

Robert E. Lamberton
Parent and Family Engagement Policy

School Year 2018-2019

In support of strengthening student academic achievement, **Lamberton 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).

The **Lamberton 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

Lamberton 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.

- **The Lamberton School will survey parents during the Back to School Night Event to determine when the most convenient meeting time is for parents.**
- **Parents will be notified of the meeting via parent portal and flyers will be sent home. The information will also be on the school's website and in the local newspaper.**
- **The school holds Winter and Spring meetings to review and receive feedback on the schoolwide plan, budget, Parent and Family Engagement Policy and School Parent Compact**
- **Parents jointly developed this Parent and Family Engagement Policy and the School-Parent Compact at a meeting held on March 27, 2018.**

Section B: ANNUAL TITLE I MEETING

Lamberton 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.

- **There will hold Annual Title I Meeting in September 2018, one in the morning and one in the late afternoon/early evening to share information regarding Title I. The agenda items will discuss:**
 - 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
 - Curriculum
 - Create Parent Teacher Academic Teams

Section C: COMMUNICATIONS

Lamberton 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.

- **Information regarding meeting time and dates will be available on the school website, parent portal and flyers will be sent home.**
- **Parents will be surveyed during Back to School Night and Report Card Conferences to determine best meeting times for parents.**
- **Lamberton Staff, who have committed to SAC, will rotate the responsibility of making home visits to parents that make a request to have the information regarding Title I but are unable to attend meetings for extenuating circumstances.**
- **Parents will be involved in the preparation and review of information sent to parents prior to dissemination to ensure language is parent- friendly.**
- **The Office of Translation is available and translations will be available, as needed.**

Section D: SCHOOL-PARENT COMPACT

Lamberton 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.

- **The school holds Winter and Spring meetings to review and receive feedback on the schoolwide plan, budget, Parent and Family Engagement Policy and School Parent Compact**
- **Parents jointly developed this Parent and Family Engagement Policy and the School-Parent Compact at a meeting held on March 27, 2018.**
- **Lamberton will schedule a meeting in the Spring to refine the existing compact. Data collected on the most convenient meeting times will be used for scheduling this meeting.**
- **Parents will be notified of the meeting date and time at least two weeks in advance. Flyers, school's website and parent portal will be use to notify parents. The local newspaper will also be used to advertise the meeting.**
- **At the meeting, the existing compact will be made available for review in order to refine.**
- **Suggestions and recommendations will be noted during this meeting and added to the compact.**

Section E: RESERVATION OF FUNDS

Lamberton 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 Winter Title I meetings Title I funds, including the parent engagement set-aside funds, will be discussed.**
- **During SAC meetings, Title I funds will be an on-going item on the agenda, until funds are spent in such a manner that parents feel is important.**
- **A hard copy of the Title I budget will be available during the meetings.**
- **Parents provided feedback to the school budget last year at a meeting on March 6, 2018.**

Section F: COORDINATION OF SERVICES

Lamberton 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:

- **Lamberton will create a liaison committee that will reach out to community business to build relationships and partnership. These organizations will include the Free Library of Philadelphia, Overbrook Civic Association and local businesses.**
- **The liaison will invite partners to SAC meetings and Title I meetings to get further input from community members and obtain support from the partners in order to reach school wide goals.**
- **Liaison will follow- up with administration to ensure partnerships are current and functioning smoothly.**
- **Kindergarten teachers will meet with public preschool teachers to coordinate a transition plan to successfully transition preschool students into kindergarten through the Building Bridges program.**

Section G: BUILDING CAPACITY OF PARENTS

Lamberton 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
- f) Create Parent Teacher Academic Teams
- g) Curriculum

- **The school will host a Literacy Night, Math Night and Technology workshop on accessing the Parent Portal during the 18-19 school year. Times and date will be determined by parent availability.**
- **The school will hold Annual Title I Meeting in September 2018, one in the morning and one in the late afternoon/early evening to share information regarding Title I. The agenda items will discuss:**
 - 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
 - Curriculum
 - Create Parent Teacher Academic Teams

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Lamberton 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:

- **Collaborating with the Office of Family and Community Engagement to offer professional development for staff focused on needs of the school as identified in data collected from parents such as Working with Parents as Equal Partners.**
- **Provide professional development opportunities around trauma and Adverse Childhood Experiences (ACES).**

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

- **Offering a Community Day where parents can visit the school to get question answered and concerns addressed or volunteer.**

- **Host a “Discovery Night” where parents, students and teachers learn together, in an interactive way, about a topic of universal interest.**
- **Provide dinner, snacks and beverages as appropriate, according to the meeting time for parents.**

Principal Signature

Date