

John H Webster
Elementary School
**FAMILY
HANDBOOK**



**2023 – 2024
School Year**

John H. Webster Elementary School
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Philadelphia, PA 19134

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School Profile



John H. Webster is located at 3400 Frankford Avenue in the Harrowgate section of the City of Philadelphia. The school is part of Network 5 of the School District of Philadelphia. We serve approximately 500 students from pre-kindergarten through fifth grade. Our racially diverse population is composed of 30% AfricanAmerican, 53% Latino, 12% White, 1% Asian, and 4% Other/Multi -Racial students.

Mission Statement

We accept the responsibility to serve the community and create a nurturing environment that ensures lifelong learners. As a Webster family, we are dedicated to maximizing the potential of all students and providing the academic and social skills necessary for success.

Our Vision

At John H. Webster Elementary School, all children will be treated as our own Webster family. All Webster teachers, staff, parents, students, and community members believe that all of our children are capable of achieving at high levels of academic excellence. Here at Webster, our family is passionate about a safe and nurturing environment so that all members feel accepted and valued. We will continue to develop partnerships with families and communities.

Academic Calendar 2023-2024

September 2023 | 18 Student Days; 19 Staff Days

- **1st:** Staff Professional Development or Reorganization
 - **4th:** Labor Day; Schools closed for students and staff; Administrative offices closed
 - **5th:** First day of school for students
 - **5th-11th:** Kindergarten interview days (Three Hour early dismissal K only)
 - **25th:** Yom Kippur; Schools closed for students and staff; Administrative offices closed
 - **29th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
-

October 2023 | 21 Student Days; 22 Staff Days

- **27th:** Staff Professional Development (Full Day); School closed for students
-

November 2023 | 18 Student Days; 19 Staff Days

- **7th:** Election Day; Schools closed for students and staff
 - **22nd:** 3-hour Early Dismissal for students and staff
 - **23rd-24th:** Thanksgiving Recess; School closed for students and staff; Administrative offices closed
 - **27th:** Term 1 Report Card Conferences (Full Day); School closed for students
-

December 2023 | 16 Student Days; 16 Staff Days

- **15th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
 - **25th:** Christmas Day; School closed for students and staff; Administrative offices closed
 - **26th-29th:** Winter Recess; School closed for students and staff; Administrative offices closed
-

January 2024 | 20 Student Days; 21 Staff Days

- **1st:** New Year's Day; School closed for students and staff; Administrative offices closed
- **2nd:** Staff Professional Development (Full Day); School closed for students
- **15th:** Dr. Martin Luther King Jr Day; School closed for students and staff; Administrative offices closed

February 2024 | 20 Student Days; 20 Staff Days

- **1st, 2nd:** 2nd Term Report Card Conferences (Half Day); Three Hour Early Dismissal for Students
- **9th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **19th:** Presidents' Day; School closed for students and staff; Administrative offices closed

March 2024 | 16 Student Days; 16 Staff Days

- **8th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **25th-28th:** Spring Recess; Schools closed for students and staff
- **29th:** Good Friday; School closed for students and staff; Administrative offices closed

April 2024 | 20 Student Days; 20 Staff Days

- **4th, 5th:** Report Card Conferences (Half Day); Three Hour Early Dismissal for Students
- **23rd:** Election Day; School closed for students and staff (tentative)
- **10th:** Eid al-Fitr; School closed for students and staff; Administrative offices closed

May 2024 | 22 Student Days; 22 Staff Days

- **10th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **27th:** Memorial Day; School closed for students and staff; Administrative offices closed

June 2024 | 10 Student Days; 10 Staff Days

- **13th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **14th:** Last Day of School for students and staff; Three Hour Early Dismissal for Students, Full day for Staff

LEARNING TIPS for SUCCESS

Students

- Be Ready
 - Come to school on time, every day.
 - Have all your school supplies with you.
 - Listen to staff for instructions.
 - Follow directions the first time.
- Be Responsible
 - Stay focused on the lesson/topic.
 - Follow directions & complete assignments to the best of your ability.
 - Actively participate in lessons & discussions.
 - Ask questions if you need help.
- Be Respectful
 - Listen to your teacher & classmates when they are speaking.
 - Raise your hand to speak.
 - Speak clearly & use appropriate language.
 - Use indoor voices.

Parents and Families

- After school:
 - Have your child complete assignments and ensure that they are turned in.
 - If you or your child have questions about the work, contact your teacher
 - Charge your devices overnight to be ready for the next day.

Key School Contacts:

Counselor Beth Beitler- bbeitler@philasd.org

Counselor Olivia Chebra- ochebra@philasd.org

Bullying Designee- Pauline Cooperson- pcooperson@philasd.org

Special Education Compliance Manager

SPECM- Charles Heston- cjheston@philasd.org

SPECM- Susan Smolczynski- ssmolczynski@philasd.org

Visitors

Our students, employees, and visitors deserve a safe learning and work environment. Visitors are required to make an appointment in order to enter the school building. Parents can communicate with their child's teacher through Class Dojo, email, call the school or make an appointment.

COVID-19 Case Protocol for the 2023-20224 School Year

The District, in consultation with the Philadelphia Department of Public Health (PDPH), has established protocols to respond to suspected and confirmed positive cases of COVID-19 to maintain the health and safety of the school community.

All staff and parents/guardians of students are required to notify the appropriate District designee (as outlined in the Pre-screening/Symptom Monitoring/Mandatory Reporting section below) immediately if a school employee or student experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.

Throughout the school year some policies may change in regards to Covid. As changes occur you will be notified through Class DOJO and by the [School District of Philadelphia](#).

GENERAL GUIDANCE

Personal Illness

All individuals who are sick are expected to stay home, and any student, staff member, or approved visitor who becomes sick while in a District building will be sent home immediately. Parents/Guardians if you would like the nurse to test your child you must fill out the Covid-19 Student Testing Consent Form and send it in to the school. Use this link [Covid-19 Student Testing Consent Form](#)

Symptoms Suggestive of COVID-19 Illness

- Fever of 100.4°F or greater
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Fatigue
- Nausea or vomiting
- Diarrhea

- New or persistent cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing

CHROMEBOOKS

The School District of Philadelphia will loan a Chromebook to every District K-12 student who needs one. The loaner program is free however all devices must be returned if a student leaves the SDP once schools reopen. **Students will be expected to bring their District-issued Chromebooks on the first day of school, so it's important that they check their computers beforehand, to make sure they are working as needed.** If your chromebook breaks you must bring it back to Webster school.

Important Reminders:

- Students are expected to bring their District-issued Chromebook to school each day.
- All protective cases must remain on the Chromebook and should not be removed except by a repair technician or other designated District staff.
- Families must immediately report any damage, loss, or theft to their child's school. [information on SDP Chromebook Policies.](#)

EMERGENCY CONTACT CARDS One of the most essential and important items collected by our school is the Emergency Contact Form. This form will be sent home in the beginning of the year and we ask that the form be completed as accurately as possible with names, addresses and valid telephone numbers for all contacts. Please be sure that whoever is listed knows that you have listed them. Parents are also requested to list work phone numbers where they can be reached during the day. In the event that any of the information supplied on the Emergency Contact Form changes, notify the office immediately. **This form is not the same form as the dismissal/pick up form.** Only names on emergency contact forms will be able to pick students up early.

Entrance and dismissal policy and procedures:

All students will be admitted into the school building and go directly to their classrooms in the morning. At dismissal, teachers will walk students to their classroom line in the school yard.

SAFETY PROCEDURE

As a school we are required per year to have:

- 10 fire drills
- 1 lockdown
- 1 emergency communication
- 1 relocation-(**Mastbaum School**)
- 1 reunification

ATTENDANCE AND LATENESS PROCEDURES

The School District of Philadelphia requires all students to attend school daily in accordance with the compulsory attendance laws of the Commonwealth of Pennsylvania. Punctuality and regular attendance are two of the basic principles of good work habits. Students at John H. Webster begins school at 7:30 am and dismisses at 2:09 pm . On half days all students dismiss at 11:09 am.

We request that students be kept home only when it is necessary for medical reasons. Parents/Caregivers should make every effort to have children in school and on time everyday for the full day. The educational program offered by John H. Webster Elementary School is based upon the presence of the student and requires continuity and classroom participation. Children cannot learn if they are not in school. When your child is absent, you must provide the teacher with an absent note signed by the parent/caregiver. The note should include the dates and a valid reason for the absence.

The following are the ONLY absences that are considered excused:

- Student illness or injury
- Quarantine
- Recovery from an accident

- Attendance required in a court of law
- Death in the immediate family including, but not necessarily limited to, parents, siblings, grandparents or other family members living in the household
- Religious holidays, if the religious tenets to which the student and/or his/her family adhere require observance of the holiday. In addition, upon receiving a written request from parent/guardian, a student shall be excused from school in order to attend classes for religious instruction under §1546 of the Public School Code of 1949
- **PLEASE NOTE THAT EVEN EXCUSED ABSENCES ARE STILL COUNTED AS DAYS MISSED.**

Please note the following possible consequences for unexcused extended absences:

- Student(s) may be dropped from the roll and have to be re-registered. The parent or guardian will be required to provide the school with current proof of address.
- Referral may be made for truancy court. The school district modified its attendance policies and now keeps track of half day absences. If your child arrives at school after 9:00 am or has an early dismissal prior to 1:00pm, he/she will be marked as a half-day absent. Frequent half day absences can greatly impact your child's attendance and their learning.

Requests for Family Vacations

In order to promote a consistent educational process throughout the school year, parents/guardians should **not** schedule family vacations during the school year. If a child is absent because of a family vacation, the absence will be counted as an unexcused absence. Any student absent more than 5 days may be dropped from roll and the parent will need to provide proof of address and re-enroll the student upon returning. **Any child absent for an extended period of time before/after the winter recess will automatically be dropped from the school roll. Parents will need to readmit students upon return.** For a complete list of the truancy policy, please visit: <http://webgui.phila.k12.pa.us/offices/a/attendance--truancy>

Lateness: The School District of Philadelphia believes that arriving on time for school establishes a pattern that students will carry with them throughout their educational career and beyond. Children are expected to be in their assigned locations at 7:30 am. **Any student who is not at his/her appointed location will be considered late.** Please note that a truancy court considers lateness in the same manner as an absence. Any student with excessive absences or latenesses will receive a legal notice and be referred to truancy court.

EARLY DISMISSALS

Please no early dismissal after 1:00 pm



It is imperative that your child remains at school the entire day. Medical appointments should be scheduled after school and/or during school closures. For the safety and security of your child, **no child will be dismissed to anyone not listed on the emergency contact card or without proper picture identification. If someone other than the child's parent/guardian is picking up the child for an early dismissal, parent/guardian must obtain prior approval for this arrangement.** If an emergency arises and your child needs to be dismissed early, parents must do the following:

- Send a note with your child at least twenty-four hours in advance.
- Report to the main office to sign your child out of school with proper identification.
- Report to the office to sign your child back into school (if returning from an appointment).



EMERGENCY SCHOOL CLOSING

When school is closed due to extreme weather conditions, an announcement will be made over the radio and television stations early in the morning. Please listen to KYW News Radio, NBC Channel 10, CBS Channel 3, and WPVI Channel 6 for the latest information on school closings. The announcement will state, **“ALL PHILADELPHIA PUBLIC SCHOOLS ARE CLOSED.”** **If you do not hear this announcement, schools are open. PLEASE DO NOT CALL THE SCHOOL.** When it is necessary to close school during the school day, television and radio stations will also make announcements indicating what time the schools will close. Please do not come to school to pick up your child earlier; the office staff and all essential personnel will be assisting students to make contact with parents. (DOJO)

SCHOOL UNIFORMS



Students are expected to adhere to the Uniform Policy. The purpose of the uniform is to create a positive learning environment. John H. Webster Elementary students must adhere to the uniform policy that requires the following standards:

- Navy Blue or Light Blue Collared Shirts/Navy Blue or Gray Logo shirts
- Navy Blue pants or skirts. (No Jeans Allowed)
- NO OPEN TOE SHOES ARE ALLOWED (FLIP FLOPS, SANDALS and Crocs)
- Students who are not able to tie their shoes, we strongly recommend velcro black shoes or sneakers.

Sweaters and Sweatshirts

Parents may provide students with a **navy blue sweater or sweatshirt** to be worn if they get cold in the classroom.

Hoods and ball caps are not to be worn during the school day.

A phone call will be made to parents when a child is out of uniform. Students who persistently fail to comply with the school's uniform policy may be subject to disciplinary action.

PARKING

Parking is not permitted around the school building at any time. This is a fire regulation and prohibits safe passage to and from school for our students. Parking is available on Braddock Street and Ontario Street when necessary. **The side gates will be closed during morning admittance as well as dismissal time and no cars are permitted to enter the parking lot.** No car should be parked or left unattended for any reason. Cars parked illegally, including in the fire zones or handicapped parking spaces, will be ticketed.

BREAKFAST/LUNCH PROGRAMS



Research indicates that children who begin their day with a healthy breakfast have greater academic success. For that reason, we offer breakfast and lunch daily to all of our students. Students may bring their own lunch if they would like but glass bottles and carbonated sodas are prohibited.

SCHOOL PROGRAMS

APM:

Asociación Puertorriqueños en Marcha

Staff:

Erica Bates-Director

Angela Rivers- Supervisor

Ernest Hill- Case Manager

CITY OF PHILADELPHIA MAYOR’S OFFICE:

Colin Hartzell- Community Schools Coordinator

N.E.T- Northeast Treatment Center

EXTRACURRICULAR ACTIVITIES

Extracurricular activities will be announced in October to all students and families.

USE OF THE OFFICE TELEPHONE

Students are not permitted to use the office phones unless it is an extreme emergency. Students will not be permitted to call parents on a daily basis or call home during inclement weather (rain or snow). Students will not be interrupted from their classrooms to receive telephone calls. Messages will be given in emergency situations only. Our office staff is very busy and is not expected to take messages for students, unless it is an emergency. Please make all arrangements with your child before school starts.

CELL PHONES/PERSONAL PROPERTY

The School District prohibits students from using personal cell phones on school grounds during school hours. Any student using a cell phone during school hours will have it confiscated. John H. Webster Elementary School will

not assume responsibility for the loss or theft of any cell phone. The principal has the authority to address issues that are disruptive to the academic environment that may arise from the improper use of telecommunication devices.



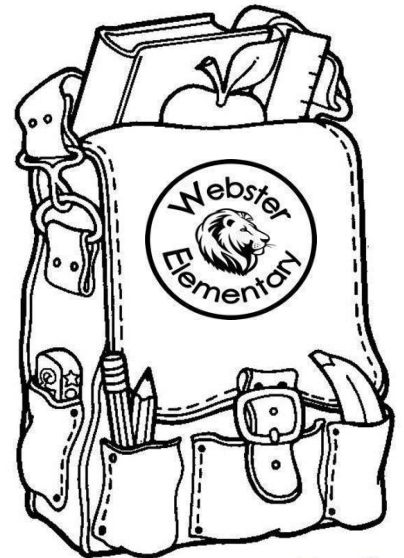
Toys and personal items such as gaming devices etc. are not permitted in school. If brought to school they will be confiscated. Students are also responsible for all items in their book bags. Please instruct children not to place items in their book bags that do not belong to them. John H. Webster Elementary School will not be responsible for the loss or theft of any personal items that are confiscated by school personnel. A copy of the complete policy can be found on www.philasd.org.

HOMework

Homework is a vital part of the teaching and learning process. Parents should expect students in all grades to have homework four to five times a week. Not all homework will be written assignments. Teachers assign students to read books, go on I ready, study notes, or prepare for an oral assignment. While students assume the major responsibility for completing homework assignments, parents should also take an active interest and monitor children's progress and check to see that homework is completed each night.

The Role of the Student – The student has the responsibility to:

1. Be responsible for having a copy of the assignments and making sure assignments are clearly understood.
2. Take home necessary texts and materials.
3. Complete assignments neatly and on time.
4. Note any questions about homework to be asked in the next class.
5. Return assignments and books to school when due.



The Role of the Parent – The school encourages the parents to:

1. Provide a quiet place for the student to study.
2. Encourage the student to study at a regular time in the afternoon and/or evening.
3. Check the student's assignments each evening and sign, if needed.
4. Encourage independence in completion of the assignments.
5. Review and sign tests, where applicable.

MAKE-UP WORK POLICY

Students are required and expected to make up assignments, assessments, and projects missed when absent or otherwise not in school. Students have a number of days equal to the number of days absent to complete

the missed assignments, assessments, and/or projects. If a student has been absent for an extended period, they should request the assistance of their teacher in creating a schedule to complete the missed work.

NURSE AND MEDICATIONS

The nurse is available daily for all students and parents. Health room hours have been established by the nurse to cut down on interruptions in the classroom and to allow the nurse sufficient time to provide ongoing medical monitoring of students. School Health Services personnel will perform/conduct vision screenings on all children every other year, growth screenings every other year and hearing screenings.

Medications are given in school ONLY after completion of medical forms by a healthcare provider and approved by School District Health Services. This form must be filled out and signed by the child's doctor and parent. All medications and prescriptions are to be brought in their original bottles to the nurse and kept in the health office. Over-the-counter drugs-including cough medicine, aspirin, etc. must also be accompanied by a doctor's note. When the school nurse is not in school, the Principal or designee may administer medication under the guidelines established by the Pennsylvania Health Services Commission. If your child is on long-term medication or there are any medical problems, please contact the nurse. Students are not permitted to bring any form of medication to school. Students are not permitted to self-administer any medicines including inhalers.



All students must be properly immunized against communicable diseases. The nurse will contact parents if students need to update required shots. Students will not be permitted to return to school until they have been properly immunized.

If a student has an injury or illness at home, it is the parents' responsibility to take the student to the doctor. Please do not send students to school with injuries that happened at home or if a student is sick and has a fever. Students should be free of a fever for 24 hours prior to returning to school. If a child becomes ill during the school day, s/he will be given immediate attention. You will be called if your child is too ill to return to class.

Please advise your child that she/he cannot personally call home if they feel ill but must go to the nurse's office.

DISCIPLINE/CODE OF STUDENT CONDUCT

In order to maintain a safe and orderly learning environment, we expect appropriate behavior from our students. John H. Webster Elementary School follows the School District of Philadelphia Code of Student Conduct. Each student is responsible for his/her own actions. To facilitate an educational atmosphere that is

safe for all members of the community, John H. Webster Elementary School has developed and maintains a positive school culture through following a School Wide Behavior plan, where **all students are expected to follow the “Webster 3Rs” (Be Respectful, Be Responsible, Be Ready.)** Our teachers and staff will review the expectations for all the students in the various school settings. The students will review the proper behavior and consequences for inappropriate behavior. The expectation is for all of our students to understand and follow the school-wide rules and Code of Conduct.

Fighting is unacceptable behavior and will not be tolerated. If a student is involved in a fight, disciplinary measures, including suspension, will be taken and a parent meeting will be scheduled.

Many disciplinary problems may be resolved by meeting with the teacher, a phone call to the parent or a time out. When a conflict arises, students are expected to seek alternatives for resolution. By seeking help, the student removes themselves from possible danger and they do not use “self defense” as an excuse to participate in a fight.

Be Respectful
Be Responsible
Be Ready

The School District of Philadelphia

 **Code of Conduct 2023-2024 .pdf**

Which includes anti bullying policy 249 and policy 248 harassment

TITLE I PROGRAM

What is Title I?

Title I is the largest federally funded program for private and public schools in the nation. The goal of the program is to provide additional instructional services to students. With these funds the school has the ability to purchase additional personnel and materials that will support our students' learning. Many of the consumable books as well as the interventions used by our students are purchased using Title One funds. Parental Involvement is a component of the program. Title One funds allow Webster School to host workshops throughout the year as well as after school events. These events will be posted in the monthly school calendar or on the website.

TITLE ONE PARENT COMPACT

<i>Webster Elementary School</i>
School-Parent Compact
<i>School Year 2023-2024</i>

<i>Dear Parent/Guardian,</i>
JOINTLY DEVELOPED
Webster Elementary School
School-Parent Compact

School Year 2023-2024 Revision Date:

04/19/2023

To understand how working together can benefit your child, it is first important to understand the district’s and school’s goals for student academic achievement.

The Board of Education's updated Goals and Guardrails are available on the School District Website at www.philasd.org.

The parents, students, and staff of John H. Webster Elementary School partnered together to develop this school- parent compact for achievement. Parents are encouraged to attend annual revision meetings held the spring of each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement. This year's Spring Title I meeting was held on **4/19/2023**.

Webster Elementary School GOALS

At least 70% (Webster 17-18 = 55%) of Kindergarten students and 50% (Webster 17-18 = 28%, 32%) of 1st and 2nd Grade students will score at target by the Spring AIMSweb assessment.

At least 60% (Webster 17-18 = 43%) of Kindergarten students and 75% (Webster 17-18 = 41%, 73%) of 1st and 2nd Grade students will make at least one year’s worth of growth as evidenced by their Independent Reading Level from Q1 to Q4.

At least 50% (Webster 17-18 = 34%) of students will attend at least 95% of days or more.

No more than 25% (Webster 17-18 = 47%) of students will score Below Basic on the 3rd Grade ELA PSSA.

No more than 20% (Webster 17-18: 3rd = 53%, 4th = 50%, 5th = 41%) of students will score Below Basic on the Math PSSA.

To help your child meet the district and school goals, the school, you, and your child will work together:

SCHOOL/TEACHER RESPONSIBILITIES:

Webster Elementary School will:

PARENT RESPONSIBILITIES:

We, as parents, will:

STUDENT RESPONSIBILITIES:

COMMUNICATION ABOUT STUDENT LEARNING:

Webster Elementary School is committed to frequent two-way communication with families about children’s learning. Some of the ways you can expect us to reach you are:

Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held in November, February, and May.

Provide parents with frequent reports on their children’s progress. Interim reports/progress reports mid marking period

Report cards each marking period (three times per school year)

Provide parents with reasonable access to staff.

Parents can expect a scheduled meeting time upon request allowing reasonable time for teachers to make the necessary provisions to meet with the parent/guardian.

Parents may visit a classroom to observe activities, however, they may not impede instruction

Provide parents with opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parents may volunteer to assist the teacher as long as the appropriate documentation is provided and kept on record in the office

Make sure my child arrives on time and attends school every day.

Limit early dismissals to doctors/dentist appointments or emergencies only.

Conduct myself in a manner that is reflective of a role model for our children while on school grounds and at home. Make sure that homework is completed, checked and signed.

Monitor and limit the amount of television my child watches.

Volunteer in my child's classroom.

Participate, as appropriate, in decisions relating to my child's education.

Promote positive use of my child's extracurricular time.

Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Create a Parent Portal account and monitor it regularly for student attendance and academic updates.

Serving, to the extent possible, on the school advisory committee.

Do homework every day and ask for help when needed.

Read at least 30 minutes every day outside of school time.

Give to my parents or guardian all notices and information received by me from my school every day. Conduct myself appropriately and respect my learning environment

Follow all school rules.

Respect all school staff, my peers and myself.

ACTIVITIES TO BUILD PARTNERSHIPS:

Webster Elementary School offers ongoing events and programs to build partnerships with families.

Monthly Calendars

Backpack Mail

Phone/School Messenger Calls Emails

USPS Mail Class Dojo

Provide volunteer opportunities

Hold monthly volunteer orientations

Hold monthly parent meetings

Hold monthly student of the month family breakfast Hold monthly parent workshops

Hold monthly School Advisory Council meetings

Webster Elementary School

Parent and Family Engagement Policy SUMMARY

English

School Year 2023-2024

Revision Date:

05/16/2022

Webster Elementary School

Parent and Family Engagement Policy

School Year 2023-2024 Revision Date:

04/19/2023

In support of strengthening student academic achievement, Webster 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).

Webster 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

Webster 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 were invited to the Annual Title I Meeting in September 2022 to discuss the Schoolwide Plan, school goals and preliminary budget which included the 1% set-aside.

Webster will invite parents to participate in SAC meetings, Winter and Spring Title I Meetings to review, discuss and update the Parent and Family Engagement policy and School-Parent Compact, Schoolwide Plan, budget, and leadership.

Parents and staff jointly developed this policy along with the School-Parent Compact during a meeting held on 4/19/23. Recruit parents on Back To School Night (September 2023) for parent volunteers and committees of the SAC.

Host monthly parent meetings/SAC meetings throughout the year to keep parents abreast of instructional practices.

Section B: ANNUAL TITLE I MEETING

Webster 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 I Meeting will be held in September of each school year during Back to School Night. At this time, the principal or designee will share information about the requirements of Title I part A, parent rights to know, state and local assessments including the PSSAs, school curriculum, how to work with educators and to track student progress.

Section C: COMMUNICATIONS

Webster 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.

Monthly Calendar sent home in backpacks

Class DoJo messages

School Messenger

Twitter and School Website, Social Media accounts (Facebook, Instagram) Information flyers sent home in backpacks

Flyers and Information on counter in front office – Parent Resource Corner

Translations available, as needed

Parents are encouraged to complete a survey with meeting time preferences and provide feedback about other potential family engagement barriers.

Section D: SCHOOL-PARENT COMPACT

Webster 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.

*The Annual Winter Title I Meeting was held on **1/18/2023** and the parent policies were discussed, in preparation for updating. On **4/19/23**, the Annual Spring Title I Meeting was held to review and jointly revise the School-Parent Compact and the Parent and Family Engagement policy for the FY 2023-2024- school year. next year. The policies will be reviewed during SAC meetings throughout the school year.*

Section E: RESERVATION OF FUNDS

If applicable, Webster 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:

The Annual Winter Title I Meeting was held on 1/18/2023 in order to gain input from parents on how to spend the 1% of Title I, Part A funds. Parents are encouraged to provide feedback on the needs and priorities of the school as we discuss the entire school budget. During the Spring meeting held on 4/19/2023 parents provided feedback on potential purchases.

During the Annual Title I meeting in the Fall (Back to School Night), our presentation includes information on the 1% parent set-aside funds. This allows all parents the opportunity to know that these funds are intended for their use.

Parent surveys ask for input on how the parent funds should be utilized.

Section F: COORDINATION OF SERVICES

Webster 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:

Headstart Pre-School Program

Partnership with Open Door Ministries and Temple University Nursing Program – opened a community library across the street and in the process of opening a parent resource center with computers and internet access for our parents and families to use

We are a Community School and our Community Program Coordinator Colin Hartzell has hosted parent courses such as parenting classes with APM in partnership.

Section G: BUILDING CAPACITY OF PARENTS

Webster 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.

The annual Title I Meeting will be held in September during Back to School Night and will discuss: Title I requirements, the schoolwide plan and parent policies, academic standards, assessments, curriculum, how to work with educators and how to monitor your child's progress.

School will provide regular parent workshops and training on how to support student achievement.

Parent conferences to review student progress three times a year.

Training and supporting parents in viewing the new Parent Portal in order to view student grades and progress.

Workshops for our Hispanic/ESOL Community on supporting their English Language Learning students in the academic classroom.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Webster 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:

A professional development session focused on working with parents as equal partners will be offered in the Fall/Winter. Results of the parent surveys will be shared and discussed with staff.

Monthly professional development sessions during the school day, as well as regular afterschool professional development sessions offered to teachers

The District offers weekly professional development sessions called Tune Up Tuesday.

The SBTL and Early Literacy Lead teacher provide coaching and support to all teachers in the building.

Teachers meet weekly during Grade Group Meetings to collaborate on best practices and analyze data to have better informed conversations with parents regarding their child's education and progress.

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

Monthly workshops and training for parents in literacy and math Student of the Month awards assembly

Attendance workshops

Parent Portal Training

Principal's Signature

Sherr Arabia

Date Signed

6/5/23

**John H. Webster Elementary School
Title I - Monthly Parent Involvement Opportunities
2023-2024**

September 2023

First Day for Grades PreK-5th – 9/5/23
Back to School Night & Annual Title I Meeting - 9/21/23

October 2023

Middle School Transition Information Sessions for Families - all month,
schedule appointments with our School Counselor Ms. Beitler
SAC meeting and Recruitment of Parent Volunteers

November 2023

Report Card Conferences - 11/27/23
SAC meeting and Title I Parent information session - Homework Help

December 2023

Parent Information session - Continuing Success During Breaks from School

January 2024

Winter Title I Meeting - begin gathering ideas for 2024-2025 School Year

February 2024

SAC meeting and Title I Parent information session - Preparing my child for success with tests
Report Card Conferences – 2/1/24 – 2/2/24

March 2024

Spring Title I Meeting - review and provide input on Title I Documents and
Budget for 2024-2025 School Year
Spring Break: 3/25/24 - 3/29/24

April 2023

Report Card Conferences 4/4/24 - 4/5/24

June 2023

Kindergarten and 5th Grade Move-Up Celebrations
Last Day for Students 6/14/24

