

SCHOOL DISTRICT OF PHILADELPHIA

ANDREW HAMILTONSCHOOL

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 **Andrew Hamilton 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—

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

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

(C) 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;

(D) 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 ANDREW HAMILTON 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 by flyer to attend a meeting held on October 19, 2017 to review last year's Parental Involvement. During this meeting parents were given the opportunity to Sit with administration and provide suggestions and input into this year's policy. In Additionally, in spring the Hamilton School will conduct surveys to determine areas of parent interest.

2. The **ANDREW HAMILTON SCHOOL** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

In the spring, parents will be invited by flyer to review data with school-based personnel in the discussion and development of the School Improvement Plan and Federal Budget Addendum. Distribute monthly calendar listing dates of all meetings, class trips, early dismissals, and professional development days during which time parents are invited to participate in school review and improvement. Post items for discussion on parent bulletin board. Maintain a suggestion box in the main office for parent input. Parents will be involved in the planning, review, and improvement of the school's Title I program and school-wide plan during Open House of September 15, 2017, monthly meetings, and report card conferences.

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 Philadelphia Home and School provide workshops to schools on parent involvement:

- In collaboration with 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.
- involve parents/caregivers effectively
- Train new and existing staff with parental engagement duties (e.g. School Improvement Support Liaisons, School Community Coordinators, and Bilingual Counselor Assistants) to assist school sites in implementing parental engagement.
- Make available the staff of the Office Education Equity, Office of Specialized Instruction Support, and Office of Parent, Family, and Community Engagement and Faith-based Partnerships, and staff of the Assistant Superintendents for technical assistance.
- The Grants and Compliance 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 Leadership and Development.
- Provide workshops to parents on supporting student achievement and parent engagement.
- Provide training and other information to School Advisory Councils (SACs). By October 2017, each SAC will outline how they plan to work with the Title I PREP parents to schedule turn-around trainings for parents within their schools.

- Regional PREP parents will serve as advisors to principals and SAC members on how to address the needs of students and parents in their school's Action Plan and Title I Budget.
- Incompliance with Imagine 2014, facilitate parent and family access to teachers and principals

4. The **Andrew Hamilton School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs by:

Parents at local day cares are contacted and invited by flyer to attend meetings and workshops at the school. Additionally, parents of pre-k children are invited to attend school events by posters at the school communicating dates and purposes of these meetings. Invitations are also sent through the mail to student distribution lists of in school events. Parents are invited to volunteer at the school.

5. The **Andrew Hamilton 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.

Parent input will be solicited at report card conferences in December, February and May using written and verbal feedback from parents. Teachers will distribute and collect comment forms. This feedback will be used to determine effectiveness of the Parent Involvement Policy at Hamilton School.

6. The **Andrew Hamilton 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 **Andrew Hamilton 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.

Communicate curriculum, state and local assessments in regular monthly newsletters.

Invited parents to volunteer in the classrooms to experience the core curriculum
Encourage parent's participation on school trips

Invite parents to informational and incentive assemblies throughout the year

The Andrew Hamilton School will communicate with parents on a regular basis regarding state academic content standards and student academic achievement goals and assessments by using: newsletter, calendars meetings and parent-teacher-principal conferences as needed (during the day). Newsletters and calendars will be sent out the first week of each month from September to June. An annual meeting at Open House (evening meeting on September 15, 2017) will be held to inform parents of the school's participation in the Title I Program and will explain the requirements of the program and their right to be involved. Overhead presentations will be utilized in large group meetings a needed. Hamilton Elementary will collaborate with Network 2 by utilizing informational flyers, packets, websites, etc. in order to inform parents about the topics listed above. Parents are expected to attend parent conferences in November, February and April where monitoring their child's progress and ho to work with educators will be addressed.

- B. The **Andrew Hamilton School** will, with the assistance of the School District, Principal and School-Based Teacher Leaders (SBTL) will 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:

Providing parent development sessions to inform parents regarding curriculum initiatives and technology throughout the year as needed (November, February, April) at the Andrew Hamilton School.

Providing annual PSSA preparation meeting for parents to support their children at home.

Teachers will explain and describe the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet at Open House and each report card conference.

Teachers will provide assistance to parents in understanding the State's academic content standards and student achievement standard, local academic assessments and how to monitor a child's progress, and work with teachers to improve the achievement of their children at each report conference and Open House.

The school will provide materials and training at the Hamilton School during September, November, February, and April to help parents to work with their children to improve their children's achievement at all parent workshops and meetings to foster parent involvement.

- C. The **Andrew Hamilton 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:

Engaging in regular staff development as designated by the School District and Network 2. (i.e. October, December, April, May – Professional Days).

Providing regular parent access to Schoolnet and the School District website in order to inform parents about curriculum, assessment, and quality of life issues. Teachers will be participating in a October 27, 2017 professional development to educate staff on how to reach out and communicate and work with parents as equal partners.

- D. The **Andrew Hamilton School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head 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:

Informing and directing parents to appropriate information when requesting programs to help their children succeed. The Hamilton School has a parent bulletin board and designated table containing information on meetings and brochures on parent /children topics and resources. Additionally, a computer is available to parents for their use by request from school office.

- E. The **Andrew Hamilton 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:

Hamilton will distribute information using calendars, newsletters, and flyers in a uniform and understandable form about the Title I Program at the first week of each month from September to June.

Hamilton will publish email addresses of principals and staff in order to increase understanding and communication.

Teachers will explain all information at Open House on September 15, 2017 to make sure that parents understand all information. All information will be sent home to parents in a parent friendly language. If parents need further explanation, office staff is available to direct inquires to appropriate school staff. Any parents requesting documents in their native language will be made available upon request from Office of Translation and Interpretation Center.

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.]

A School-Parent Compact has been developed with outlines how parents, the entire school staff and students will share in the responsibility to improve student achievement.



PART IV. ADOPTION

This Andrew Hamilton School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by Desmond Jones the attached parent meeting held on October 19, 2017.

The school will distribute this policy to all parents on or before October 30, 2017.

(Signature of Principal)

October 19, 2017

(Date)