

***A. Philip Randolph CTHS***  
**Parent and Family Engagement Policy**

***School Year 2018-2019***  
***Revision Date: 04/24/2018***

In support of strengthening student academic achievement, **A. Philip Randolph High CTHS** 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 **A. Philip Randolph High CTHS** 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**

**A. Philip Randolph High CTHS** 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.

- **Information was sent home via email, or school website, and USPS mail detailing the School Advisory Council meeting dates, the Winter Title I meeting date and the Spring Title I meeting date**
- **During the Spring Title I meeting the administration reviews the Parent and Family Engagement Policy and School-Parent Compact drafts, discusses important points with parents, fields comments and suggestions to the Parent and Family Engagement Policy and School-Parent Compact.**
- **The 2018-2019 Parent and Family Engagement Policy and the School-Parent Compact was introduced and discussed with parents at the Spring meeting held on April 12, 2018.**

**Section B: ANNUAL TITLE I MEETING**

**A. Philip Randolph High CTHS** 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.

- **The Annual Title I Meeting will be held during Back-To-School Night in September of each school year. School leadership will discuss: Title I requirements, curriculum, academic standards, assessments, the schoolwide plan, the Parent and Family Engagement Policy, School-Parent Compact, how to monitor your child’s progress, and how to work with educators.**

**Section C: COMMUNICATIONS**

**A. Philip Randolph High CTHS** 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) **We regularly communicate with families through USPS Mail, the school website, phone/robo calls, and emails.**
- 2) **We will also strive to make our communication in an understandable language for our parents by using the School District's Translation Office. For quick phone calls and in person conversations, our School Counselor is bilingual.**
- 3) **Parents are encouraged to complete a parent survey that collects information on preferences for meeting times and other potential barriers to family engagement with the school.**

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

**A. Philip Randolph High CTHS** 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.

- **During the Spring Title I meeting the administration reviews the Parent and Family Engagement Policy and School-Parent Compact drafts, discusses important points with parents, fields comments and suggestions to the Parent and Family Engagement Policy and School-Parent Compact.**
- **Parents and families were invited to attend the Spring Title I Meeting, held on April 12, 2018, where parents, students and staff jointly developed the 2018-2019 School-Parent Compact.**

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

**A. Philip Randolph High CTHS** 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:

- **Parents and families are invited to attend the Winter Title I Meeting to review the schoolwide plan and budget and to solicit recommendations for the use of the school funds reserved for parent and family engagement.**
- **The Winter meeting where parents discussed the budget priorities and needs for this school year was held on January 31, 2018.**

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

**A. Philip Randolph High CTHS** 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:

- **We will hold monthly School Advisory Council meetings.**
- **Parents will have access to the Parent Resource Room during school hours.**
- **We will bridge the schools relationship with the surrounding community by hosting a variety of volunteer opportunities.**

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

**A. Philip Randolph High CTHS** 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 Annual Title I Meeting will be held during Back-To-School Night in September of each school year. School leadership will discuss: Title I requirements, academic standards, assessments, the schoolwide plan, the Parent and Family Engagement Policy, School-Parent Compact, curriculum, how to monitor your child's progress, and how to work with educators.**
  - **Communication is ongoing as well as updates through Randolph CTHS Website and Twitter.**
  - **The Administration in collaboration with Home & School/SAC will host various workshops to keep parents informed (meetings will take place monthly):**
    - **Parent Portal Training**
    - **Keystone Assessment Comprehension**
    - **Bullying Policy and how it affects student learning**

- **College and Career Readiness/Awareness-College Tours**
- **NOCTI Preparation**
- **SAT Preparation**
- **FASFA Workshops**

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

**A. Philip Randolph High CTHS** 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:

- **Offering a Professional Development session where we will discuss how to effectively engage parents and review the results from the parent survey.**

**A. Philip Randolph High CTHS** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- **Conduct schoolwide surveys**
- **Monthly School Advisory Council Meeting**
- **Administration will collaborate with Home & School**
- **Report card conferences will be held at convenient times for parents/caregivers to attend**

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**Principal Signature**

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**Date**



