



# THE SCHOOL DISTRICT OF PHILADELPHIA

## *Olney Elementary* Parent and Family Engagement Policy

*School Year 2023-2024*

*Revision Date:*

*3/29/23*

In support of strengthening student academic achievement, Olney Elementary 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).

**Olney Elementary 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**

Olney Elementary 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 will be invited to a Spring meeting in May to review and give input into the Parent and Family Engagement Policy and School Parent Compact. Additionally, there are monthly SAC meetings for parents to contribute their input. Parent surveys are distributed in the Fall during report card conferences. This year's meeting took place on March 29, 2023.*

**Section B: ANNUAL TITLE I MEETING**

Olney Elementary 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.

*Olney holds their Annual Title I meeting during Back to School Night in the Fall. At this meeting, parents are informed about the requirements of Title I program and parent documents, parent rights under the law, state content standards and assessments, working with educators as equal partners and monitoring student progress and information about school curriculum. The parents are encouraged to become involved in the SAC for the school-year during this meeting.*

**Section C: COMMUNICATIONS**

Olney Elementary 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 Parent and Family Engagement Policy and Compact are distributed to the teachers to send home with their students in take home folders. Documents are translated as needed (Spanish, Khmer). The District Office of Family and Community Engagement is able to support additional translations as requested.  
Every student is given a take-home folder with a parent information pocket.  
Monthly calendars, flyers, SAC meeting invites are posted to the school website and sent home and posted in the front of school. All communication to families is in readable formats using easy to understand language, and translated into home languages as appropriate.  
Monthly SAC meetings are held at various times to accommodate parent schedules and increase attendance.  
ROBO calls to parents to inform them of important school information, events, etc.  
Parents and families are encouraged to complete the parent survey to provide information about preferences for the time of parent meetings and other potential barriers to parent engagement.*

**Section D: SCHOOL-PARENT COMPACT**

Olney Elementary 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 held this year's Spring Parent Input meeting on March 29, 2023. There are monthly SAC meetings where the parents can contribute ideas for school improvement, practices and purchases. Parents will be able to provide feedback for next year's School-Parent Compact at the SAC meetings and our annual Title I virtual meeting.*

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

If applicable, Olney Elementary 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 the Winter Title I meeting on January 27, 2023, the parents were informed of next year's budget. They were asked for input on how to spend Title I parent funds and prioritize parent needs. The budget is also discussed at the monthly SAC meetings and we distribute and collect the Parent Engagement Surveys for additional input.*

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

Olney Elementary 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:

*Olney meets with local Head Start agencies to provide information to pre-k parents about our open house for Kindergarten enrollment.*

*Olney has partnerships with local churches to use space for parent events such as Talent Shows, choral concerts and performances. "Parents are Welcome" should be on all flyers.*

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

Olney Elementary 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

*At the Annual Title I meeting on Back to School Night, the teachers go over the curriculum, academic standards, assessments, how to monitor their child's progress, how to work with educators, Title I requirements, and promotion requirements. In addition to that, the teachers also give the parents information on classroom expectations and procedures. In the Fall, the school holds a Literacy night and STEM night, in which the parents are given the information on the curriculum and on promotion requirements of the district TBD (these meetings may be virtual). The parents are given strategies on how to support their child's literacy development. The school also gives the parents books to work on the strategies with their child(ren).*

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

Olney Elementary 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:

*The teachers are given a Professional Development in the Fall/Winter on how to work with parents as equal partners. Additionally, we review the results of the parent surveys and provide support on how to have better communication with parents. The teachers are also required to maintain a parent-teacher communication log. The principal monitors this log for consistent communication and variety of communication purposes.*

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

*The school provides BCA's (Khmer and Spanish) who are present during the school day. The school has also hired bilingual School Climate Support Staff to assist in communicating with parents. These staff members are easily accessible to parents via the school office and annex building. Staff is encouraged to be available to parents for a meeting without the interference of instruction. Parents can schedule appointments directly with teachers.*

  
Principal's Signature

Date Signed

6/6/23

8/5/23