops. The School Messenger phone system is also utilized to provide parents with important information about the happenings at Finletter. Parent's are informed of their right to be involved in their child's school/education during the September Back to School Night. This information will also be provided during monthly parent meetings that begin in October 2017 and parent surveys are disseminated during report card conferences. Parents are also invited to budget meetings which include ideas about parental involvement. Parents will receive a flier as well as a phone call. The school Title One coordinator is also available via e-mail.

2. The Thomas K. Finletter Academics Plus School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Parents are invited to participate in the School Improvement Plan and Budget Meetings. Fliers are sent home, the phone dialer is also utilized to invite parents to provide input into the school budget, parental involvement plans, and the school improvement plans. Parents may provide input by attending the meeting scheduled for March 22, 2017 or by sending in their input or by providing input during the monthly parent meetings. Parents are also welcome to give any input when they are in the building for SAC activities/meetings, classroom events, and volunteering. The principal will review all pertinent information with parents during the monthly parent meetings to ensure that their input is considered and included regarding budget planning and the use of Title I Funds. In the spring of 2018, a parent meeting will be held with the school staff to review data in order to discuss and develop the Action Plan and Federal Requirements Addendum.

3. The **School District of Philadelphia** 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 Grants Compliance Monitor, School-based School Improvement Support Liaison, School-Community Liaisons, Philadelphia Home and School Council (PHSC), Title I Parent Advisory Committee, The Philadelphia Right to Know Educational Task Force, PARENT POWER, and other parent groups, provide workshops to schools on parent engagement.
- Provide professional development by parents/caregivers for new and existing principals and other administrators on how to develop promising partnerships with parents/caregivers.
- Train new and existing staff with parental engagement duties (e.g., School Improvement Support Liaisons, School-Community Liaisons, School Community Coordinators, and Bilingual Counselor Assistants) to assist school sites in implementing parental engagement.
- Make available the staff of the Office of Educational Equity, Office of Specialized Instructional Support, and Office of Parent, Family, Community Engagement and Faith-based Partnerships, and staff of the Assistant Superintendents for technical assistance.
- The Title I Office will provide technical assistance to schools and parent organizations, such as the Title I Parent Advisory Committee (PAC), Home and School Associations, The Philadelphia Right to Education Task Force, PARENT POWER, and other organized parent groups.
- Provide coordination of professional development efforts through the Office of Instruction and Leadership Support.
- Provide workshops to parents on supporting student achievement and parent engagement.

4. The Thomas K. Finletter Academics Plus School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:

We will work with informing pre-K programs about kindergarten registration, kindergarten visitation days, where parents can see classrooms, meet the teachers and hear about the kindergarten curriculum and expectations. We will also have a kindergarten open house in February of 2018

5. The Thomas K. Finletter Academics Plus 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 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.

Meetings will be set up with the Principal, staff, and parents to identify needs in evaluating school effectiveness. Meetings will be held through SAC meetings, Principal meetings, and translations of all documents will be available/sent home. Parents are welcome to bring relatives, translators, or use the school district translation and interpretation services etc... to any parent meetings. There will be an explanation of Title one and purchasing during Back to School Night

and at the beginning of the year Principal Meeting. There will be regular contact with parents about their child's progress. This information will be sent home thru PSSA reports, interim reports, meetings involving IEPs, RTII parent meetings etc. The effectiveness of the parental involvement at Finletter will be assessed throughout the year via parent meetings, and thru quarterly parent surveys so that all voices may have an opportunity to be heard.

The principal will send home questionnaires for parents and guardians to provide their input/suggestions/thoughts. Surveys will be reviewed and analyzed by the leadership team in order to evaluate our current programming.

Parents will participate in developing topics that will be addressed and generate questions that will be answered by either the Principal, the Leadership Team, and/or members of the community during monthly parent meetings.

The Leadership Team will review the results of last year's parent survey.

6. The Thomas K. Finletter Academics Plus 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:

A. The Thomas K. Finletter Academics Plus 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.

A Parent Handbook will be distributed to all students by October 2017 to take home to their parents/guardians. This will be shared at Back to School Night.

Monthly parent meetings will occur throughout the year, beginning October 6, 2017.

Back to School Night, September 2017 will address all of the above topics in addition we will provide information about volunteer opportunities, the SAC, and academic and technology trainings throughout the school year.

Parent/teacher report card conferences will occur on November 20, 21, & 22, 2017, February 14, 15, & 16, 2017, and May 2, 3, & 4, 2017. Parents can call the school's main office and request a conference with their child's teacher to discuss their child's academic progress at any time.

Meetings about MTSS- RTII will be held with families as needed throughout the school year. Interim reports will also be sent home each quarter to inform parents of their child's progress.

B. The Thomas K. Finletter Academics Plus 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:

Training will be conducted by teacher leaders, data and intervention teacher, and RTII champions in order to provide training to parents on interventions that can be used at home (such as Compass, Achieve 3000, Lexia, and Think Thru Math). The SEL and RTII champions will also provide training during IEP/RTII meetings about ways to help children succeed at home. Parents that attend the monthly parent meetings will receive vital information, resources, and materials that can be used at home with their child to improve his/her academic skills in reading and math. The TTL will also conduct training for parents on the use of familynet in order to track student data and academic progress (attendance, grades, benchmark and PSSA scores).

C. The Thomas K. Finletter Academics Plus 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:

Monthly RtII Tier I and Tier II meetings will involve administrative staff, support staff, outside agency personnel and parents. Protocols will be utilized to examine student work. Staff members will collaborate to identify strategies and techniques to use interventions that will address student's academic concerns. There will be monthly professional development for staff which will include topics on how to appropriately speak to parents about students. (Tone, language, interpretation, translation services, and proper locations...)

D. The Thomas K. Finletter Academics Plus 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:

Parents may schedule time to come in and use a computer in order to check on their students progress on familynet, to complete background checks etc... Technology training will also occur during the year in which parents may receive training and utilize the materials in the building. Instructional materials are also available upon request and sent home with students, such as parent read to's...

E. The Thomas K. Finletter 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:

Information will be communicated to parents by using the phone message system, sending documents home in the homework/communication folder, homework books and by using the translation and interpretation departments, as well as BCAs. Documents can be sent home in the requested language based on the Home Language survey and as communicated by the ELL teacher. Pacific Interpreters may be utilized to conduct parent conferences as well as district BCA's. Documents can be sent home in translated languages by utilizing the district translation and interpretation services.

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;
- 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, in order to maximize parental involvement and participation in their children's education;
- 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.]

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PART IV. ADOPTION

This Thomas K. Finletter Academics Plus School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by _____.

The school will distribute this policy to all parents on or before October 31, 2017.

Tamara Edward

(Signature of Principal)

September 5, 2017
(Date)