

# General Louis Wagner Middle School Parent and Family Engagement Policy

School Year 2019-20  
Revision Date: 04/5/2019

In support of strengthening student academic achievement, Wagner Middle 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 Wagner Middle 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**

**Wagner Middle 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 school will:

- Parents will be invited to an annual Title I Winter and Spring meeting to provide input and feedback on the Family Engagement Policy and the School Compact. A parent input meeting was held on April 5, 2019 to solicit parent input into the development of the parent and family engagement policy and school parent compact. Throughout the 2019-20 school year, parents will be invited to share their input/feedback during monthly SCA meetings.
- Solicit opinions/interests of parents and families via surveys.

#### **Section B: ANNUAL TITLE I MEETING**

**Wagner Middle 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.

The school will:

- In September 2019, parents will be invited to attend the Annual Title 1 Meeting via the school calendar, school website, flyer, and school messenger (robo call). This meeting will include a presentation by the principal or designee giving parents information about the requirements of Title I part A, parent rights under Title I, the state academic content standards and assessments, working with educators as equal partners, and how to monitor their child's progress.
- Present information to parents and families at our annual Back to School Night, School Advisory Council meetings and other meetings related to Title 1 (Fall, Spring, and Winter Title 1 Parental Input meetings).

#### **Section C: COMMUNICATIONS**

**Wagner Middle 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.

The school will:

- 1) Copies of the completed parent policies will be sent home with all students. Additional copies of the Parent and Family Engagement Policy and School Compact will be available on the Parent and Family Resource Rack that is located in the Main Office.
- 2) Provide letters to parents and families in various languages based on the information in the Student Information System, in coordination with translation services available through the district Multilingual office.
- 3) Parent meetings will be advertised in advance and held at various times in order to increase parent attendance and participation.

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

Wagner Middle 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 will:

- Annually evaluate the school compact during the Spring Title I meeting and revise as necessary based on feedback from parents, families, staff and students. Parent input was solicited at a meeting on April 5, 2019.
- Copies of the completed version will be shared to parents and families via bookbags the Parent Resource Rack, various parents and families meetings and school website.

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

Wagner Middle 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:

- Principal will share budget with parents and families at the annual spring and Winter Title I Parent Input meeting. Parents will be provided with an opportunity to discuss purchases and give input into how Title I funds should be spent, including the 1% parent set aside.
- Principal will share budget information with parents and families at the School Advisory Council meetings
- Feedback and inputs will be gathered during the meetings or via a survey.

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

Wagner Middle 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:

- Inform parents and community members via school website about available programs and services through the Office of Specialized Services and Office of Family and Community Engagement.

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

Wagner Middle 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

Wagner Middle School will coordinate and host workshops and events that will empower parents and families to support school-home learning connections. Some workshops are: Parent and Family Portal, Literacy and Math workshop, School Selection Process, Preparing for High School, Preparing for the PSSA and other topics based on parents' and families' feedbacks. Also, the state's academic standards and assessments will be discussed at the annual Title I meeting held in September. Parents will also obtain information about the Title I requirements, and how to monitor their child's progress. Parents will also be provided with information on how to effectively work with teachers and staff and the school curriculum.

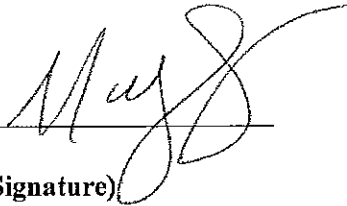
### **Section H: BUILDING CAPACITY OF SCHOOL STAFF**

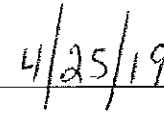
Wagner Middle School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- During a scheduled professional development day in the fall, the Principal will provide training to staff about providing positive communication with parents and building effective partnerships. The results of the school level parent surveys will be shared with staff to further increase positive communication with parents and families.

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

- Family Literacy Event
- Parent and Family Portal Training
- Volunteer Orientation
- Students Performances
- After School Extracurricular Activities
- Student Council
- **Monthly School Advisory Council meetings**
- **Robo calls as needed.**

  
\_\_\_\_\_  
(Principal Signature)

  
\_\_\_\_\_  
(Date)

# General Louis Wagner Middle School

## **School-Parent Compact**

2019-2020 School Year

Revision Date 04/5/2019

Dear Parent/Guardian,

### **JOINTLY DEVELOPED**

The parents, students, and staff of the **Wagner Middle School** partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held in the spring each year to review the compact and make suggestions based on student needs and school improvement goals. This year, a parent input meeting was held on April 5, 2019 to solicit parent input into the development of this Compact. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title 1 programs, policies and family engagement.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

### **THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:**

1. 100% of students will graduate, ready for college and career.
2. 100% of 8-year-olds will read on grade level.
3. 100% of schools will have great principals and teachers.
4. SDP will have 100% of the funding we need for great schools, and zero deficit.

### **WAGNER MIDDLE SCHOOL'S GOALS:**

- At least 60% of students will attend school 95% of days or more.
- No more than 30% of students will score Below Basic on the Math PSSA.
- At least 43% of students will score at Proficient or Advanced on the ELA PSSA.
- At least 75% of students will earn As and Bs in all core courses.
- At least 90% of students will have zero out-of-school suspensions.

To help your child meet district and school goals, the school, you, and your child will work together:

### **SCHOOL/TEACHER RESPONSIBILITIES:**

Wagner Middle School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Provide parents with frequent reports on their children's progress during Report Card Conferences and Interim Reports. Teachers also provide parents with monthly updates about student's progress via phone contacts.
- Provide parents reasonable access to staff. Parents are encouraged to communicate with their child's teacher via phone calls, emails, or in person by setting up an appointment in advance.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities after prior arrangement with the Principal or Academy Dean

### **PARENT RESPONSIBILITIES:**

We, as parents, will:

- Monitor attendance
- Make sure that homework is completed.
- Monitor the amount of television my child watches
- Volunteer in child's class and/or school
- Participate, as appropriate, in decisions relating to my child's education
- Promote positive use of my child's extracurricular time
- Stay informed about my child's education and communicate by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate
- Serve, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, The Title I Policy Advisory Committee, the Statewide Policy advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

### STUDENT RESPONSIBILITIES:

#### **Students will:**

- Arrive on time and be prepared to participate in lessons.
- Follow school rules
- Do my homework every day and ask for help when I need it.
- Return completed assignments on time
- Be a cooperative learner and carry out the teacher's instructions and directions
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

### COMMUNICATION ABOUT STUDENT LEARNING:

Wagner Middle School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Monthly calendars
- Periodic flyers/letters sent home
- Phone calls/robo calls
- School Website
- Parent and Family Portal
- Parent/Teacher conferences
- Scheduled meeting with staff
- Communication Folders
- Monthly School Advisory Council meetings

### ACTIVITIES TO BUILD PARTNERSHIPS:

Wagner Middle School offers ongoing events and programs to build partnerships with families.

- Back to School Night event
- Monthly School Advisory Council meetings
- Parent/Family workshops
- Fall, Winter, Spring Title 1 Parental Input Meeting
- Volunteer Orientation and volunteer opportunities
- Parent and Family Resource Rack in the Main Office
- Various school-wide events such as student-led performances, shows, field day, etc



Office of Federal Programs  
3<sup>rd</sup> Floor, Portal D  
440 North Broad Street  
Philadelphia, PA 19130

September 3, 2019

Dear Parents / Guardians:

As a parent or guardian of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child.

Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner. All schools have on file a listing of faculty members and their professional qualifications. At any time, you may ask:

- whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- what undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA), which was signed into law in December 2015, includes additional right to know requests. At any time, you may request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

All of the above information can be requested through your school principal.

Our staff is committed to helping your child develop the skills he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements. We look forward to the upcoming school year, and together we will make a difference in your child's life.

Sincerely,

  
\_\_\_\_\_  
Ashley Glasgow-Crockett

Assistant Director, Office of Federal Programs





3 de septiembre de 2019

Estimados padres/encargados:

Como padre o encargado de un estudiante que asiste a una escuela que recibe dólares federales del Título I, tiene derecho a conocer las cualificaciones profesionales del (de los) maestro(s) y asistente(s) de instrucción que enseñan a su hijo.

La ley federal exige que cada distrito escolar del Título I cumpla y le brinde la Información solicitada de manera oportuna. Todas las escuelas tienen en su archivo una lista de docentes y sus cualificaciones profesionales. En cualquier momento, puede preguntar:

- Si el maestro cumplió con los requisitos estatales y los requisitos de certificación para el grado y la materia que él/ella está enseñando,
- Si el maestro recibió un certificado de emergencia o condicional mediante el cual se renunciaron las calificaciones estatales, y
- Qué títulos universitarios o de posgrado posee el maestro, incluidos los certificados de posgrado y títulos adicionales, y la(s) especialización(es) o área(s) de concentración.
- Si su hijo recibe ayuda de un asistente de instrucción y, en caso afirmativo, sus calificaciones.

La Ley Cada Estudiante Triunfa (ESSA por sus siglas en inglés), que se promulgó en diciembre de 2015, incluye solicitudes adicionales de derecho a saber. En cualquier momento, puede solicitar:

- Información sobre las políticas con respecto a la participación de los estudiantes en las evaluaciones y los procedimientos de exclusión, y
- Información sobre evaluaciones requeridas que incluyen:
  - o materia examinada,
  - o propósito de la prueba,
  - o origen del requisito (si corresponde),
  - o el tiempo que les lleva a los estudiantes completar la prueba y
  - o tiempo y formato de difusión de resultados.

Toda la información anteriormente mencionada se puede solicitar a través del director de su escuela.

Nuestro personal está comprometido a ayudar a su hijo a desarrollar las habilidades que necesita para tener éxito en la escuela y más. Ese compromiso incluye asegurarse de que todos nuestros maestros y asistentes de instrucción cumplan con los requisitos aplicables del estado de Pensilvania. Esperamos con ansias el próximo año escolar, y juntos haremos una diferencia en la vida de su hijo.

Atentamente,

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Ashley Glasgow-Crockett  
Vicedirectora, Oficina de Programas Federales