

## **Parent and Family Engagement Policy**

*2019-2020 SY*

*Revision Date: 04/10/2019*

In support of strengthening student academic achievement, **Mayfair School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

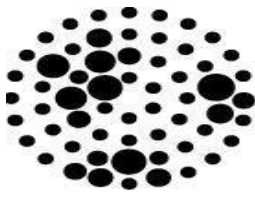
### **The Mayfair School agrees to implement the following requirements as outlined by Section 1116:**

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

### **Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:**

- A. Parents play an integral role in assisting their child's learning
- B. Parents are encouraged to be actively involved in their child's education at school
- C. Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- D. Other activities are carried out, such as those described in Section 1116 of the ESSA

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



### **Section A: JOINTLY DEVELOPED**

**Mayfair School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

A Spring Title I meeting is held for parents to give input into the development of parent engagement activities as well as the development of the parent and family engagement policy and school parent compact. This year, the Spring Title I meeting for parent input was held on April 23, 2019.

### **Section B: ANNUAL TITLE I MEETING**

**Mayfair School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

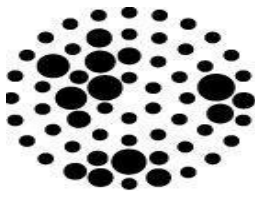
- Parents are invited to an Annual Title I meeting held during our Back to School Night in September 2019. At this time, the principal or designee will share information about the requirements of Title I part A, parent rights to know, state and local assessments including the PSSAs, school curriculum, how to work with educators and to track student progress.
- Additionally, at the meeting, we will utilize the School Advisory Council to share School Improvement Plan (SIP) information.

### **Section C: COMMUNICATIONS**

**Mayfair School** will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- Provide adequate notice in advance to parents regarding invitations to meetings and cancellation of meetings through monthly newsletter, school messenger (phone calls).
- Provide language access services for parents/caregivers whose first language is other than English, to the extent feasible. Mayfair has five bilingual counseling assistants on site part time, to translate Chinese, Spanish, Arabic, Albanian, and Vietnamese. The school will also use Pacific Interpreter services when appropriate.
- Provide workshops in school on parent involvement and supporting student achievement.
- Provide Home & School and parents with access to materials and resources to support student achievement, to the extent possible, with existing resources.
- Direct parents to outside resources and assist with documentation, when possible, to supplement resources currently available at school.

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



# MAYFAIR

## ELEMENTARY SCHOOL

THE WORLD IN A NEIGHBORHOOD SCHOOL

**Mayfair School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students 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.

- A Spring Title I meeting is held for parents to give input into the development of parent engagement activities as well as the development of the parent and family engagement policy and school parent compact. This year, the Spring Title I meeting for parent input was held on April 23, 2019.
- Parents are also invited to regular School Advisory Council Meetings, where Mayfair staff will participate in order to gain feedback and work as equal partners.

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

**Mayfair School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- During our Winter Title I meeting, we present the parents with an opportunity to evaluate the content and effectiveness of this parent and family engagement policy in order to improve 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. This year, our Winter Title I meeting took place on February 26, 2019.
- We will also share with the parents, a "Concern Form" to encourage parental feedback and ways to improve communication with administrative staff.

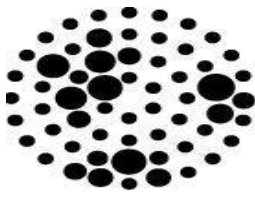
### **Section F: COORDINATION OF SERVICES**

**Mayfair School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- Mayfair staff will be available to collaborate and coordinate with various organizations and parent groups to provide presentations and workshops about Title 1, Pennsylvania state standards, and school district expectations.
- Disseminate materials from the Office of Teaching and Learning and other offices, including, to the extent feasible, translations to parents and caregivers that will be useful references at home.
- Actively participate in neighborhood groups that assist the school population. (i.e. Safe Corridors)

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

**Mayfair School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:



- 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
- 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
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State’s academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child’s progress
  - How to work with educators to improve the achievement of their child
  - Provide literacy content support and other development sessions to help parents and caregivers understand available resources for families as they support their child’s literacy instruction.
  - Facilitate parental access to the School District of Philadelphia’s parent portal on SIS to increase parental access to meaningful data.
  - Host annual book fair, to foster at home reading.

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

**Mayfair School** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- Regularly discussing data trends, areas of improvement, and action steps, at school leadership team meetings.
- Invite parents, district personnel, school personnel, and outside agencies, to present professional development to staff about positive communication and building ties.

**Mayfair School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- 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.

<i>Principal Name</i>	<i>Principal Signature</i>	<i>Date</i>
<i>Parent/Guardian Name</i>	<i>Parent/Guardian Signature</i>	<i>Date</i>
<i>Student Name</i>	<i>Student Signature</i>	<i>Date</i>