



# THE SCHOOL DISTRICT OF PHILADELPHIA

## *Paul L. Dunbar Elementary School* **Parent and Family Engagement Policy**

*School Year 2023 - 2024*

*Revision Date:*

*4/12/2023*

In support of strengthening student academic achievement, Paul L. Dunbar 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).

**Paul L. Dunbar 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**

Paul L. Dunbar 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.

*On April 12, 2023 we held our Spring parent meeting to review this policy and School-Parent Compact. Parents were notified of this meeting by flyers and invitations sent home through students on google classroom as well as through our school's website and by sending out automated phone reminders.*

**Section B: ANNUAL TITLE I MEETING**

Paul L. Dunbar 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.

*In the Fall, each year during Back to School Night, the Principal or his designee will share a presentation with parents about the requirements of Title I Part A, parent rights to know, state academic standards and assessments. Throughout the school year, during our monthly SAC meetings parents will be shown how to access the parent port to monitor student progress and work with educators as equal partners. Meetings will be offered at different times to best accommodate families, and may be recorded and shared for those who are unable to attend in real time.*

**Section C: COMMUNICATIONS**

Paul L. Dunbar 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.

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*We provide adequate notice to parents of meetings through bulletin boards, monthly calendars, school messenger and newsletters.*

- *School Advisory Council meetings are held on the third Wednesday of the month at 3:00 p.m. and monthly parent involvement meetings/workshops are held on the fourth Thursday monthly at 9:00 or 2:00 p.m. These provide opportunities to distribute information related to parent involvement activities at the school and are offered at different times to accommodate as many families as possible.*
- *Pay reasonable and necessary expenses associated with parental involvement activities.*
- *Communication folders will be sent home weekly containing information related to the school and parent programs, meetings and other activities.*
- *Communications to parents will be in parent-friendly language and the primary language spoken at home, whenever possible.*
- *Parents will conference on the child(ren)'s academic progress three times a year. We will work to coordinate conferences at different times of day in order to best accommodate the schedules of parents/families. These will be held as follows: November 27, 2023; February 1 - 2, 2024; and, April 4 - 5, 2024.*
- *Interim reports will be shared by the following dates: September 29, 2023; December 15, 2023; February 23, 2024; and, May 3, 2024.*

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

Paul L. Dunbar 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.

*On April 12, 2023 we held the Spring parent meeting to review this policy and compact and to give parents a chance to have their voices heard.*

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

If applicable, Paul L. Dunbar 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:

*Parents and families are invited annually to attend the "Winter Title I Meeting," at which time they have the opportunity to review the school plan and budget and provide input on these items, including the 1% Title I parent set-aside, for the subsequent school year. This year, that meeting was held on January 26, 2023.*

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

Paul L. Dunbar 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:

*Dunbar coordinates with the following organizations, businesses and community partners to provide additional supports and resources to families: Temple University; Big Brothers/Big Sisters; NET; Stepping Stones; Game On Philly.*

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

Paul L. Dunbar 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

*Every fall, during our Back to School Night, we host the Title I Annual meeting during which we provide information about the State's academic standards; State and local assessments; the requirements of Title I, Part A; progress monitoring; and working with the school to improve achievement.*

*The school will distribute parental surveys during the first report card period in order to solicit feedback and recommendations for next steps at our school. This is a great time for parents to learn how to monitor your child's progress and to work with educators.*

*The Principal, Assistant Principal, Climate Manager, Academic Teacher Leaders, Special Education Compliance Monitor (SPECM) and Counselor will identify barriers to student learning and parent involvement through parent meetings and surveys and will collaborate with parents and district personnel to improve parental involvement.*

*The school will hold a family academic night to give parents tools for supporting student learning at home. Additional opportunities will be considered based on parent input. Topics may include homework help, equity, connecting with outside resources, etc.*

*When possible, parents will be provided the opportunity to attend events virtually in order to accommodate the greatest number of Dunbar families.*

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

Paul L. Dunbar 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:

*Monthly Professional Development days will provide training for teachers regarding parental involvement as needed. During the fall or winter teachers will be trained on facilitating parental conferences, difficult conversations, and how to ensure parents are receiving a high level of professional development by the Principal or their designee.*

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

- *The school will provide parents and guardians access to information and resources regarding their child's school and serve as a liaison between the parents, community, and District personnel.*
- *The Principal, Assistant Principal and /or Academic Teacher Leaders will conduct monthly workshops that address topics including, but not limited to promoting student success, counseling services, therapeutic service, PSSA administration, and homework support.*
- *The MTSS Champion in conjunction with the Leadership Team will assist parents with academic and behavioral issues that have the potential to impede student achievement. When appropriate, information will be provided in languages other than English.*

**Principal's Signature**

*Yancy D. Rupp*

**Date Signed**

*10/5/23*