



**Parent Involvement Policy for**  
**KIPP West Philadelphia Preparatory Charter School**

**I. Purpose**

The purpose of this policy is to encourage and facilitate meaningful involvement by all KIPP parents, including parents of students participating in KIPP West Philadelphia Preparatory Charter School's Title I programs in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about educational programs including Title I services within KIPP West Philadelphia Preparatory Charter School. Below is the policy of KIPP West Philadelphia Charter School acting as both a Local Education Agency and as the Title I school. It thus fulfills the requirements for LEA- and School-level parent involvement policies as required by Title I.

**II. Parental Policy Involvement**

LEA-level Parent Involvement Policy Component:

The partnership between home and school will be supported by:

1. Parental involvement in the planning, development and annual review of KIPP West Philadelphia Prep's Parental Involvement Policy as well as in the annual assessment, planning and implementation of strategies that build the partnership.
  - a. Activities involving parents, teachers, and administrators to guide overall program efforts and serve as a home-school partnership network. These include the establishment and implementation of the KIPP Family Association (KFA) as well as the appointment of at least one parent to KIPP's Board of Trustees.
  - b. Coordination of activities through the staff development system in areas of teacher professional development, assessment of teaching strengths, and communication with parents toward the creation of the best possible learning experience of each child.
2. Parental involvement in the planning, development and annual review of each school's Schoolwide Program Plan.
3. Implementation of parental involvement practices by teams of parents, teachers and administrators using the following seven basic principles considered essential to home-school partnerships.
  - a. Every aspect of the school climate is open, helpful and friendly.
  - b. Communications with parents (whether about school policies and programs or about their own children) are frequent, clear and two-way.
  - c. Parents are treated as collaborators in the educational process, with a strong complementary role to play in their children's school learning and behavior.
  - d. Parents are encouraged, both formally and informally, to comment on school policies and to share the decision making.

- e. The principal and school administrators actively express and promote the philosophy of partnership with all families.
- f. The school encourages volunteer participation from parents and the community at large.
- g. The school recognizes its responsibility to forge a partnership with all families in the school, not simply those most easily available.

School-Level Involvement Policy Component:

KIPP West Philadelphia Preparatory Charter School invite parental participation in all aspects of Title I educational programming for the students of KIPP West Philadelphia Preparatory Charter. KIPP West Philadelphia will involve parents in the following ways:

- KIPP West Philadelphia Prep will convene an **annual meeting** to inform parents of their school's participation in Title I, explain the requirements of the program and parents' right to be involved. In conjunction with the KIPP Family Association (KFA), this meeting will be scheduled at the beginning of each school year. The administration will also send out letters to parents informing them of the date and location of the meeting and will post this information prominently in areas throughout the school;
- If deemed necessary by the KIPP Family Association (KFA), KIPP West Philadelphia Prep will hold multiple meetings at different times of the day so as to include as many parents as possible. KIPP West Philadelphia Prep will use appropriate Title I funds to provide necessary transportation and child care for parents attending this or other Title I mandated meetings;
- The KIPP Family Association will hold regular meetings in accordance with its by-laws. These meetings will regularly address improvement of Title I programs, including the school parental involvement policy;
- At least one parent will nominated to the Board of Trustees and will participate actively, as measured by meeting attendance and participation in Board activities, which include addressing Title I academic achievement and parent involvement issues; all parents, administrators, school staff, and members of the public are also allowed to attend these meetings which are publicized in the newspaper and in postings at the school;
- All newly-enrolled parents will participate in either home visits or initial meetings with a teacher or administrator taking place at the school. At these meetings, parents will be provided with information about Title I services;
- All newly-enrolled parents will participate in the annual Back-to-School night and annual parent orientation. At these events, parents will be provided with information about Title I services;
- All newly-enrolled parents will, along with students and school administrator or teacher, sign a school-parent compact which outlines how parents, school staff, and students share in responsibility for a student's school success.

KIPP West Philadelphia Prep will provide parents of participating children:

- Timely information about Title I programs. Designated school personnel will keep parents updated about the types of services their children are being provided, the planned duration of service, and the goals of the services;
- The child's individual student assessment results, including an interpretation of such results. Designated school personnel will provide these results and will go over the interpretation with the parent as well as explaining how to monitor a child's progress and work with teachers to improve the student's achievement at a scheduled meeting;
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, the State's academic content standards and student achievement standards, and the proficiency levels students are expected to meet. Parents will receive this information at initial parent meetings at the start of the school year, at the annual Title I meeting, at the annually intervention night, and at the annual orientation for parents at the beginning of every school year;
- Opportunities for regular meetings. The School Principal, the Deans, and teachers will be attentive to parents' needs, and will schedule parent meetings as requested and is feasible.
- Materials and training to help parents to work with their children to achieve their children's achievement.

### **III. Technical Assistance and Support**

Resources and technical assistance will be provided to principals, teachers and parents by the school, the LEA, and KIPP's Regional Support Team in order to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance and to build the schools' and parents' capacity for strong parental involvement. Technical assistance will ensure that Title I parental involvement is coordinated with all other aspects of parental involvement at any KIPP school. Technical assistance will include:

1. Assistance in parent outreach through mail, telephone, ParentSquare, email and/or text;
2. Joint planning of parent activities;
3. Preparing and translating parent involvement announcements and pamphlets;
4. Staff participation as presenters at KIPP Family Association events;
5. Support in preparing parent information such as reading lists, parent guides, and partial-immersion brochures;
6. Assistance in making available sound-system, video, and electronic equipment for events;
7. Individual teacher meetings with parents on homework, and other instructional support.

### **IV. Annual Evaluation of Parent Involvement Policy**

KIPP West Philadelphia Preparatory Charter School will ensure that the Parent Involvement Policy is up-to-date and effectively addresses the changing needs of the school community through an annual policy evaluation process.

KIPP West Philadelphia Preparatory Charter School will conduct, with meaningful involvement of parents and family members, an annual evaluation of:

- The effectiveness of parent and family engagement policy and activities;
- The impact of parent engagement on improving academic achievement at Title I KIPP schools;
- Identifying barriers for parents or family members to participation in school activities, Title I activities, with a specific focus on parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;

Findings from the annual evaluation will be used to design evidence-based strategies for more effective parental involvement.

As necessary, policy revisions will be based on the evaluation and will be incorporated into the Parent Involvement Policy. The Principal will be responsible for the implementation of the Policy and of revisions.

#### **V. Adoption of Policy**

This policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy has been adopted by the KIPP West Philadelphia Preparatory Charter School's Board of Trustees during the June 2018 Board of Trustees meeting. The KIPP Parent Involvement Policy will be in effect starting in the 2018-19 school year. The school will incorporate this policy in its Family Handbook on or before October 1, 2018.

#### **VI. Policy's Availability to Parents**

The Parent Involvement Policy will be translated into English and Spanish.

Parents can access the policy as follows:

- a. Disseminated at registration and orientation to all new parents;
- b. A summary provided Student/Parent Handbook;
- c. Available on [www.kippphiladelphia.org](http://www.kippphiladelphia.org) website, under schools>parent resources;
- d. Available to all parents on an on-going basis at the schools main office.