

*JUNIATA PARK ACADEMY  
ELEMENTARY SCHOOL  
FAMILY  
HANDBOOK*



**2019-2020  
School Year**

Juniata Park Academy  
801 E Hunting Park Ave.  
Philadelphia, PA 19124  
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Family Handbook – Grades K to 8

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*SCHOOL PROFILE*



Juniata Park Academy is located at 801 E Hunting Park Ave., in the Juniata section of the City of Philadelphia. The school is part of the Network 5 of the School District of Philadelphia. We serve approximately 1100 students from kindergarten through eighth grade. Our racially diverse population is composed of 12.6% African American, 4.3% White, 9.1% Asian and 63.6% Latino students and 10.4% Other/Multicultural subgroups.

*OUR VISION*

JPA is a school of excellence. We are a dynamic community of learners empowering one another to become resilient, inquiring, confident members of the global society.

*MISSION STATEMENT*

The mission of Juniata Park Academy is to create a safe and nurturing learning environment that celebrates diversity. We are a community that holds ourselves to high expectations in maintaining a culture of belonging, academic excellence, and innovation.

## **School Year Calendar : 2019 – 2020**

\*Calendar is subject to change.

*The following is the calendar for all schools and Pre-Kindergarten Programs for the 2019 – 2020 school year:*

<b>Date</b>	<b>Activity</b>
August 26, 2019	First Day for Staff
August 26 – 29, 2019	District-wide Professional Development
August 26 – 29, 2019	Kindergarten Parent/Teacher Interviews
August 30, 2019	Reorganization – Academic Year Preparation K-12
September 2, 2019	Labor Day – Schools Closed and Administrative Offices Closed
September 3, 2019	First Day for Grades K-12 – Student Attendance
September 3, 2019	First Day for Head Start and Bright Futures – Student Attendance
September 27, 2019	Full-Day Professional Development (Staff Only; Schools Closed for Students)
September 30, 2019	Rosh Hashanah – Schools Closed and Administrative Offices Closed
October 9, 2019	Yom Kippur – Schools Closed and Administrative Offices Closed
October 16, 2019	SAT/PSAT school day
October 22 – 24, 2019	Interim Reports
October 25, 2019	Professional Development Half Day – 3-Hour Early Dismissal
November 5, 2019	Election Day – Schools Closed
November 11, 2019	Veterans' Day – Schools Closed and Administrative Offices Closed
November 15, 2019	Professional Development Half Day – 3-Hour Early Dismissal
November 20 – 22, 2019	Report card conferences

November 28 – 29, 2019	Thanksgiving Holiday – Schools Closed and Administrative Offices Closed
December 17 – 19, 2019	Interim Reports
December 23, 2019	Professional Development Day – Full-Day Professional Development (Staff Only; Schools Closed for Students)
December 24, 2019	Winter Recess – Schools Closed
December 25, 2019	Winter Recess – Schools Closed and Administrative Offices Closed
December 26 – 30, 2019	Winter Recess – Schools Closed
December 31, 2019	Winter Recess – Schools Closed
January 1, 2020	New Year's Day – Schools Closed and Administrative Offices Closed
January 20, 2020	Dr. Martin Luther King Day – Schools Closed and Administrative Offices Closed
January 24, 2020	Professional Development Half Day – 3-Hour Early Dismissal
February 5 – 7, 2020	Report Card Conferences
February 17, 2020	Presidents' Day – Schools Closed and Administrative Offices Closed
February 28, 2020	Professional Development Half Day – 3-Hour Early Dismissal
March 10 – 12, 2020	Interim Reports
April 6 - 9, 2020	Spring Recess – Schools Closed
April 10, 2020	Good Friday – Schools Closed and Administrative Offices Closed
April 15 – 17, 2020	Report Card Conferences
April 24, 2020	Professional Development Half Day – 3-Hour Early Dismissal

April 28, 2020	Election Day – Schools Closed
May 13 – 15, 2020	Interim Reports
May 22, 2020	Professional Development Half Day – 3-Hour Early Dismissal
May 25, 2020	Memorial Day/ Eid-al-Fitr – Schools Closed and Administrative Offices Closed
June 10 – 12, 2020	Graduation Window
June 12, 2020	Last Day for Students
June 15, 2020	Last Day for Staff- Full-Day PD

## *EMERGENCY CONTACT CARDS*

One of the most essential and important items collected by our school is the Emergency Contact Cards. This card will be sent home in the beginning of the year, and we ask that the card be completed as accurately as possible with names, addresses and valid telephone numbers for all contacts. Please be sure that whoever is

listed knows that you have listed them. Parents are also requested to list work phone numbers where they can be reached during the day. Emergency contact cards will be updated three times a year at report card conferences. In the event that any of the information supplied on the Emergency Contact Card changes, notify the office immediately.

## *ATTENDANCE AND LATENESS PROCEDURES*

The School District of Philadelphia requires all students to attend school daily in accordance with the compulsory attendance laws of the Commonwealth of Pennsylvania.

Punctuality and regular attendance are two of the basic principles of good work habits. Students at JPA begin school at 8:20 am and dismiss at 3:01 pm (K- grade 4 dismiss at 2:50 pm). On half days, K-4<sup>th</sup> grade students dismiss at 11:50 a.m. and 5<sup>th</sup>-8<sup>th</sup> grade students at 12:00 pm.

We request that students be kept home only when it is necessary for medical reasons. Parents/Caregivers should make every effort to have children in school and on time, every day, for the full day. The educational program offered by Juniata Park Academy is based upon the presence of the student and requires continuity and classroom participation. Children cannot learn if they are not in school. When your child is absent, you must provide the teacher with an absent note signed by the parent/caregiver. The note should include the date(s) and a valid reason for the absence.

### **The following are the ONLY absences that are considered excused:**

- Student illness or injury
- Quarantine
- Recovery from an accident
- Attendance required in a court of law
- Death in the immediate family including, but not necessarily limited to, parents, siblings, grandparents or other family members living in the household
- Religious holidays, if the religious tenets to which the student and/or his/her family adhere require observance of the holiday. In addition, upon receiving a written request from parent/guardian, a student shall be excused from school in order to attend classes for religious instruction under §1546 of the Public School Code of 1949 (24 P.S. § 15-1546)

PLEASE NOTE THAT EVEN EXCUSED ABSENCES ARE STILL COUNTED AS DAYS MISSED.

Please note the following possible consequences for unexcused extended absences:

- Student(s) may be dropped from the roll, have to re-register the child and the parent will be required to provide the school with current proof of address.
- Referral may be made for truancy court.

The school district modified its attendance policies and now keeps track of half day absences. If your child arrives to school after 10:00am or has an early dismissal prior to 2:00pm, he/she will be marked as a half-day absent. Frequent half day absences can greatly impact your child's attendance and their learning.

## Requests for Family Vacations

In order to promote a consistent educational process throughout the school year, parents/guardians should **not** schedule family vacations during the school year. If a child is absent because of a family vacation, the absence will be counted as an unexcused absence. Any student absent more than 5 days will be dropped from roll and the parent will need to provide proof of address and re-enroll the student upon returning.

**Any child absent for an extended period of time before/after the winter recess will automatically be dropped from the school roll. Parents will need to readmit students upon return.** For a complete list of the truancy policy, please visit: <http://webgui.phila.k12.pa.us/offices/a/attendance--truancy>

## Lateness

The School District of Philadelphia believes that arriving on time for school establishes a pattern that students will carry with them throughout their educational career and beyond. Children are expected to be in their assigned locations at 8:20 am. Although late slips in the main office will be given to students beginning 8:40 a.m., **any student who is not at his/her appointed location at 8:20 will be considered and be recorded by the teachers as late.** Please note that truancy court considers lateness in the same manner as an absence. Any student with excessive absences or lateness will receive a legal notice and be referred to truancy court.

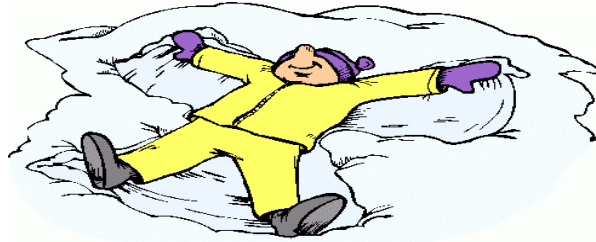
## *EARLY DISMISSALS*

It is imperative that your child remains at school the entire day. Early Dismissals will be granted before 2:00 p.m. If there is an emergency or extenuating circumstance, please call the school before your arrival. Medical appointments should be scheduled after school and/or during school closures. For the safety and security of your child, **no child will be dismissed to anyone not listed on the emergency contact card or without proper picture identification. If someone other than the child's parent/guardian is picking up the child for an early dismissal, said parent/guardian must obtain prior approval for this arrangement.** If an emergency arises and your child needs to be dismissed early, parents must do the following:

- Send a note in with your child at least twenty-four hours in advance.
- Report to the front entrance of the building to sign your child out of school with proper identification.
- Report to the office to sign your child back into school (if returning from an appointment).

## *EMERGENCY SCHOOL CLOSING*





When school is closed due to extreme weather conditions, an announcement will be made over the radio and television stations early in the morning. Please listen to KYW News Radio, NBC Channel 10, CBS Channel 3, and WPVI Channel 6 for the latest information on school closing. The announcement will state, “**ALL PHILADELPHIA PUBLIC SCHOOLS ARE CLOSED.**” **If you do not hear this announcement, schools are open--please do not call the school.** When it is necessary to close school during the school day, television and radio stations will also make announcements indicating what time the schools will close. Please do not come to school to pick up your child earlier; the office staff and all essential personnel will be assisting students to make contact with parents.

## *SCHOOL UNIFORMS*

Students are expected to adhere to the mandatory Uniform Policy. The purpose of the uniform is to create a positive learning environment. All parts of the uniform must be clean, pressed, and in good condition. Uniforms must be worn to school and students must leave school in uniform – this includes shoes. Juniata Park Academy students must adhere to the uniform policy that requires the following standards:

### **Boys:**

Navy Blue Collared Shirt- No Logos (not undersized or oversized)

Khaki pants with a belt. NO PANTS SHOULD BE WORN BELOW THE WAIST (not undersized or oversized)

### **Girls:**

Navy Blue Collared Shirt- No logos (not undersized or oversized)

Appropriate knee length khaki skirt or khaki pants (not undersized or oversized)

### **Shoes:**

Black, Blue or Brown

Sneakers are acceptable everyday

NO OPEN TOE SHOES ARE ALLOWED (FLIP FLOPS OR SANDALS)

### **Gym Uniform: ONLY TO BE WORN ON GYM DAYS**

Blue Sweatpants ONLY- No logos

Blue T-shirt- No logos

**Hooded sweatshirts and ball caps are not permitted (to be worn) during the school day. Ball caps worn during the school day will be confiscated and only returned to a parent. Girls should not wear earrings larger than a “quarter size.”** A phone call will be made to parents when a child is out of uniform. Students who persistently fail to comply with the school’s uniform policy may be subject to disciplinary action.

## *PARKING*

Parking is not permitted around the school building at any time during school hours. This is a fire regulation and prohibits safe passage to and from school for our students. **During Morning Admission between 8:00 a.m. and 8:30 a.m., G Street, as well as Bristol Street will be drop off locations only. The side gates will be closed during morning admission, as well as dismissal time and no cars are permitted to enter the parking lot.** No car should be parked or left unattended for any reason. Cars parked illegally in the fire zone and handicapped parking spaces will be ticketed. Additionally, cars parked on G Street and Bristol Street, as well as cars double parked will be ticketed.

## *MORNING ADMISSION AND AFTERNOON DISMISSAL LOCATIONS*

Morning Admission begins at 8:00 a.m. for Kindergarten through 8th grade students. Please be advised that students that do not demonstrate appropriate conduct will not be permitted to enter school until the official school start time, 8:20 a.m.

Kindergarten students and 1st grade students in Rooms 5 and 6 enter through the Kindergarten Wing Entry Doors.

1st grade-4th grade students and 7th-8th grade students enter through the Courtyard Doors.

5th & 6th grade students enter through the Main Entrance Doors.

\*Students in Grades K-4th are not permitted to walk home alone.

## *VISITOR'S POLICY/CONTACTING TEACHERS/VOLUNTEERS*

In order to maintain safety for all students, and protect valuable instructional time, all visitors must: **REPORT TO THE OFFICE BEFORE GOING ANYWHERE IN THE BUILDING.** To prevent strangers from entering the building, doors will be locked. Please ring the bell attached to the camera and wait to be buzzed in. Enter through the door on the left. Upon entry, please report to the main office for assistance or obtain a pass to the appropriate area. **You will be asked for identification.** All visitors must sign in and out of the building and carry a visitor's pass or identification badge. Please be reminded that you are a visitor in a school building; you are expected to behave in an appropriate and respectable manner. **DO NOT ADDRESS CHILDREN OTHER THAN YOUR OWN.** We reserve the right to remove any visitor from our building who behaves inappropriately, uses profanity or acts improperly.

If you need to meet with your child's teacher, please send a note and he/she will contact you. **DO NOT GO DIRECTLY TO THE CLASS AT ANY TIME.** Parents should not expect that teachers are available to speak with them during the school day without an appointment. The office will not interrupt a teacher while he/she is teaching during the school day. You may leave a message and the teacher will return your call at their earliest convenience. Also, please feel free to write a note requesting a conference at any time during the school year. The same holds true for administration. Administration will be assisting with morning admittance and afternoon dismissal and will not be available during that time. An administrator will be available sometime between 9:00 a.m. and 2:30 p.m. only. It is always best to make an appointment. If it is an emergency, support staff will be available to assist.

## *BREAKFAST/LUNCH PROGRAMS*



Research indicates that children who begin their day with a healthy breakfast have greater academic success. For that reason, we offer students breakfast and lunch daily to all of our students. Breakfast for 6<sup>th</sup>-8<sup>th</sup> grade students is offered before school between 7:45 a.m.-8:15 a.m. All other grades will receive breakfast in their classrooms. Students may bring their own lunch if they would like but glass bottles are prohibited.

## *USE OF THE OFFICE TELEPHONE*



**Students are not permitted to use the office phones unless it is an extreme emergency.** Students will not be permitted to call parents on a daily basis or call home during inclement weather (rain or snow). Students will not be interrupted from their classrooms to receive telephone calls. Messages will be given in emergency situations only. Our office staff is very busy and is not expected to take messages for students, unless it is an emergency. Please make all arrangements with your child before school starts.

## *CELL PHONES/PERSONAL PROPERTY*



The School District prohibits students from using personal cell phones on school grounds during school hours. Any student using a cell phone, iPod, iPad, camera, or any other electronic device during school hours will have it confiscated. The device will be returned to a parent for the first offense. On the second offense, the item will be taken and not returned until the last day of school. Juniata Park Academy will not assume responsibility for the loss or theft of any cell phone or iPod devices. The principal has the authority to address issues that are disruptive to the academic environment that may arise from the improper use of telecommunication devices.

Toys and personal items such as: CDs, MP3s, gaming devices etc. are not permitted in school. If brought to school they will be confiscated. Students are also responsible for all items in their book bags. Please instruct children not to place items in their book bags that do not belong to them. Juniata Park Academy will not be responsible for the loss or theft of any personal items that are confiscated by school personnel. A copy of the complete policy can be found on [www.philasd.org](http://www.philasd.org).

## *HOMWORK*



Homework is a vital part of the teaching and learning process. Parents should expect students in all grades to have homework four to five times a week. Not all homework will be written assignments. Teachers assign students to read books, study notes, memorize a poem or prepare for an oral assignment. Students will be required to read daily. While students assume the major responsibility for completing homework assignments, parents should also take an active interest and monitor children's progress and check to see that homework is completed each night.

The Role of the Student – The student has the responsibility to:

1. Be responsible for having a copy of the assignments and making sure assignments are clearly understood.
2. Take home necessary texts and materials.
3. Complete assignments neatly and on time.
4. Note any questions about homework to be asked in the next class.
5. Return assignments and books to school when due.

The Role of the Parent – The school encourages the parents to:

1. Provide a quiet place for the student to study.
2. Encourage the student to study at a regular time in the afternoon and/or evening.
3. Check the student's assignments each evening and sign, if needed.
4. Encourage independence in completion of the assignments.
5. Review and sign tests, where applicable.

### *MAKE-UP WORK POLICY*

Students are required and expected to make up missed assignments, assessments, and projects when absent or otherwise not in school. Students have a number of days equal to the number of days absent to complete the missed assignments, assessments, and/or projects. If a student has been absent for an extended period, s/he should request the assistance of his/her teacher in creating a schedule to complete the missed work.

### *NURSE AND MEDICATIONS*



The nurse is available daily for all students and parents. Health room hours have been established by the nurse to cut down on interruptions in the classroom and to allow the nurse sufficient time to provide ongoing medical monitoring of students. School Health Services personnel will perform/conduct vision screenings on all children every other year, growth screenings every other year and hearing screenings in kindergarten and grades 1, 2, 3 and 6.

Medications are given in school ONLY after completion of medical forms by a healthcare provider and approved by School District Health Services. This form must be filled out and signed by the child's doctor and parent. All medications and prescriptions are to be brought in their original bottles to the nurse and kept in the health office. Over-the-counter drugs-including cough medicine, aspirin, etc. must also be accompanied by a doctor's note. When the school nurse is not in school, the Principal or designee may administer medication under the guidelines established by the Pennsylvania Health Services Commission. If your child is on long-term medication or there are any medical problems, please contact the nurse. Students are not permitted to bring any form of medication to school. Students are not permitted to self-administer any medicines including inhalers.

All students must be properly immunized against communicable diseases. The nurse will contact parents if students need to update required shots. Students will not be permitted to return to school until they have been properly immunized.

If a student has an injury or illness at home, it is the parents' responsibility to take the student to the doctor. Please do not send students to school with injuries that happened at home or if a student is sick and has a fever. Students should be free of a fever for 24 hours prior to returning to school. If a child becomes ill during the school day, s/he will be given immediate attention. You will be called if your child is too ill to return to class. Please advise your child that she/he cannot personally call home if they feel ill but must go to the nurse's office.

## *DISCIPLINE/CODE OF STUDENT CONDUCT*



In order to maintain a safe and orderly learning environment, we expect and demand good behavior from our students, Juniata Park Academy follows the School District of Philadelphia Code of Student Conduct. Each student is responsible for his/her own actions. To facilitate an educational atmosphere that is safe for all members of the community, Juniata Park Academy has developed a single school culture and will follow a School Wide Behavior plan. Our teachers will review the rules for all the students in the various school settings. The students will review the proper behavior and consequences for inappropriate behavior. The expectation is for all of our students to understand and follow the school-wide rules and Code of Conduct.

Fighting is unacceptable behavior and will not be tolerated. If a student is involved in a fight, disciplinary measures, including suspension, will be taken and a parent meeting will be scheduled.

Many disciplinary problems may be resolved by meeting with the teacher, a phone call to the parent or a time out. However there are certain forms of behavior that are unacceptable in the school and may result in immediate out of school suspension. Students involved in repeated instances of violations of the code of conduct will be recommended for a disciplinary transfer out of Juniata Park Academy. When a conflict arises, students are expected to seek alternatives for resolution. By seeking help, the student removes him/herself from possible danger and he/she does not use "self defense" as an excuse to participate in a fight.

## *BULLYING/CYBERBULLYING POLICY*

### **What is Bullying?**

**Bullying occurs when someone repeatedly, and on purpose, says or does mean or hurtful things to another person who has a hard time defending themselves.**

Juniata Park Academy is a Bully Free Zone. We adhere to the School District of Philadelphia's Bullying/Cyberbullying Policy 249. Each student shall be responsible to respect the right of others and to ensure an atmosphere that is conducive to learning and free from bullying. Each parent is responsible to ensure that their child respects the right of others and the right of others to learn in a safe place, free from bullying.

## *TITLE I PROGRAM*

### **What is Title I?**

Title I is the largest federally funded program for private and public schools in the nation. The goal of the program is to provide additional instructional services to students. With these funds the school has the ability to

purchase additional personnel and materials that will support our students' learning. Many of the consumable books as well as the interventions used by our students are purchased using Title One funds. Parental Involvement is a component of the program. Title One funds allow Juniata Park to host workshops throughout the year as well as after school events. These events will be posted in the monthly school calendar or on the website.

## *TITLE ONE PARENT COMPACT*

*Juniata Park Academy  
School-Parent Compact  
2019-2020 School Year  
Revision Date 3-27-19*

*Dear Parent/Guardian,*

### **JOINTLY DEVELOPED**

*The parents, students, and staff of Juniata Park Academy partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held in March each year to review the compact and make suggestions based on students' needs and school improvement goals.*

*Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.*

*To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.*

### **THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:**

- 1. 100% of students will graduate ready for college and career.*
- 2. 100% of 8-year-olds will read on grade level.*
- 3. 100% of schools will have great principals and teachers.*
- 4. SDP will have 100% of the funding we need for great schools, and zero deficit.*

### **Juniata Park Academy GOALS:**

- At least 60% of students will attend school 95% of days or more.*
- At least 70% of Kindergarten students, and 50% of 1st and 2nd grade students, will score at target by the Spring Aimsweb Plus assessment.*



- **100% of Kindergarten, 1st, and 2nd grade students will demonstrate one year of growth through a comparison of Q1 and Q4 independent reading levels.**
  - **At least 36% of students will score at Proficient or Advanced on the ELA PSSA.**
  - **At least 24% of students will score at Proficient or Advanced on the Math PSSA.**
    - **At least 75% of students will earn As and Bs in all core courses.**

**To help your child meet the district and school goals, the school, you, and your child will work together:**

**SCHOOL/TEACHER RESPONSIBILITIES:**

*Juniata Park Academy School will:*

- **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:**
  - Formal and informal data will be used to drive instruction**
  - State standards will be used to plan instruction**
  - Necessary materials will be provided to support instruction**
- **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
- **Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**
  - Interim reports/progress report mid marking period**
  - Report Cards each marking period**
  - \* **Provide parents reasonable access to staff.**
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:**
  - **Parents may volunteer to assist the teacher as long as the appropriate documentation is provided and kept on record in the office, and the volunteer activity is approved by administration**

**PARENT RESPONSIBILITIES:**

*We, as parents, will:*

- **Make sure my child arrives on time and attends school every day**
  - **Make sure that homework is completed, checked and signed**
- **Monitor and limit the amount of television and other technology my child watches/uses**

- **Volunteer in my child's classroom (as appropriate, with administrative approval)**
- **Participate, as appropriate, in decisions relating to my child's education**
  - **Promote positive use of my child's extracurricular time**
- **Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district, either received by my child, by phone messenger, or by mail and responding as appropriate.**

**STUDENT RESPONSIBILITIES:**

- **Do homework every day and ask for help when needed,**
- **Read at least 20-30 minutes every day outside of school time,**
- **Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.**

**COMMUNICATION ABOUT STUDENT LEARNING:**

*Juniata Park Academy School is committed to frequent two-way communication with families.*

- **Check the Parent & Family Portal to access all information regarding your child's education at <https://www.philasd.prg/face/family-resources/parent-and-family-portal/>**
  - **Attend Back to School Night during September 2019**
    - **Attend all Parent-Teacher Conferences**
      - **Phone calls and Robo-calls**
      - **Use Class Dojo/ Remind (optional)**
    - **Monthly Bilingual Calendar in Spanish, Vietnamese, Arabic, and English**
- **Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs.**
- **On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.**

**ACTIVITIES TO BUILD PARTNERSHIPS:**

*Juniata Park Academy School offers ongoing events and programs to build partnerships with families such as:*

- **Monthly School Advisory Council Meetings**
- **Monthly Parent Workshops**

- **Monthly Parent Volunteer Orientations**
  - **Kindergarten Open House**
    - **Bingo Night**
    - **Family Movie Night**
- **Family Literacy/Math Workshops**
- **Fall & Spring Community Fairs**
  - **Homework Clubs**
  - **Garden Clubs**
- **After School Tutoring (Math & Reading)**
  - **Sports Events**

***Juniata Park Academy School***  
**Parent and Family Engagement Policy**

***School Year 2019-2020***

***Revision Date: 3-27-19***

In support of strengthening student academic achievement, **Juniata Park Academy** receives Title I, Part A funds and therefore must jointly develop with, agree on, 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).

**Juniata Park Academy** 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

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

**Section A: JOINTLY DEVELOPED**

**Juniata Park Academy** 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.

- Winter & Spring Title I Parental input meetings
- Kindergarten Open House
- Monthly SAC Parent Meetings and Surveys
- Monthly Parent Volunteer Orientations
- Parent Workshops

**Section B: ANNUAL TITLE I MEETING**

**Juniata Park Academy** 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.

- Juniata Park Academy will hold a Fall Title I Parent meeting in September 2019
- Invite parents to the meeting involving School Improvement during days of professional development
- Invite parents to leadership meetings

**Section C: COMMUNICATIONS**

**Juniata Park Academy** 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) Bilingual Spanish/Vietnamese/Arabic and English Monthly Parent Calendar

- 2) Back to School Night
- 3) Robo-call to families
- 4) Monthly Parent Meetings/ Workshops
- 5) School and District Flyers
- 6) Parent Portal

#### **Section D: SCHOOL-PARENT COMPACT**

**Juniata Park Academy** 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.

- Conduct a survey to determine what, when and how the parental involvement can be addressed to determine the greatest need, time and approach to address them.
- Conduct a post-survey to evaluate the effectiveness of the program and to determine the next steps.
- Winter Title I Meeting 2020
- Spring Title I Meeting 2020
- Provide Parent Workshops to support student achievement at home.

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

**Juniata Park Academy** 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:

- Having a yearly meeting to discuss specifics related to the budget is and how funds are allocated. Discuss the Title I family Engagement budget and how the funds are being used for the current school year.
- Parents can actively participate, indicating how they want to spend the 1% funds for parent engagement according to their needs.
- Spring Title I Meeting in March or April 2020

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

**Juniata Park Academy** 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:

- Creating a Parent Information desk
- Working in collaboration with FACE office
- Employing resources of Bilingual Counselor Assistants: Spanish, Arabic and Vietnamese
- Inviting partners for Community Events and parent workshops and bringing resources to families

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

Juniata Park Academy 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 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

- Various workshops will be held throughout the year that meet the requirements set by the State's academic achievement and assessment.
- Family Literacy and Math Nights
- Family Engagement Liaison will facilitate Monthly Parent Volunteer Orientation
- Resource Tables with information for parents during the Parent-Teacher Conferences
- Training parents to enhance the involvement of other parents
- Adopting and implementing model approaches to improving parental involvement
- Newsletters/calendars sent home monthly for upcoming events, early dismissals and testing.
- Parent workshops focused on online programs for students

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

Juniata Park Academy 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:

- District wide professional Development
- Professional Learning Community

Juniata Park Academy will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by providing:

- Community Resource Fairs
- Parent Café (Sponsored by APM)
- Parent Workshops

- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources, or funding for that training.
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

In order to implement these discretionary components, the School will establish a partnership with The Free Library of Philadelphia and include all the literacy programs that they offer, such as being part of the Read by 4<sup>th</sup> Initiative.