



THE SCHOOL DISTRICT OF PHILADELPHIA

Roxborough High School **Parent and Family Engagement Policy**

School Year 2025-2026

Revision Date:

04/24/2025

In support of strengthening student academic achievement, Roxborough High 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).

Roxborough High 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

Roxborough High 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 practicable possible.

- *A parent meeting will be held each Spring to jointly develop the Parent and Family Engagement Policy and School-Parent Compact for the following school year.*
- *Title I meeting was advertised via School Messenger, the Parent Portal, the school website, Facebook, and HSA Instagram and was held on April 24, 2025 to gather parent input on this Parent and Family Engagement Policy and the School-Parent Compact.*
- *Parents are encouraged to attend parent meetings throughout the school year and to complete the parent survey to give school leadership your input.*

Section B: ANNUAL TITLE I MEETING

Roxborough High 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 Annual Title I meeting will be held during Back to School Night in Fall 2025. During this time, the school administrator and school leadership will discuss: Title I requirements, parent rights and responsibilities, teacher qualifications, the schoolwide plan, academic standards, assessments, curriculum, how to monitor your child's progress and how to work with educators.*

Section C: COMMUNICATIONS

Roxborough High 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.

- *Parents will be notified of school events/information via the school calendar, parent portal, school website, Social media platforms (Facebook and Instagram) and School Messenger.*
- *Parents will be surveyed as to best meeting times, such as after school, evening, and call-in conference call options for emergencies.*
- *We work together with our School Advisory Councils (SAC), counselors and school partners to ensure that information is conveyed in a language the parents can understand. The Office of Family and Community - Engagement is able to support the school in translating documents and telephone communication with non-English speaking parents upon request. Prompt responses to parent emails and phone calls (48 hour window).*

Section D: SCHOOL-PARENT COMPACT

Roxborough High 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.

- *A Spring Title I parent meeting was advertised via School Messenger and held on April 24, 2025 to gather parent input on this Parent and Family Engagement Policy and the School-Parent Compact.*
- *Parents are encouraged to attend parent meetings throughout the school year and to complete the parent survey to give school leadership your input.*
- *The updated parent policies will be available to all parents/guardians in the fall.*

Section E: RESERVATION OF FUNDS

If applicable, Roxborough High 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:

The Annual Title I Winter meeting was held on December 12, 2024. The meeting provides parents to discuss and provide input into the school budget for the upcoming year, needs and priorities for the school, and the schoolwide plan. Parents will be encouraged to share their perspective and ideas for the 1% parental engagement set-aside funds.

Section F: COORDINATION OF SERVICES

Roxborough High 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:

Roxborough meets monthly with all partner groups. These groups support academic and social and emotional health of students. The partners include: Anti-Violence Network, City Year, ELECT, HEIGHTS, Uplift, Jewish Family and Children's Services, Jefferson University East Falls Campus, JumpStart Germantown, Real World Leaders Radio, Greater Philadelphia YMCA, Men of Action mentoring, Speak Up!, Network of Neighbors, North Light Community Center, SAP-Einstein, GEMMA, GearUP, College Access. The school will also coordinate with the District Office of Family and Community Engagement to provide workshops for parents and other resources to help parents support their student's learning at home. Counselors hold workshops to support parents with the college application process & FAFSA completion.

Section G: BUILDING CAPACITY OF PARENTS

Roxborough High 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
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- Our Annual Title I meeting will be held in the Fall during Back to School Night. School leadership will discuss: Title I requirements, the schoolwide plan, academic standards, assessments, curriculum, how to monitor your child's progress and how to work with educators.
- Instructional workshops for parents coordinated monthly by quarterly, community partners and Teacher Leaders to address topics around academic content and achievement standards, and academic assessments.
- Computer lab workshops (FAFSA) for parents coordinated as needed by counselors, and community partners to access and monitor student progress.
- Google Classroom and Parent Portal training for parents during New Student Orientation (all students and their parents are welcome to attend).
- Attendance Policy training for parents provided during Orientation and as needed
- Counselors hold workshops to support parents with the college application process & FAFSA completion.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Roxborough High 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:

- The school will provide PD to staff to review appropriate and effective parental communication expectations at a district PD day in the Fall. Results of parent surveys will also be incorporated into this PD to inform decision making about the development of parent engagement activities and protocols. The results of the parent survey will be presented to staff.
- During full day professional development sessions in August- PBIS training will be provided by PBIS Team members, and supported by administration and the leadership team.
- Incorporate a policy of responding to parents in a 48 hour window.
- Staff are provided time during PLCs to contact parents to share positive news about their student or information regarding grades. This happens at least 2x a Quarter.

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

- Teacher maintained parent communication documentation in SIS which are reviewed during on-going formal & informal observations by administration.
- At The Academies @ Roxborough High School, parents work with Administration and teachers to prepare PD for other parents. Parent survey results drive PD offerings. We reflect on parent requests after each HSA/SAC meeting and adjust PD offerings as needed.

Principal's Signature

Kristin Williams Smalley

Date Signed

4/24/25

