



**KIPP Philadelphia Charter School's LEA and Title I School Parent Involvement Policy**  
**– KIPP Philadelphia Elementary Academy**

## **I. Purpose**

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in KIPP Philadelphia Elementary Academy'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 the Title I services within KIPP Philadelphia Elementary Academy. Below is the policy of KIPP Philadelphia acting as both an Local Education Agency and 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. KIPP Philadelphia's development of an infrastructure to continually assess, plan and implement 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 of the KIPP Parent Association as well as the appointment of a parent to the school's Board of Trustees.
  - b. Coordination of activities through the staff development system in areas of teacher in-service, assessment of teaching strengths, and communication with parents toward the creation of the best possible learning experience of each child.
2. 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.
3. Resources will be provided to principals, teachers and parents by the school.

School-Level Involvement Policy Component:

KIPP Philadelphia Elementary Academy invites parental participation in all aspects of Title I educational programming for the students of KIPP Philadelphia Elementary Academy. KIPP Philadelphia will involve parents in the following ways:

- KIPP Philadelphia will convene an annual meeting to inform parents of their school's participation in Title I. In conjunction with the KIPP Parent Association, 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 Parent Association, KIPP Philadelphia will hold multiple meetings so as to include as many parents as possible. KIPP Philadelphia will use appropriate Title I funds to provide necessary transportation and child care for parents attending the meeting;
- The KIPP Parent 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;
- One parent will be elected yearly to the Board of Trustees and will participate actively, as measured by meeting attendance and participation in Board activities, which include addressing Title I issues; all parents, administrators, school staff, and members of the public are also allowed to attend these meetings which are publicized in parent newsletters and posting at the school;
- As described in KIPP Philadelphia's charter documents, all newly-enrolled parents will participate in Primary Language Record interviews by the end of each year. At these interviews, 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;

KIPP Philadelphia 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 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, and the proficiency levels students are expected to meet. Parents will receive this information at Primary Language Record interviews, the annual Title I meeting, the annual curriculum night, and the annual orientation for parents at the beginning of every school year;
- Opportunities for regular meeting. The School Principal, the Deans, and teachers will be attentive to parents' needs, and will schedule parent meetings as requested and is feasible.

### **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 will be adopted by the KIPP Philadelphia Charter School Board of Trustees during the September 2010 Board of Trustees meeting and will be in effect starting in the 2010-11 school year. The school will incorporate this policy in its Family Handbook on or before October 1, 2010.

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

The policy will be translated into English and Spanish. Parents can access the policy as follows:

The Family Handbook, which contains the policy, is

1. disseminated at registration and orientation to all new parents;
2. available to all parents on an on-going basis at the schools main office.

### **Technical Assistance and Support**

Technical support to help parents plan and implement effective parent involvement activities is provided by the:

1. School Principal
2. School Deans
3. School Counselors
4. Children's teachers.

Technical assistance will include:

1. Assistance in parent outreach through mail and telephone;
2. Joint planning of parent activities;
3. Preparing and translating parent involvement announcements and pamphlets;

4. Staff participation as presenters at KIPP Parent 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.

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

KIPP Philadelphia will ensure the policy is up-to-date and effectively addresses the changing needs of the school community through an annual policy evaluation process. At least once each school year, the Board of Trustees will meet to evaluate the content and effectiveness of the policy in increasing parent involvement. The KIPP Parent Association will discuss ways to identify strategies for overcoming barriers to parent participation and to increase parent participation. 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. For further information about parental involvement, please see KIPP Philadelphia Elementary Academy's Family Handbook.