



# THE SCHOOL DISTRICT OF PHILADELPHIA

## *Richmond Elementary School* **Parent and Family Engagement Policy**

*School Year 2024-2025*  
*Revision Date: April 17, 2024*

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

### **Richmond Elementary 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**

Richmond Elementary 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 will be involved in the development of the school parent and family engagement policy by attending SAC/Spring Title I Parental Input Meetings. Parents were invited to take part via a calendar reminder and a flyer, as well as by verbal invitations. During the Spring Title I/SAC Meeting, which took place on April 17, 2024 in the cafeteria, the principal introduced the Parent Engagement Policy for 24-25. The parents and staff who participated in the meeting provided feedback regarding Title I meetings for Fall, Winter, and Spring, and how we combine them during Back to School Night for Fall and with SAC for Winter and Spring. We asked for feedback regarding the most effective methods of communication between the school and the families and we also discussed ideas for creating opportunities for parents and families to become more involved in school events. During the meeting, we also discussed strategies to build capacity for parents and for school staff.*

#### **Section B: ANNUAL TITLE I MEETING**

Richmond Elementary 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.

*During Back to School Night (also Fall Title I Meeting), which is scheduled for September of 2024, parents will gather together for a presentation by the Principal about the Title I program and requirements, and the parents' rights to be involved in all aspects of the Title I program. The Annual Title I meeting talking points will include the following topics: Title I Meetings and how to participate, Methods of Communication, Title I funds and how they are spent, Coordination of Services, building capacity of parents, and building capacity of school staff. During the meeting, we will also discuss our school goals aligned to academics and attendance, the curriculum and resources utilized by the school, PSSA, and parent rights and responsibilities under Title I part A.*

#### **Section C: COMMUNICATIONS**

Richmond Elementary 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) For students in grades K through 3, the Parent and Family Engagement Policy will be included in a pre-printed folder and distributed to all parents at the beginning of the school year. The folder will be used to share communications about upcoming parent meetings and events with parents. (in the event that there are issues with getting these printed, hard paper copies of this document will be sent home with students).*
- 2) For students in grades 4 and 5, the Parent and Family Engagement Policy will be included in a pre-printed agenda book and distributed to all parents for student use at the beginning of the school year. (in the event that there are issues with getting these printed, hard paper copies of this document will be sent home with students).*
- 3) SAC Meetings will be scheduled and held monthly, with meetings varying in times (9:15 during school hours, 3:39 after school hours). Back to School Night is held in the evening. Winter and Spring Title I Parental Input meetings are held in the mornings at 9:15 am and/or 3:39 pm to maximize parental involvement.*
- 4) Monthly Calendars and flyers are created and sent home to parents to inform them of upcoming school events including but not limited to Back to School Night, Report Card Conferences, Parent Workshops, and other events in three languages. Monthly Robin's Nest newsletters are also sent home with information from the Principal, Climate Manager, School Nurse, School Based Teacher Leader and Counselor.*
- 5) Translations are available, as needed, through the support of the Office of Translation.*
- 6) Class Dojo will be used to share information with the families. Class Dojo has a built-in translation system.*

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

Richmond Elementary 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.

*During a monthly SAC (School Advisory Council) & Spring Title I Meeting, parents, administrators, and teachers will meet via google meet to jointly develop the school-parent compact. This year the meeting took place on 4/17/24. For parents unable to attend via google meet, parents participated via phone calls. Parents will provide input for the compact by sharing ideas on how the school staff, parents, and students will build positive partnerships and help students to achieve academic standards.*

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

If applicable, Richmond Elementary 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:

*During the Winter Title I meeting on January 24, 2024 parents participated in a budget meeting and in the decision making process regarding how to spend the 1% Title I set aside funds reserved for parent and family engagement for the 24-25 school year. A second budget meeting for parents was held on March 13, 2024 to gather additional input from parents. During the meeting, we discussed the purchase of resources and materials and technology to support families.*

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

Richmond Elementary 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:

*All parents of registered incoming kindergarten students for the 2024-2025 school year are invited in March and May for an Open House. Information about the school and our kindergarten program is shared, as well as materials given to parents to assist their child in getting ready for school. Incentives are given so that the students complete work packets over the summer. We have an open door policy with our area Preschools and Head Start programs and a Building Bridges program to assist with a smooth transition for students from pre-k into kindergarten. Richmond School will have 2 Pre K classes beginning in August 2024. The School Based Teacher Leader is available through appointments to assist any parent with any school related need they may have.*

*A Parent Resource table is available on the first floor outside room 106 to provide parents with an area to locate information and to provide parents with an opportunity to learn more about family engagement programs and activities.*

*Our school coordinates resources with the Eagles Eye Mobile and the McDonald's Dental van to provide vision and dental services for our students. We also coordinate services with the Early Life Academy for Out of School Time After School programs, the Richmond Library and PAL center to increase participation in local programs.*

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

Richmond Elementary 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:

- 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

*The Annual Title I Meeting in the Fall will address curriculum and the bulleted items above.*

*Monthly parent workshops are held to provide information about the literacy and math programs at Richmond School and how they align with the PA Common Core State Standards. One workshop is dedicated to providing information to the parents about the PSSA, the state assessments. All workshops are geared toward providing parents with an overview of the programs Richmond school uses as well as providing materials to parents to implement what they learned at home. At MTSS and IEP meetings parents are shown strategies and given materials to work with their child at home. The FACE liaison also conducts parent workshops on topics such as Attendance, Volunteering at School, Crayola, and Parent Portal.*

*Parents are invited to participate in Report Card Conferences to learn about the academic progress and achievement of their child. Report Card Conferences will be held on the following dates: November 15, 2024 (full day); January 30-31, 2025 (2 half days); March 27-28, 2025 (2 half days). Interim reports will be printed and sent home to parents to inform parents of the academic progress of the students. Interim Reports are available on the following dates: September 23, 2024; December 9, 2024; February 19, 2025, and May 2, 2025.*

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

Richmond Elementary 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:

*Staff will participate in a Professional Development session titled: Working with Parents as Equal Partners. It will include online district training resources developed with parent input. This PD session will take place in the fall .*

*Results of the Title I Parent Survey will be shared with staff to inform staff of how the parents responded to the various questions.*


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

*Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.*

*Prior to the "Working with Parents as Equal Partners" Professional Development session with school staff, parents will be invited to view the powerpoint presentation and to provide input into the presentation that will be provided to staff. Parents who are members of the SAC will be invited to attend the PD session and to answer questions from the staff that may arise from the presentation.*

**Principal's Signature**

*Susan Rozanski*



**Date Signed**

**April 18, 2024**

*September 9, 2024*