

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY SHANNOCK VALLEY ELEMENTARY SCHOOL

Purpose

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy, developed by Shannock Valley Elementary in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.

Components

The school complies with federal law related to the engagement of parents and family members by detailing how the school will:

1. Involve parents and family members in the planning, review and improvement of the school's Parent and Family Engagement Policy:
 - Parents had the opportunity to review and discuss the policy at the Title 1 Review meeting at the end of the year 17-18 school year. This meeting is held to reflect on the Title 1 program at Shannock Valley. The program's successes are discussed, along with things that the program can improve upon. The Parent and Family Engagement Policy/ Plan is reviewed, and parents have the opportunity to give feedback. Changes to the policy are then made, if needed.
 - An annual Title 1 meeting is held at Shannock Valley at the beginning of the school year at Back to School night. The review and development of the Parent and Family Engagement Policy/ Plan is held at this meeting. Parents have the opportunity to provide feedback and recommendations to the policy at this meeting. Changes to the policy are then made, as needed.
 - Shannock Valley sends home a Title 1 parent input survey, along with a paper copy of the Parent and Family Engagement Policy/ Plan via backpack mail. Parents have the opportunity, through this survey, to provide feedback and recommendations concerning the policy. Changes to the policy are then made, as needed.
 - The Parent and Family Engagement Policy/ Plan is available on the Shannock Valley website. The survey mentioned above is as well.

2. Convene an annual meeting, at a convenient time:
 - To which all parents and family members of participating children shall be invited, and encouraged to attend;
 - To inform parents and family members of their school's participation as a Title I school; and

- To explain the requirements and the rights of parents and family members to be involved.
 - Parent feedback was requested via survey, regarding the best times to meet with parents. Workshops and conferences are planned accordingly.
 - In September Shannock Valley Elementary Title 1 Annual Parent and Family Engagement Meeting is held during Back to School night. At this meeting parents are informed of the school's participation in the Title 1 program. The requirements of the program are explained by the reading specialists in a power point presentation, which is provided then via backpack mail to all Title 1 students. Parents are also informed of their right to be involved in the Title 1 program. Feedback from parents was encouraged, and is encouraged throughout the school year.
3. Offer a flexible number of meetings in the morning and/or the evening, and may provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through payment of transportation, child care costs and/or refreshments.
- Parent feedback was requested via survey, regarding the best times to meet with parents. Workshops and conferences are planned accordingly.
4. Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program:
- At the end of the 17-18 school year, a Title 1 Review meeting was held with parents to begin planning for the following school year. Parents gave feedback that the staff will use to plan for the 18-19 school year.
 - Parents also have the opportunity to give feedback about the Title 1 program at Shannock Valley at the Annual Parent and Family Engagement Meeting, held at the beginning of the school year. Title 1 workshops are held throughout the year, based on the needs and suggestions of parents.
 - Surveys are also sent home and available through the school website, on which parents can give feedback that is used to help improve the school's Title 1 program.
5. Provide parents and family members of participating children with timely information about the Title I program:
- This will happen through beginning of the year written, phone, email, and/ or in-person communication. Information regarding the Title 1 program will also be given at the annual meeting at Back to School Night, Title 1 workshops, and an annual end of year Title 1 meeting. Progress monitoring data will be sent home, along with newsletters and communication logs.

6. Provide parents and family members of participating children 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 state academic standards:
 - This happens at Back to School Night and during conferences at Shannock Valley. The core curriculum and PA Common Core Standards are explained. These standards are reinforced in Title 1.
7. Provide, if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions:
 - These opportunities will occur throughout the school year, including Back to School Night, parent teacher conferences twice a year, Title 1 family workshops, Title 1 surveys, communication logs, and Educational Support System meetings.
8. Involve parents and family members in the joint development of the Schoolwide Program Plan in accordance with federal law. [Note: applies only to Title I schools operating a Schoolwide Program]: We do not operate a Schoolwide Program
9. Create a school-parent and family compact developed jointly with parents and family members outlining how parents and family members, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:
 - Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children in Title I programs to meet the state academic standards, and the ways in which each parent and family member will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time and
 - Address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum:
 - Teacher conferences with parents and family members in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - Frequent reports to parents and family members on their children's progress;
 - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

- Ensuring regular two-way, meaningful communication between parents and family members and school staff, in a language that parents and family members can understand.
 - Shannock Valley will hold high expectations of students, while creating an atmosphere that encourages learning. Title 1 teachers will communicate with parents, while providing them with resources to enhance parents' ability to work with their children at home. The reading specialists will also increase education through various media to enhance reading abilities of students in phonemic awareness, phonics, vocabulary, and comprehension.
 - Title 1 Parents will work cooperatively with Shannock Valley by checking their child's Title 1 folder daily, send their child to school regularly, and provide a home that is conducive to learning. Parents will also try to attend school functions.
 - Title 1 Students will value their education by taking responsibility for their learning and following school rules.
10. Provide assistance to parents and family members in understanding the state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children:
- Curriculum highlights and academic standards are explained at Back to School night. These standards are reinforced in the Title 1 classroom.
 - The Title 1 teachers also closely communicate with classroom teachers regarding student achievement within the Title 1 program and within the classroom.
 - Parents of students in the Title 1 program are given an explanation of why their child was selected for the Title 1 program, along with goals for achievement within the Title 1 program. Parents are informed of how often their child will receive Title 1 services.
 - Armstrong School District's superintendent or designee will ensure that the information and reports provided to parents are in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
11. Provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to foster parent and family involvement:
- This occurs through Title 1 parent workshops held at Shannock Valley Elementary, Title 1 Districtwide Family Fun Night held in the spring, DIBELS progress monitoring, and newsletters.
 - Information that directs the choice of materials and trainings selected is gathered from Title 1 parent surveys. One such survey polls parents' interest in how Title 1 building level money should be spent.
12. Educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents

and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school:

- Throughout the school year, parent in-put is collected through both discussions held at Title 1 workshops, along with surveys completed by parents. This information is gathered and shared with Shannock Valley staff members at faculty meetings and at the end of year Title 1 Shannock Valley staff meeting.
 - Parents are given information and applications to attend the SPAC meeting held annually for parents of Title 1 children. Parents are then encouraged to share this information with Title 1 and other Shannock Valley teachers and staff.
13. To the extent feasible and appropriate, coordinate, and integrate parent and family member involvement programs and activities with other federal, state, and local programs including public preschool programs, and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children:
- Based on feedback from parents, Shannock Valley held family workshops that encouraged participation. Examples include: Homework station making and discussion, Family Game Night, helping your child from the “summer slide.”
 - Local preschool and Head Start parents, teachers, and students visited Shannock Valley Elementary in May. The Title 1 teacher talked to and guided participants through the building.
 - Title 1 teachers presented early literacy information and ideas to Head Start parents.
 - Title 1 teachers also organized a school reading incentive program to promote literacy in the school and home community.
14. Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents and family members of participating children in a format and in a language the parents and family members can understand:
- When necessary, Title 1 teachers have resources and means to translate documents.
15. Provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children):
- Information regarding Shannock Valley parent participation is distributed to all families through various formats, including backpack mail, face-to-face meetings, phone calls, email, and the Shannock Valley website.
16. Ensure distribution of the policy to all parents and family members with a child participating in a Title I program by the following means:
- Shannock Valley website via Title 1 tab and Title 1 teacher pages
 - Copies are distributed at the annual Title 1 meeting at the beginning of the school year

- Copies of the policy are distributed via backpack mail to all Title 1 parents

Delegation of Responsibility

The Superintendent or designee shall ensure that the Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.

The building principal and/or Title I staff shall notify parents and family members of the existence of Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.
2. A set of goals and objectives to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.

Each school with a Title I program shall provide communications, information and school reports to parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, in a language and format they can understand.