



Potter Thomas Promise Academy
Parent and Family Engagement Policy

School Year 2020-2021

Revision Date: 05/6/20

In support of strengthening student academic achievement, **Potter Thomas Promise Academy** 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 **Potter Thomas Promise Academy** 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

Potter Thomas Promise Academy 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 provide input to the budget and the School Parent and Family Engagement Policy and School Parent Compact during the Winter and Spring Title I meetings. Information about these meetings are distributed via flyers sent home and posted flyers on parent's bulletin boards (main office and hallway areas) and in the Parent Resource Center. This year's Winter Title I meeting was held on 12/18/19. The Spring Title I meeting was held on 5/6/20.**
- **Send surveys to parent to identify needs of parents and families**
- **Plan and provide workshops and supports based on identified needs**
- **Schedule future Parental Involvement meetings in conjunction with newly formed School Advisory Councils meetings for the school year. (Dates to be determined)**
- **Provide all information sent home and posted and in meetings in English and Spanish (and in other languages that might apply upon request)**

Section B: ANNUAL TITLE I MEETING

Potter Thomas Promise Academy 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.

A Title I Parental Involvement informational meeting will be held in September 2020 during the Back to School night to inform parents about the following:

- **The State's academic content standards**
- **The State's student academic achievement standards**
- **The State's and local academic assessments including alternate assessments**
- **The requirements of Title-I Part A including the parent documents and schoolwide plan**
- **How to monitor their child's progress, and**
- **How to work with educators**
- **Curriculum**

Section C: COMMUNICATIONS

Potter Thomas Promise Academy 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) **Inform parents via mail, newsletters, phone calls, conferences and meetings on how to access Parent Portal so parents can monitor their children's progress.**
- 2) **Share results of standardized tests and assessments, such as PSSA, and benchmarks with the parents during meetings, events and via mail.**
- 3) **Provide surveys and comment cards for parents to provide written suggestions for school improvement ideas if they are not able to attend meetings.**
- 4) **Teacher phone conferences are scheduled if necessary.**
- 5) **Communication between home and school is sent home in English and Spanish as well as in other languages upon request.**
- 6) **Progress Reports**
- 7) **Face to face meetings and conferences**
- 8) **Telephone contacts and conferences**
- 9) **Conferences notices**
- 10) **Monthly Calendars**
- 11) **Letters**
- 12) **Flyers**
- 13) **Class Dojo**
- 14) **Parent Portal**
- 15) **School Messenger**
- 16) **Utilizing the support of School Improvement Support Liaison, Bilingual Counselor Assistant and Interpretation Services through the School District**

Section D: SCHOOL-PARENT COMPACT

Potter Thomas Promise Academy 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 are invited to provide input to the School Parent Compact during the Spring Title I meeting. Information about this meeting is distributed via flyers sent home and posted flyers on parent's bulletin boards (main office and hallway areas) and in the Parent Resource Center. This year's Spring Title I meeting was held on 5/6/20.

Section E: RESERVATION OF FUNDS

Potter Thomas Promise Academy 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 Family Meeting in January, the school will provide an overview of the school budget and parents and families can provide input on spending decisions and priorities for the 1% parent and family engagement set-aside funds. This year's Winter Title I meeting was held on 12/18/19.

Section F: COORDINATION OF SERVICES

Potter Thomas Promise Academy 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:

- **School Officials will coordinate with CCTC (Children Crisis Treatment Center) to support struggling students and to connect with parents of students with various needs**

- **Parents of students in the Pre-K programs are invited to participate in all parent meetings, assemblies and various school activities**
- **In Spring 2021, the school will host a Kindergarten Open House for parents of prospective kindergarten students**
- **Historical Fairhill Society walking trips**
- **Comcast Big Brother, Big Sister Mentoring Program**
- **Grandma's Kids After School Program**

Section G: BUILDING CAPACITY OF PARENTS

Potter Thomas Promise Academy 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
- **Parents will be provided with training on how to access School Net to track their child's performance, academic supports, and strategies to use at home, parent volunteer orientation and protocols will be given, how to get clearances, various parent meetings and events throughout the year.**
 - **Parents will be provided with workshops geared towards helping families obtain health, student achievement, social and mental health services.**
 - **Parents will be invited to attend meetings to review information regarding PA state standards, curriculum, intervention programs, and extra-curricular activities as well as topics a) through e) above during our PowerPoint presentation at the Annual Title I Parent Meeting in September 2020.**
 - **Plan Literacy activities for our parents and present them on our Back to School Night, Talent Shows and Parent meetings**
 - **Plan workshops on the PSSA test preparation to parents**
 - **Parent Resource Center located in the school. The School Improvement Support Liaison is based in the main office for parent engagement and contact**
 - **Parent Workshops on: Reading at home, accessing student progress via internet**
 - **These programs are open to parents of Pre-K students as well**

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Potter Thomas Promise Academy 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:

We will host a staff professional development for staff to review the parent survey results and review best practices for successful parent-teacher strategies, effective parent communication techniques and working with parents as equal partners.

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

- **School Improvement Support Liaison will make home visits and assist with distribution of information, co-facilitate meetings and link parents to school and community services.**
- **Back to School Night, classroom activities and information on core curriculum and programs.**
- **Computer Training on using the Parent Portal, Corrective Reading, Grade books, Reading Mastery and Corrective math for Special Education Students, I Ready for reading and math, Lexia for math for grades K-3 will be offered as part of monthly meetings organized by the School Improvement Liaison with the help of our School Advisory Council and Bilingual Counselor Assistant. Other topics may include: Finance, health, nutrition, safety and achievement.**

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

- **Paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions. Parents are invited to attend the State Parent Advisory Council Conference. During this conference, families will learn ideas and strategies to help their children at home, and how to become a parent leader at our school.**
- **Training parents to enhance the involvement of other parents, also of our SAC parents in order to maximize parental involvement and participation in their children’s education. During bi-weekly parent meetings, ideas will be shared and solicited in ways to further engage other parents.**

Nichole T. Polk

9-9-2020

Principal Signature

Date