



THE SCHOOL DISTRICT OF PHILADELPHIA

Henry W. Lawton School **Parent and Family Engagement Policy**

School Year 2024-2025

Revision Date:

04/04/2024

In support of strengthening student academic achievement, Henry W. Lawton 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).

Henry W. Lawton 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

Henry W. Lawton 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.

Review the school plan with Lawton's SAC and parents that attend the Title I Presentation in the fall. Parents will be given the opportunity to make suggestions and provide input for the upcoming school year's plan. All suggestions will be documented. A parent input meeting was held on April 4, 2024 where parents were given the opportunity to provide input into the development of the parent and family engagement policy and school parent compact as well as the parent engagement funds.

Section B: ANNUAL TITLE I MEETING

Henry W. Lawton 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.

- *Invite parents to introductory, planning and implementation meetings.*
- *Present plan to Lawton's SAC and solicit input for school plan and budget meetings.*
- *Use FACE Family Engagement Liaison to reach out to parents for involvement and input for school plan and budget meetings.*
- *During Back to School night, the principal or designee will give a presentation that will constitute the Annual Title I Parent Meeting. During this presentation to parents information will be given on the requirements of Title I part A, parent rights under Title I, state academic content standards and assessments, working with educators and ways to monitor student progress.*

Section C: COMMUNICATIONS

Henry W. Lawton 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.

- *Monthly calendars and information via School Messenger, School Dojo and website to inform parents of upcoming events and school policies*
- *Correspondence will be sent home in parent-friendly language and in parents' native language, whenever possible, through coordination with the district office of translation services*
- *All correspondence will be reviewed by principal for accuracy and clarity*
- *All information that is distributed to parents is thoughtfully written in parent-friendly language. Any parents with questions or concerns about any information that is sent home may meet with the Bilingual Counselor to receive clarification. At that time the BC will explain the information for the parent. If parents need the information translated into their native language, the BC will contact the appropriate School District of Philadelphia Language Hotline.*

Section D: SCHOOL-PARENT COMPACT

Henry W. Lawton 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.

- *Pre-and post-school year review session with Lawton parents and SAC to address Title I Parent Involvement*
- *Assign responsibility for correspondence translations to ESOL teachers*
- *Briefings with counselor to assess needs for economically disadvantaged families*
- *Invite parents to workshops to build technology skills*
- *Meet with parents as needed to address issues of access to school resources and effectiveness of last year's plan*
- *Review the school plan with Lawton's SAC and parents that attend the Title I Presentation in the fall. Parents will be given the opportunity to make suggestions and provide input for the upcoming school year's plan. All suggestions will be documented. A parent input meeting was held on April 4, 2024 where parents were given the opportunity to provide input into the development of the parent and family engagement policy and school parent compact*

Section E: RESERVATION OF FUNDS

If applicable, Henry W. Lawton 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:

Present plan to Lawton's SAC and solicit input for school plan and budget meetings. During the Title I Winter and Spring meetings, budget information is presented to parents and the opportunity is presented for parents to give input into decisions about spending Title I dollars, including the 1% parent engagement set aside.

Section F: COORDINATION OF SERVICES

Henry W. Lawton 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:

- *Parent computer access (if needed)*
- *Workshops for parents of how to help with homework, how to study for a test, how to motivate students, how to structure positive behavior.*
- *The school will inform parents of parent resource centers, including the district center at 440 North Broad Street.*
- *Parents of pre-kindergarten students are invited to the school for an open house during kindergarten registration time. At that time, school administrators take parents on a tour of the building, meet the kindergarten teachers and have the opportunity to participate in kindergarten activities*

Section G: BUILDING CAPACITY OF PARENTS

Henry W. Lawton 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

Literacy and Math workshops for parents *Standardized test preparation workshops*
Training for paraprofessionals in providing literacy and math support to children
Technology training for parents
Hosting Meet & Greet sessions
Implementation of the Children's Literacy Initiative (CLI)

During Back to School night, the principal or designee will give a presentation that will constitute the Annual Title I Parent Meeting. During this presentation to parents information will be given on the requirements of Title I part A, parent rights under Title I, state academic content standards and assessments, working with educators and ways to monitor student progress.

Report card conferences will provide opportunities for parents to learn about school curriculum and tracking student learning.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Henry W. Lawton 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:

- *Regular professional development during early dismissal days*
- *Administrative conferences with designated individuals on specific topics*
- *Coordination of Lawton Parents and SAC activities with teacher professional activities*
- *Regular communication between and among teachers, parents and Climate Manager*
- *Teachers and all staff members partake in professional development to foster relationships between parents and the school. Professional development meetings will take place on days determined by the School District of Philadelphia. During one of these days in the Fall or Winter, staff will be trained on effective strategies of parent engagement and communication. The results of the school parent surveys will be reviewed with staff at this time. Teachers are also encouraged to attend additional training as offered on PD Planner.*

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

One School, One Book
Parent/Family Portal Training
Applying for Clearances for Volunteering
Literacy Night
Trunk or Treat
Family Bingo Night

Principal's Signature

Arnetta Imes

Date Signed

5/30/24

