

Charles W. Henry School

Parent and Family Engagement Policy

School Year 2020 - 2021

Revision Date: 05/11/2020

In support of strengthening student academic achievement, **Charles W. Henry 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 **Charles W. Henry 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

Charles W. Henry 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.

The school will:

- **Invite parents and families to share their input/feedback at the Winter, Spring Title I Parental Input Meetings and Back to School Night/Annual Title I meeting.**
- **Invite parents and families to share their input at the monthly School Advisory Council meetings and PTA meetings**
- **Solicit opinions/interests of parents and families via surveys**
- **This Policy was updated with feedback from the Spring Title I Parent Meeting that was held on May 12, 2020.**

Section B: ANNUAL TITLE I MEETING

Charles W. Henry 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.

The school will:

- **Host the Annual Title I Meeting during Back to School Night in the Fall of 2020. The date and time will be communicated via the school calendar and newsletter, flyer, Remind Text Messaging App and school messenger (robo emails). At this meeting, the principal 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.**

Section C: COMMUNICATIONS

Charles W. Henry 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.

The school will:

- **Make copies of the Parent and Family Engagement Policy and School-Parent Compact and make them available on the Parent and Family Resource Area that is located in front of the Main Office.**
- **Provide letters to parents and families in various languages based on the information in the Student Information System.**
- **Provide the information on the school website.**
- **Include the completed policies in the Family Handbook and send through the Remind messaging platform.**
- **Present information to parents and families at our annual Back to School Night, School Advisory Council meetings, PTA meetings and other meetings related to Title I (Winter and Spring Title I Parental Input meetings).**

Section D: SCHOOL-PARENT COMPACT

Charles W. Henry 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 school will:

- **Annually evaluate the School-Parent Compact and revise as necessary based on feedback from parents, families, staff and students during Spring Title I Meeting.**
- **Copies of the completed version will be shared to parents and families via the Parent Resource Table, School Website, Remind App, and classroom communication folder.**
- **The School-Parent Compact was updated with feedback from the Spring Title I Parent Meeting that was held on May 12, 2020.**

Section E: RESERVATION OF FUNDS

Charles W. Henry 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:

- **Principal will share the Title I budget with parents and families at the Spring and Winter Title I Parent Input meeting.**
- **Principal will share budget information with parents and families at the School Advisory Council, and PTA meetings.**
- **Feedback and input will be gathered during the meetings or via a survey.**

- **The Winter Title I Parent Meeting was held on Tuesday, January 7, 2020. This meeting was held in collaboration with a SAC meeting. During this meeting, the principal provided families with information on the 1% budgeted set aside for Parent Involvement and other Title I funds. Parents were given the opportunity to provide their feedback on the designations of those funds.**

Section F: COORDINATION OF SERVICES

Charles W. Henry 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:

- **Inform parents and community members via school website about available programs and services through the Office of Specialized Services and Office of Family and Community Engagement.**
- **Provide information to preschool programs about registration, Kindergarten Open House, and school-community events.**
- **Standing partnerships include Children’s Literacy Initiative (CLI), Mt. Airy Schools Coalition, Unitarian Society of Germantown, Germantown Jewish Centre, Arden Theatre Company, Dancing Classrooms Philly, Eat.Right.Phillly, Artist Year, and Weavers Way Coop.**

Section G: BUILDING CAPACITY OF PARENTS

Charles W. Henry 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
- **Charles W. Henry School will coordinate and host workshops and events that will empower parents and families to support school-home learning connections. Some**

workshops are: Parent and Family Portal, Literacy and Math workshop, School Selection Process, Preparing for High School, Preparing for the PSSA and other topics based on parents' and families' feedback.

- **Charles W. Henry School will host a Back to School Night in Fall 2020 for families to learn about policies, expectations and Title I program requirements.**

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Charles W. Henry 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:

- **Provide annual training to school staff on building effective partnerships with parents. Parent survey results will be shared during the meeting.**
- **Provide access to platforms such as Remind App that allow for a school wide effort to communicate with parents.**
- **Revisit Second Step, restorative practices, and classroom management techniques.**

Charles W. Henry School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- **Family Literacy Event**
- **Family Fun Night with the PTA**
- **Parent and Family Portal Training**
- **Volunteer Orientation**
- **Students Performances**
- **After School Extracurricular Activities**
- **Student Council**
- **School tours**

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

The school will:

- Provide necessary literacy training for parents to support school-home connections.
- Train parents to enhance the engagement of other parents to maximize parent and family engagement and participation in their child's education.
- Develop partnerships with community –based organizations and partners.

Katharine Davis

May 12, 2020

Principal Signature

Date