

Prince Hall School
Parent and Family Engagement Policy

School Year 2020-2021
Revision Date: 04/27/2020

In support of strengthening student academic achievement, **Prince Hall School** receives Title I, Part A funds and therefore must jointly develop with, agree 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 **Prince Hall 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

Prince Hall 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.

Prince Hall School works together with parents to develop the parent and family engagement policy. During the Annual Title I Spring Meeting, parents are encouraged to provide feedback and input to updating the Parent and Family Engagement Policy and School Compact. At this meeting, parents are also recruited to the School Advisory Council. This year's meeting on May 12, 2020.

Section B: ANNUAL TITLE I MEETING

Prince Hall 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.

Prince Hall will have an Annual Title I Meeting on September 24, 2020. Parents will have the opportunity to learn about the requirements of Title I, School Plan, the budget, as well as parent rights under Title I, the state academic content standards and assessments, strategies for monitoring student progress and working with educators. Monthly Home and School Meetings will take place the 2nd Tuesday of each month and the School Advisory Meetings will take place the 3rd Thursday of each month. The parents meetings are scheduled during different times to give all parents an opportunity to attend and provide their feedback.

Section C: COMMUNICATIONS

Prince Hall 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.

- 1) School Messenger system is used to send parents messages about upcoming events and meetings through phone calls and text messages.
- 2) Monthly school calendars keep parents informed.
- 3) Parent Communications Green folders are provided by Prince Hall School for all students. All information is sent home with students every Tuesday.

- 4) The Parent and Family Engagement Policy and School Parent Compact will be distributed in the fall, via the communication folders.
- 5) Parents receive information in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand. Translations can be made through the district Multilingual office upon request.
- 6) All documents to be posted on the Prince Hall Website for parents convenience or those who cannot make the meetings.

Section D: SCHOOL-PARENT COMPACT

Prince Hall 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.

- The Annual Title I Spring meeting will provide parents with the opportunity to revise and update the School Compact. The annual parent input meeting will be held in May, 2021. Throughout the school year, parents will be invited to attend SAC Committee meetings to reevaluate the policy. (Explain the new virtual process)
- During a scheduled professional development day, teachers and staff will review the feedback from the parent surveys to ensure a partnership in developing this document.
- Copies of the completed version will be shared with parents and families via the Green communication folders. Additional copies will be made available on the Parent Resource Table and on the school website.
- Copies of the completed version will be shared through a virtual process as well for parents unable to attend meetings.

Section E: RESERVATION OF FUNDS

Prince Hall 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:

Prince Hall School will hold a Winter Title I Parent Input meeting to inform parents of the 1% reserved funds for Parental Engagement. Parents have an opportunity to discuss potential purchases, suggest parent resource materials, and discuss their needs during the annual Winter meeting. This year, the meeting was held on January 17th. Capture suggestions for purchases.

Section F: COORDINATION OF SERVICES

Prince Hall 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:

- Community Members such as Prince Hall Masons, Order of Eastern Stars, United Way, Girls Inc. all contribute to the Prince Hall School
- Prince Hall Masons- This organization provides mentoring to the 4th and 5th grade boys through learning how to deal with life situations, job prep, and
- Order of Eastern stars- This organization provides mentoring to the 4th and 5th grade girls
- United Way-This organization provides content specific standards to the 2nd and 3rd grade teachers so that instruction is effective and targeted
- Girls Inc- This organization provides books of various kinds for 2nd and 3rd grade students quarterly to enhance the love of reading.
- Office of Early Childhood- This department of the Philadelphia School District assists our parents, families and teachers with the transition from HeadStart to Kindergarten. This entails an Open Classroom Day where parents come and visit the Kindergarten classrooms and engage in the Literacy block of time.

Section G: BUILDING CAPACITY OF PARENTS

Prince Hall 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:

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 challenging 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
- The Prince Hall School will conduct workshops and presentations to learn how to work with educators. This will provide assistance to parents in order for their children to experience academic success. Prince Hall will have the Annual Title I Meeting on September 24, 2020. Parents will have the opportunity to learn about the requirements of Title I, School Plan, the budget, as well as parent rights under Title I, the state academic content standards and assessments, strategies for monitoring student progress and working with educators. Monthly Home and School Meetings will take place the 2nd Tuesday of each month and the School Advisory Meetings will take place the 3rd Thursday of each month. The parents meetings are scheduled during different times to give all parents an opportunity to attend and provide their feedback.

- Parent and teacher conferences and report cards will allow parents to stay informed about their child's progress.
- Parent Academic Roster Night- Back to School Night – Parents will receive a roster to visit classrooms that address the following needs. Upon completion each parent will receive a certificate of completion.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Prince Hall 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:

- Workshops, conferences and training for teachers/staff on providing friendly customer service and effective communication with parents. The Principal will provide PD for staff on a district PD day in the Fall or Winter to address effective parent engagement and to review the results of the parent surveys with staff.
- Online resources or academic parent teacher team meeting

Prince Hall-will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Math Night- is a fun event for kids in elementary school and their parents. It lets kids show off their math skills and introduces them to mathematical topics beyond their everyday schoolwork. Meanwhile, their parents see what their kids are learning in math and maybe learn something new about mathematics themselves. Teachers will guide parents through mathematical concepts to better assist students at home.
- Literacy Night-Family Literacy Night is when a school gives parents and their children a time, a place, and some helpful guidelines from an experienced teacher to write, read, and share their ideas. Having entire families writing together is a powerful demonstration of commitment to the importance of writing.
- Science Fair-A science fair is a competitive event, hosted by schools worldwide. Students present their science project results in the form of a report, display board, and/or models that they have created. Science fairs allow students in elementary schools to compete in science and/or technology activities.
- Kindergarten Open House-An open house is an event held at an institution where its doors are open to the general public. The face-to-face meetings with families help build relationships, increase the visibility of the parent group.
- Fifth Grade Transition- A transition meeting occurs in the early part of November for parents to meet with the counselor and discuss optional school settings for students moving to the 6th grade in the following year. Parents are given names and descriptions of schools

to select from. Parents then use the Student Portal to select possible schools for their individual student.

- Professional Book Studies-Parents find resources and activities that can help your child become an engaged reader, including literacy adventure packs, themed booklists, author interviews, nonfiction resources, summer reading suggestions and more.

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

- Training parents to enhance the involvement of other parents.
- Develop appropriate partnerships with community based organizations and business, including faith based organization

Donna Ragsdale

4/27/2020