



Parkway Center City Middle College
Parent and Family Engagement Policy

School Year 2018-2019
Revision Date: 04/12/18

In support of strengthening student academic achievement, **Parkway Center City Middle College** 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 **Parkway Center City Middle College** 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

Parkway Center City Middle College 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 invited to review and provide input on the Parent and Family Engagement Policy and the School-Parent Compact annually during Spring Title I Meeting. This document was reviewed and updated by parents on 4/12/18.
- Parents are invited to review and provide feedback on the school plan and budget every spring, prior to finalization for the subsequent school year.
- Meet with parents / guardians / students on Back to School Night and distribute Policy and Compact for the 2018-2019 school year. Documents will also be included on PCCMC website and sent home via backpacks.
- Evaluate current plan and seek comments and suggestions in Spring 2019 to develop new plan.
- Feedback from parents is sought in other ways throughout the year, including during regular SAC meetings and via surveys, and parents are invited to participate in the Philadelphia Home and School Council Committees at the district level.

Section B: ANNUAL TITLE I MEETING

Parkway Center City Middle College 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 reviews this information during the Annual Title I meeting, held annually during Back to School Night at the start of each school year.
- Share School Improvement Planning with Parent / Guardian Representatives and / or School Advisory Council Representatives on Back to School Night.

Section C: COMMUNICATIONS

Parkway Center City Middle College 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.

- Use New Student Orientation to discuss achievement data status as well as School District and Parkway Center City Middle College initiatives for student achievement and school improvement
- Use Back to School Night to review Keystone data status as well as School District and Parkway Center City Middle College Academic initiatives for student achievement and school improvement

- Encourage participation in the formation of the Home and School and the School Advisory Council – both school organizations will be engaged in the review / implementation of school improvement strategies – solicit volunteers to serve and steering committee and have parents sign to join Home and School at Back to School Night
- Distribute School District Calendar for the School Year and Student Handbooks containing information regarding dates, expectations, and parental involvement. School Calendar can be located at: https://calendar.google.com/calendar/embed?src=philasd.org_4dkidif46iba4q2uv3g1rkuuq0%40group.calendar.google.com&ctz=America/New_York
- Send home pertinent school notices / announcements, calendars, quarterly newsletters providing parents / guardians with important information (including Interim Reports, Parent / Teacher Conferences, important dates and reminders, meetings, School Improvement Strategies, and so on)
- Encourage parents to visit school website often to receive updated information regarding school events, dates, and meetings
- Translations are available, as needed, through the Office of Translations

Section D: SCHOOL-PARENT COMPACT

Parkway Center City Middle College 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 Parent-School Compact is reviewed and updated annually in conjunction with the Parent and Family Engagement Policy. This is done during the Spring Title I meeting, held this year on 4/12/18.
- Parental / Guardian participation in the annual Spring meeting will be voluntary – reminder mailing sent to parents / guardians in late May 2018 announcing and inviting participation in the May 2019 (5 to 7 pm) review and revision of the Parkway Center City MC Parent Compact.

Section E: RESERVATION OF FUNDS

Parkway Center City Middle College 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:

- Share with parents the school plan and budget in regards to parent/family engagement during the winter Title 1 meeting.
- Brainstorm with parents how they would feel the funds are utilized to the best capacity for the school and to engage parents.

Section F: COORDINATION OF SERVICES

Parkway Center City Middle College 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:

- Monthly workshops focused on supporting teaching and learning at home, i.e. Keystones and College readiness classes.
- Afternoon and evening meetings to discuss student progress and suggest successful strategies parents can use to promote habits of success with their students

- Regular, if not daily, School / Home contacts around attendance, lateness, and cutting classes (email, Teacher, Counselor, and or Main Office calls to homes)
- Interim Reports regarding student attendance, lateness, and behavior (during the Interim period of the Report Card Marking Period)
- Informative Newsletters providing Keystone information / data, important dates, after school and summer activities / enrichment programs, (Fall, Winter, Spring)
- Parental Involvement Planning Meeting: two on school based supports (GradeBook, Parent Portal, Student Portal, and Edgenuity) one on FAFSA for Senior and Junior Parents, one on “Financial Planning” to assist parents / guardians in encouraging student responsibility in managing funds, and one on “Dressing for Success” to assist parents / guardians with encouraging students to acquire attire and mannerism which promote success
- Providing Optional Monthly Family Homework for Students to receive Instant A’s from Teachers – quarterly reminders to Parents / Guardians on Remind, Google classroom, PCCMC Website
- Parent Resource Room

Section G: BUILDING CAPACITY OF PARENTS

Parkway Center City Middle College 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
- Topics a) through e), as well as an explanation about the curriculum used by Parkway Center City Middle College, are reviewed during the Annual Title I meeting held during Back to School Night.
 - New Student Orientation involving Parents 6/7/18– School District and Parkway Center City Middle College expectations.
 - School District of Philadelphia’s Calendar distributed to Students / Parents in School Opening Mailing on 8/20/18, on School District’s Website (including Important Dates, Testing, Report Card Nights, and so on) and on google listserv
 - Seasonal school newsletters or notices / announcements (Fall, Winter, Spring) – Pennsylvania, School District of Philadelphia, and Parkway Center City Middle College’s initiatives
 - Parkway Center City Middle College’s dissemination / mailing of SD information re Common Core Standards, Assessments, etc
 - Student Interim Reports and Parent / Teacher Conference Afternoons / Nights – re student progress and suggested improvements
 - Parkway Center City Middle College’s initiative regarding parental / guardian involvement, including holding Home and School Elections and forming the School Advisory Council after

establishing the Home and School Council.

- Speakers provided for Parent / Guardian Evening Workshops to involve parents / guardians in engaging their students in successful practices: January, 2019, February, 2019, April, 2019.
- Engagement of Parents / Guardians in evening meetings regarding student achievement and college preparation

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Parkway Center City Middle College 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:

- Professional Development for Staff related to working effectively will be done during a district PD date and informed by parent survey data.
- Professional Development for Staff on interpersonal / communication skills and encouraging student engagement.

Parkway Center City Middle College will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- School calendars, Student agendas including handbook and calendar dates for both PCCMC and CCP notices / announcements, newsletters, etc. sent home as well as given to students in the appropriate language for the school population
- School District information pertaining to schools mailed home / given to students to take home in language appropriate for school population, added to school website
- Parent / Guardian and School Advisory Council information sent home in a language appropriate for school
- Home and School / Advisory Phone contacts in a language appropriate for the students and parents
- RTII Meetings that include language translation appropriate for the students and parents, when necessary


Principal Signature

5/16/18
Date