

**The School District of Philadelphia**  
**LOUIS H. FARRELL ELEMENTARY SCHOOL**

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*Louis H. Farrell Elementary School*  
**Parent and Family Engagement Policy**

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

In support of strengthening student academic achievement, **Louis H. Farrell 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 **Louis H. Farrell 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**

Louis H. Farrell 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.

- **Parents are members of our Home & School Association/SAC, which assists in the coordinating and planning of all activities. Parents are invited to attend monthly Home & School/SAC meetings where input is garnered and school status and upcoming events are discussed. We have Winter and Spring Title I Parental input meetings for assistance in the Parent and Family Engagement Policy and the School Parent Compact.**

**Section B: ANNUAL TITLE I MEETING**

Louis H. Farrell 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 Principal and School-based Teacher Leader will present information (how Title I works, how to monitor a child's progress, curriculum, the School Wide Plan, Title I Budget, Teacher Qualifications, as well as Academic Standards and Assessments) to parents and will support the school as needed at our annual Back to School Night (September 2018) and at a monthly parent workshops relating to Title I.**

**Section C: COMMUNICATIONS**

Louis H. Farrell 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) **The Parent and Family Engagement Policy will be in the Parent Handbook that is distributed in September and posted on the Farrell School Website.**
- 2) **We have alternating AM and PM meetings throughout the year.**
- 3) **Childcare is provided during PM meetings.**
- 4) **Each Tuesday parents will receive flyers and newsletters, with translations where possible, that inform them of important events and concerns. A parent information desk is present in the front hall along with a "PAD" bulletin board. Arabic, Chinese, Russian, Albanian, Portuguese, Pashto, Spanish and Ukrainian Bi-lingual Counseling Assistants are available and meet with parents and administration to further school/parent communication. School staff also utilizes Language Line, when BCAs are unavailable. Parent Workshops will be held**

**monthly and parents will be invited to participate in professional development opportunities at the school and network level.**

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

**Louis H. Farrell 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 Leadership Team will annually evaluate our Parent and Family Engagement Program and revise it as necessary based on feedback from parents and staff. The Parent and Family Engagement Policy is sent home to each family in the first month of school, giving all parents the opportunity to review, request a different format, and/ or discuss with school staff. Parents are invited to share their suggestions for plan revisions at the Winter and Spring Title I parental input meetings, as well as updates to the school parent compact.**
- **A parent involvement survey will be distributed to all families and the information collected will be reviewed to help update the Parent and Family Engagement Policy and Compact.**
- **The Leadership Team, along with the Home and School Association, plan a parent and family engagement calendar of activities based on parental input.**

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

**Louis H. Farrell 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 budget with parents at the Spring Title I parental input meeting and the Winter Title I parental input meeting. During this meeting, parents will review the previous budget as well as the upcoming budget. Then parents will give their input for how the funds should be spent, including the 1% parent set-aside.**

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

**Louis H. Farrell 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:

- **Principal's attendance at meetings at a local pre-school and greeting pre-school parents.**
- **Distributing Kindergarten registration information.**
- **Inviting teachers at neighborhood pre-schools to attend kindergarten instructional planning sessions.**
- **Having a Kindergarten teacher act as a liaison between our school and local pre-schools.**
- **Arranging Open Houses and site visits for incoming kindergarteners.**
- **Guiding parents toward after school care provided by Pelbano, Paley and Methodist.**
- **Guiding parents to Cora Services through the MTSS process.**

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

**Louis H. Farrell 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
- **Workshops and events, such as learning how to access the Parent Portal, Literacy and Math workshop, Preparing for high school, and Standardized Test Information, will be held during the monthly Home and School/SAC meetings and/or scheduled as needed. The monthly Home and School/SAC meetings will alternate between day and evening in an effort to accommodate a greater number of parents based on their schedules. Bi-lingual Counseling Assistants will hold meeting with parents of their designated language groups to further enhance their involvement. Our annual Special Title I Meetings will be held on our Back To School Nights on September 18 and 20, 2018, at our Winter Home & School/SAC meeting (Date TBA), and at the Spring Title I Parental Input Meeting (Date TBA).**
  - **The Principal and School-based Teacher Leader will present information (how Title I works, how to monitor a child's progress, curriculum, the School Wide Plan, Title I Budget, Teacher Qualifications, as well as Academic Standards and Assessments) to parents and will support the school as needed at our annual Back to School Night (September 2018) and at a monthly parent workshops relating to Title I.**
  - **Students will have access at home to materials used for instruction, and web-based activities in reading and mathematics, through Pearson, that can be accessed from home. This will give parents the opportunity to explore these materials with their children. Written documents that support the academic process, such as booklets and pamphlets, will be distributed to parents in various languages when feasible.**

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

**Louis H. Farrell 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:

- **Contributions from parents on effective teacher-parent communication are always welcome. A specific time for input is designated at the Fall Home and School Association/SAC meeting and other meetings that follow and the information is passed on to teachers and staff through the Principal Chat and Chew on Professional Development days. Professional Development sessions will be held, and information will be sent by the Principal through email and a Weekly Gram, including articles focusing on “tips” for parent meetings, parent access to teachers’ “e-mail” and parent portal. Specifically, one professional development day in the fall, is focused on working with parents as equal partners in the educational process. Staff will review parent survey results and incorporate parent suggestions into their parent and family engagement program.**
  
- **A Professional Learning Community has been established to address the collaborative and educational needs of classroom and support teachers. A School-based Teacher Leader (Instructional Support Leader) is available for support on an individual or group basis. Farrell will continue to have an Early Literacy Specialist assigned to the school providing daily professional development to all Early Literacy teachers as well as a Reading Specialist on site.**

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

- **“Farrell Five” & “Power of 3” School-wide Behavioral Support**
- **“Student of the Month” Pillars of Character Program**
- **“Caught Being Good” Coin Incentives Program**
- **“Grow Your Stamina” Reading Program**
- **Instrumental Music Program – Winter and Spring Concerts**
- **Waterford K-2 Math Intervention Program**
- **“Imagine Learning” Program School-wide Intervention Program for Literacy (K-6) and Math (3-8)**
- **Honor Roll for grades 4-8**
- **Student Council**
- **Muffins with Mom Day**
- **Donuts with Dad Day**
- **Graham Crackers with Grandparents Day**
- **Workshops for Parents**
- **Project Pride Prevention Services**
- **Second Step Program**
- **RSVP Volunteer Program**
- **Parent and family Portal through Infinite Campus**
- **Sports Clubs**
- **After School Academic Support and Enrichment for Math (Pathblazer) and Reading (Lexia)**
- **After School Extracurricular Activities**
- **After School “Methodist Services” Program and Paley Daycare Program**

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

- **Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.**
- **Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.**
- **Pay reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions.**
- **Train parents to enhance the involvement of other parents;**
- **Arrange school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school, in order to maximize parental involvement and participation in their children’s education.**
- **Adopt and implement model approaches to improving parental involvement;**
- **Establish a district wide Parent Advisory Council to provide advice on all matters related to parental involvement in Title I, Part A programs.**
- **Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and provide other reasonable support for parental involvement activities under section 1118 as parents may request.**

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**Principal**

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**Date**