



THE SCHOOL DISTRICT OF PHILADELPHIA

High School for Creative & Performing Arts **Parent and Family Engagement Policy**

School Year 2024-2025

Revision Date:

04/17/2024

In support of strengthening student academic achievement, High School for Creative & Performing Arts 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).

High School for Creative & Performing Arts 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

High School for Creative & Performing Arts 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.

- Families are informed about CAPA's Title I programs during the annual Title I Meeting held on Back to School Night. Parents are also provided print and digital surveys to provide input into the strengths and needs of the school and its programming. Survey results are shared with staff once tabulated.

- Parents were invited to an Annual Title I Winter Meeting and Spring Meeting held March 4, 2024 and April 17, 2024, respectively. Both meetings provide parents the opportunity to participate in the Schoolwide Plan, school goals, and work with school staff to jointly develop this Parent and Family Engagement Policy. This policy was developed with parent input on April 17, 2024.

- Report Card Conferences are held in the Fall, Winter and Spring.

- Throughout the year, parents are invited to meet with administration to review the school's academic progress, relevant data, and plans for reform.

Section B: ANNUAL TITLE I MEETING

High School for Creative & Performing Arts 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 is held every Fall during Back To School Night. During this meeting, family members are informed about CAPA's school improvement plan and action plan for developing a college preparatory academic curriculum. The school will also review the Title I program, parents requirements and rights to know. They are also introduced to the Parent and Family Engagement Policy and the School-Parent Compact. These are also available on the school website.

Section C: COMMUNICATIONS

High School for Creative & Performing Arts 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.

- Upcoming events and opportunities for family engagement are announced on the school website, as well as through an email newsletter that can be translated into the recipient's preferred language.

- CAPA utilizes the district translation office for non-English speaking families. Documents are translated in various languages and BCAs are also available when parent meetings are requested.

- Throughout the year, parents are invited to attend regular meetings of the Home and School Association and CAPA Foundation. The school will convene meetings at a convenient time to parents, and will offer a flexible number of additional parental involvement strategies, such as in the morning and/or evenings, so that as many parents as possible are able to attend. The school will invite all parents to these meetings and will encourage them to attend.

Section D: SCHOOL-PARENT COMPACT

High School for Creative & Performing Arts 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.

Parents were invited to attend the annual Title I Spring meeting held on April 17, 2024 to jointly update both parent policies. The 2024-2025 School-Parent Compact and Parent and Family Engagement Policy were updated with input from the meeting. In the Fall, parents are provided with an updated version and invited to provide feedback. The school will explain how families can access these policies on the school website and present ways that families can get involved in school activities and decision-making processes.

Section E: RESERVATION OF FUNDS

If applicable, High School for Creative & Performing Arts 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:

- *Print and digital surveys are distributed to parents at Back to School Night, report card conferences, and via an email newsletter to solicit input about how Title I funds should be spent.*
- *Throughout the year, the principal will solicit family input at Home and School Association meetings. The Winter Title I parent meeting will review the budget, school plan, and priorities for the school. Parents will have the opportunity to discuss and provide feedback to the 1% of funds set aside for parent engagement.*
- *The Winter Parent Meeting was held on March 4, 2024 and parents were invited to provide input on who the 1% parent set-aside funds should be spent on.*

Section F: COORDINATION OF SERVICES

High School for Creative & Performing Arts 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:

- *Throughout the school year, CAPA will collaborate with the Office of Family and Community Engagement to organize parent workshops to increase family understanding of the school's ELA and math curriculum, access to the SIS Parent Portal, and additional ways to monitor and support their children's academic progress.*
- *All communications with families are made available digitally via the school website and in print in the main office. The Home and School Association also maintains an office at the school.*
- *CAPA maintains a large number of community partnerships including the Kimmel Center, University of the Arts, the Philadelphia Theater Company, the Mummers Association, the Parks Department, and many others. Visits, master classes, and performances are regularly coordinated with CAPA's arts departments and these partners.*
- *CAPA's counselors coordinate with local colleges and universities to organize college tours, information sessions, and college fairs.*

Section G: BUILDING CAPACITY OF PARENTS

High School for Creative & Performing Arts 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

- *The Fall Annual Title I meeting held during Back to School Night will discuss academic standards, assessments, Title I requirements, how to monitor your child's progress, how to work with educators, and an overview of curriculum.*
- *All teachers will send home a syllabus explaining their curriculum, grading policies, expectations, and avenues for communication.*
- *Throughout the school year, CAPA will organize parent workshops to increase family understanding of the school's ELA and math curriculum, access to the SIS Parent Portal, and additional ways to monitor and support their children's academic progress.*
- *A meeting will be held during the Fall with all 9th grade families to introduce CAPA's academic program, explain the correlation of strong attendance and academic performance in 9th grade to high school graduation rates, and discuss with parents ways to monitor and support their children's academic progress.*

Section H: BUILDING CAPACITY OF SCHOOL STAFF

High School for Creative & Performing Arts 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:

All staff will participate in professional development in the Fall about successful communication with families and the role of teachers in fostering positive school-family relationships. Results from the parent survey will be discussed with staff.

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

Provide necessary literacy training for parents from Title-I, Part A funds.

Principal's Signature

Jennifer Melendez

Date Signed

May 29, 2024