

***William Cramp Elementary School***  
**Parent and Family Engagement Policy**  
***School Year 2020-2021***  
***Revision Date: 03/13/2020***

In support of strengthening student academic achievement, William Cramp 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).

William Cramp 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 and online.
- (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**

William Cramp 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.

- Each year, parents and guardians are invited to review and update the Parent and Family Engagement Policy. This year, that meeting took place on March 13, 2020.

**Section B: ANNUAL TITLE I MEETING**

William Cramp 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.

- Cramp School will host the Annual Title I Parent Meeting during September 2020. At this meeting, the school will present information related to the requirements of Title I, teacher qualifications and parent rights to know, working with educators and tracking student progress, state content standards and academic assessments and school curriculum. We will also seek parent feedback about Title I topics, and their input on how best to utilize/spend Title I funds. As requested, and as needed, information about social/behavioral services specifically designed and developed for parents and various city services and local organizations will be made available to support our families. Our school based parent and family supports include the Counselor, STEP program staff, and any other school based program, our school nurse, our HEZ Coordinator from the City of Philadelphia, and our Community Partnership Coordinator.
- Cramp School will conduct targeted workshops for parents about Title I related topics throughout the year. The school will also translate documents into Spanish. Additionally, parents will be encouraged to participate in our monthly SAC meetings that will include topics that they have requested.

**Section C: COMMUNICATIONS**

William Cramp 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 for workshops hosted by FACE, or home visits by the Step staff and our School Community Coordinator, 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.

- Bilingual Spanish/English Monthly Parent Calendars
- School & District Flyers translated into Spanish
- Written communication is provided in parent-friendly language in both English and Spanish
- Parents will be invited to join our SAC, Safe Corridors and community School Volunteer program
- Parents and the community are encouraged to attend all monthly parent meetings and other meetings and conferences - either in person or virtually - that are held at various times throughout the school year
- Back to School Night (multiple Community Resources Tables for Parents and activities for the students)

- The school hopes to increase the numbers of bilingual staff in general in an effort to facilitate better home and school communication.
- In addition to the invaluable support from our BCA, the School District Family and Community Engagement Office can provide support with translating communications to parents into many languages upon request, and telephone contact will be made with the assistance of Pacific Translators when needed in a language other than English.

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

William Cramp 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.

- Each year, parents and guardians are invited to review and update the School-Parent Compact in conjunction with the Parent and Family Engagement Policy. This year, that meeting took place on March 13, 2020.

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

William Cramp 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:

- During the Annual Winter Title I Meeting, parents and families are invited to review and provide feedback on the school's upcoming budget and school plan. At this meeting parents are given the opportunity to provide input into the spending of Title I dollars, including the 1% parent engagement set aside. This year, that meeting was held on December 13, 2019.

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

William Cramp 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 with St. Christopher's Hospital for Children, our Head Start program, Brightside for children, the City of Philadelphia and the Mayor's office for Children's and Families, and the FACE office, and our over fifty (50) active Community partnerships. Additionally we will provide other supports, such as parent resource centers in our Parent Family/Community room, and monthly SAC meetings that encourage and support parents with more fully participating in the education of their children by:

- Working with the FACE office to provide high quality, engaging trainings and workshops
- Conducting monthly School Advisory Council Meetings that include workshops by trained professionals
- Partnering with the Mayor's office to build more community partnerships with non-profit organizations.
- Having a Bilingual Counselor Assistant Spanish/English Language Support on staff to daily support parents
- Actively collaborating with multiple School Community Partners that focus on supporting parents/families.
- Coordinating with local Pre-Ks to facilitate a smooth transition to Kindergarten via open houses and sharing expectations via the Building Bridges program.

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

William Cramp 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:

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
  - The William Cramp Elementary School as a Community School, will intentionally and purposefully build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents and the community to improve student academic achievement through the following activities specifically described below.
  - Cramp School will have The Annual Title I Parent Meeting during the month of September 2020. At this meeting, the school will present information related to the requirements of Title I, teacher qualifications and parent rights to know, working with educators and tracking student progress, state content standards and academic assessments and school curriculum.
  - Provide regular parent workshops on specific instructional strategies for literacy and math interventions used to implement the core curriculum and the standards. Beginning at the onset of the school year, and continuing until June, monthly SAC parent meetings provide parents with information and training for a wide variety of topics such as how to support your child with homework, how to improve your child's literacy and math skills, and how to read to your child. Additional academic workshops are provided to our families in the evening, quarterly in collaboration with the FACE office. In collaboration with St. Christopher's Hospital for Children, experienced physicians conduct parent meetings on a wide range of health topics including how to help your child who has asthma. Parent input helps to decide the topics covered during the monthly SAC meetings. Information steppers are provided during Back to School night, and are available throughout the school year that teach parents how to access their child's school records and their online information via accessing the parent portal so that they can progress monitor their children and access pertinent school related information. Additionally, in the winter, our ELS from the Children's Literacy Institute will host a Family Literacy Night, and in the Spring, our SBTL's will host a Family Math night. We also hope to continue offering evening Family Engagement opportunities in partnership with the School District's FACE office.
  - Parents are encouraged to attend the quarterly Parent-Teacher report card conferences, meet with their child's teachers and be active partners in their child's education.
  - Parents are given a survey, in collaboration with our School Community Coordinator, to solicit suggestions/recommendations in order to enhance the level and amount of parent involvement at Cramp.
  - Parents are encouraged to schedule a meeting with school staff whenever they have concerns/issues/ideas/suggestions that they would like to be addressed.

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

William Cramp 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:

- District Wide Professional Development days will be used, in part, to provide PD to staff of effective parent engagement and communication, including the review of the results from parent surveys given in the Fall.
- Providing staff development on the needs of the community including: Cultural aspects, language barriers, socio-economic barriers, creating safe, warm and welcoming school environments youth mental health first aid training.
- Providing trauma-informed training for all the Staff.

William Cramp School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Coordinating with the office of Family and Community Engagement including their quarterly evening Family Engagement instructional workshops.
- Making a resource table available to families during Back to School Night, and during report card conferences.

**Ms. Deanda Logan**

**May 19, 2020**

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**Principal Signature**

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**Date**