



THE SCHOOL DISTRICT OF PHILADELPHIA

Key Elementary School **Parent and Family Engagement Policy**

School Year 2026-27

Revision Date:

03/11/2026

In support of strengthening student academic achievement, Key Elementary 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).

Key Elementary 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

Key Elementary 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.

Parents will be invited to provide input and feedback to the School-Parent Compact and the Parent and Family Engagement Policy during a meeting in the spring. Parents will be notified by ClassDojo, Messenger and monthly calendars. This years meeting was held on 3/11/2026

Section B: ANNUAL TITLE I MEETING

Key Elementary 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 One meeting will be held on Back to School Night in **September 2026**. During this time we will inform the parents about the Title One program, requirements of Title I part A, Rights to Know and teacher qualifications, state academic content standards and assessments, how to monitor student progress, working with educators as well as information about the school curriculum. Principal will also provide and send/email a copy of the Parent and Family Engagement Policy. This policy will also be posted on our website. Parents will receive notification via monthly calendar, ClassDojo and School Messenger.

Section C: COMMUNICATIONS

Key Elementary 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 given the Parent Engagement Policy and Compact during Back to School Night, posted on our website, as well as sent home with students in their communications folder. Parents are notified about various meetings, assemblies and events during the year through monthly calendars sent home with students as well as through Messenger. Meetings, trainings and workshops are held at various times of the day to accommodate all families and their schedules. All communications sent home are in the family's language. Any translation will be made available upon request or according to the language survey, from the district's Family and Community Engagement (FACE) office.

Section D: SCHOOL-PARENT COMPACT

Key Elementary 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.

Parents will be invited annually to attend the Title I Annual Winter and Spring meeting. Parents provided input during the Spring meeting on 3/11/2026 to update the Parent and Family Engagement Policy and School-Parent Compact. Both policies were updated on 4/10/2026 and will be distributed in the fall.

Section E: RESERVATION OF FUNDS

If applicable, Key Elementary 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:

Each winter, parents are invited to attend a budget review meeting. During this meeting, parents can give direct input into how they would like to see the funds spent. Parent Involvement funds will be used to purchase material/resources for parents to use at home with their child(ren) as well as for various parent newsletters, copying and mailings of communications to parents. At the Annual Title I meeting, parents are made aware that 1% of the funds are set aside and parent surveys also link parents to how they would like to see the funds utilized. This year's Winter meeting was held on 12/17/2025.

Section F: COORDINATION OF SERVICES

Key Elementary 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:

To accomplish this task, we will work patiently and collaboratively with our parents/guardians; we will also provide them with information that is timely, helpful, informative, and in a language they understand. Provide a dedicated space for our parents with our Parent Resource Room right across from the Main Office. Workshops for parents are held monthly with bilingual counseling staff and Program Coordinator.

Section G: BUILDING CAPACITY OF PARENTS

Key Elementary 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

Various workshops and trainings are offered to parents throughout the year. Some of the topics being offered are Understanding Grading, Attendance Matters, Parent Portal, School Selection, Report Card Conferences, Summer Learning and Literacy/Math Nights. During the Annual Title One Meeting, held in September, we share with parents the requirements for Title One Part A, the state's academic standards and oral assessments as well as other topics listed above. There are three report card conferences throughout the year, November, January and April, with an evening conference offered in the fall. During these conferences, teachers will discuss with parents how to monitor their child(ren)'s progress and the elements of the school's curriculum.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Key Elementary 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:

Providing a survey to parents during all meetings and conferences. The results of these conferences are tallied and shared with staff during Professional Developments throughout the school year. During a District PD Day in the Fall 2026, the Principal will provide a training and staff will receive training on how to communicate with parents as equal partners.

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

During Back to School Night, parents will be asked to fill out a sheet if they were interested in volunteering for special occasions, such as Field Trips, Book Fair, Literacy/Math Night, Fundraisers, Cultural celebrations, Spirit Day, etc. Parents are encouraged to chaperone trips, volunteer in classrooms and cafeteria, read to students and assist on special occasions.

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

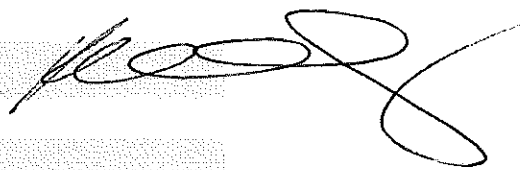
To maximize parent and family engagement and participation in their child's education, we will arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school. This will be done with the 5th year implementation of our Academic Parent Teacher Team (APTT) model in the Fall of 2026 where participating teachers in grades K-3 will receive additional training on how to increase meaningful parent involvement in their child's academic progress. Teachers will then provide turnaround training to parents and there will be meetings in lieu of traditional parent conferences.

Principal's Signature

Pauline Cheung

Date Signed

5/18/26

A handwritten signature in black ink, appearing to read 'Pauline Cheung', is written over a light gray rectangular background.