



# THE SCHOOL DISTRICT OF PHILADELPHIA

## *Academy at Palumbo* **Parent and Family Engagement Policy**

*School Year 2024-25*

*Revision Date:*

*03/05/2024*

In support of strengthening student academic achievement, Academy at Palumbo 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).

### **Academy at Palumbo 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**

Academy at Palumbo 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 and guardians are invited to the Title I Winter meeting to review and discuss the school budget, including the 1% set aside funds for parent involvement, and the Title I Spring meeting to provide input and feedback on the development of the Parent Family Engagement Policy and the School- Parent Compact. This year the Spring Parent Input meeting was held on March 5, 2024.
- Academy at Palumbo will also hold monthly School Advisory Council (SAC) meetings.
- The Fall Home & School Association executive board meeting will be held to develop procedures and activities to involve parents in pertinent schoolwide action.
- Administration and the HSA executive board will work in partnership to develop the School Improvement Plan for the school and update as needed. Parents and guardians will be notified and invited to discuss and develop the improvement plan and federal requirements addendum.
- The school will inform all parents and guardians of all school activities so they have opportunities to participate. Parents are informed through mailings, the school website, Naviance, the School Messenger telephone messaging system, emails and flyers. Written communication will be translated in other languages as needed.

**Section B: ANNUAL TITLE I MEETING**

Academy at Palumbowill 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.

- Each year in the Fall during the annual Back to School Night and Title I meeting, the principal or designee will share information about the requirements of Title I, Part A, parent rights to know, state and local assessments including the Keystone exams, school curriculum, how to work with educators and to track student progress. Parents are also provided with the updated Parent and Family Engagement Policy, School-Parent Compact, and schoolwide plan.
- During the Annual Title I meeting, the School-Parent Compact, Parent and Family Engagement Involvement Policy, and Parental Right to Know will be shared with all in attendance.
- The Annual Title I meeting will be held on September 19, 2024.

**Section C: COMMUNICATIONS**

Academy at Palumbo 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.

- Regular information concerning school and parent /guardian programs, meetings, and activities will be communicated in written form via letters or emails, sent through the weekly parent e-newsletter, robo calls through School Messenger, posted on the school's website, and communicated to students during the advisory period to share with parents.
- When available, written communication will be translated into other languages as needed. Additionally, the Language Line will be used for translation services to parents.
- The school will hold workshops and conferences (either in-person or virtually) at various times during the day and evening hours to accommodate parent/guardian schedules.

**Section D: SCHOOL-PARENT COMPACT**

Academy at Palumbo 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.

- Parents and guardians will be invited each Spring to review and update the School-Parent Compact. This year, the Spring meeting took place on March 5, 2024.
- The School-Parent Compact will be distributed to all parents and posted on the school website. Physical copies of the policy are included in the school handbook.

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

If applicable, Academy at Palumbo 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:

- The Title I Budget will be shared with the parents at the Winter Title I meeting to provide parents the opportunity to give input into the budget and how funds should be allocated in the following school year. Parents are given an opportunity to discuss the school's 1% Title I Parent Involvement funds and given suggestions on how the funds are and will be used.
- This year's Title I Budget meeting with the parents took place on January 24, 2024.

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

Academy at Palumbo 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:

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- Academy at Palumbo will use the partnership of Home & School Association as a resource to encourage and support parents in the education of their children and make parents aware of events and volunteer opportunities within the school to foster greater involvement.
- The school will also use current community partnerships to identify resources for parents that encourage and support parents in the education of their children.
- The Administration will meet with community partners such as:
  - Moonstone Preschool
  - Mazzoni Center
  - Villanova University
  - Fox Chase Cancer Center
  - College Possible
  - PA Youth Vote
  - Philadelphia Futures
  - Confucius Classroom Network
  - Philadelphia Art Museum's Delphi Art Futures Program
  - Lantern Theater Company
  - Philadelphia Young Playwrights
  - Philadelphia Theatre Company
  - WOAR
  - Artists in Schools - The Print Center
  - Philly Youth Poetry Movement
  - Coded by: KIDS
  - ClickTech
  - Students Run Philly Style
  - Philadelphia Bar Association
  - Linode
  - Philly Slam League
  - WHYY
  - Wilma Theater
  - Committee of Seventy
  - Music and the Brain
  - ASAP-After School Activities Partnership

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

Academy at Palumbo 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

- 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.
- 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 (these topics will be covered during our Annual Title I Fall parent meeting during back to school night):
  - 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
- Additionally, the school will work specifically to:
  - Contact parents as partners and support to help with all students identified as "at risk" during the first marking period and during the school year.
  - Use the partnership of Home & School Association as a resource that will encourage and support parents in the education of their children and make parents aware of events and volunteer opportunities within the school to foster greater involvement.
  - Hold ongoing workshops pertaining to post-secondary options, including completion of the FAFSA and the college application process for junior and senior parents.
  - Provide information, resources, and seminars for parents on skill development, intervention programs, curricular goals, supports for students, and community resources.

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

Academy at Palumbo 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 opportunities will be offered to staff at both schoolwide and districtwide levels. Non-instructional staff are provided with an opportunity to learn and improve customer service. Working with parents will be a topic covered with staff during Winter PD on a district-designated PD day and parent survey results will also be shared with staff as part of that PD.
- Sharing best practices with staff during professional development when appropriate.
- Parents and teachers are able to share expertise during presentations with the Home & School meetings.
- Hold regular meetings for parents with a focus on topics as determined by the responses on the parent survey.

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

- Parent workshops facilitated by Bilingual Counselor Assistants and STEP personnel on topics generated by parent interest.
- Regularly reaching out to families via the principal's weekly update email to identify additional family engagement activities.
- Working in tandem with the Home & School to plan and support activities that promote further family engagement.

Principal's Signature

*Kiana L. Thompson*



Date Signed

May 30, 2024