

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY WEST HILLS INTERMEDIATE 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 West Hills Intermediate 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/Guardians will be involved in the ongoing planning, review, and improvement of West Hills Intermediate's Title I program. This occurs via the annual beginning of the year Title I Informational meeting at Back to School Night and the annual end of the year Title I meeting.**
 - **This occurs via surveys that are conducted after a Title I event. The results of these surveys are summarized to ensure that parental input is valued and suggestions are met.**
 - **Weekly newsletters are also written, with a section focusing on parental suggestions.**
 - **West Hills Intermediate School adopts and distributes a Parent and Family Engagement Plan. This plan is incorporated into West Hills Intermediate's Title I plan, and it is evaluated annually with the help of Title I parental involvement.**

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.
 - **West Hills Intermediate School offers a variety of meetings for Title I parents to attend.**
 - **An annual Title I Informational meeting is held during the evening of Back to School Night. This meeting informs parents of the school's participation in the Title I program, provides an overview of the program, explains the requirements of the**

- program, and the parents' rights to be involved and contributing members of the Title I program.**
- **Title I Parent conferences are held twice during the school year. The meetings occur in the months of October and February. Parents can meet with the Title I teachers during day and evening hours.**
 - **Raising Readers Book Clubs are offered during the fall to all Title I families. They are held three times a year during the Fall after school.**
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/Guardian meeting, including parent conferences, will be held at different times during the day to meet the needs of all Title I parents.**
 - **Title I funds will be used to pay reasonable and necessary expenses associated with all Parent and Family Engagement activities, including transportation, childcare, and/or home visit expenses to enable parents to partake in school-related meetings and training sessions.**
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:
- **Parents/Guardians will be involved in the ongoing planning, review, and improvement of West Hills Intermediate's Title I program. This occurs via the annual beginning of the year Title I Informational meeting at Back to School Night and the annual end of the year Title I meeting.**
 - **This occurs via surveys that are conducted after a Title I event. The results of these surveys are summarized to ensure that parental input is valued and suggestions are met.**
 - **Weekly newsletters are also written, with a section focusing on parental suggestions.**
 - **West Hills Intermediate School adopts and distributes a Parent and Family Engagement Plan. This plan is incorporated into West Hills Intermediate's Title I plan, and it is evaluated annually with the help of Title I parental involvement.**
5. Provide parents and family members of participating children with timely information about the Title I program:
- **West Hills Intermediate will provide parents of participating students with timely information about the Title I program.**
 - **This will occur at the annual beginning of the year Title I Informational meeting at Back to School Night throughout the year with information about the Raising Readers Book Club, progress monitoring data, Family Fun Night, parent communication folders, weekly newsletters, and the Title I website.**

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:
 - **West Hills Intermediate will provide parents of participating children with a description and explanation of the current curriculum. This occurs at the annual Back to School Night with an explanation of the core curriculum guide and the PA Common Core Standards.**
 - **In addition, various academic assessments that are used to measure student progress are explained. This also occurs at parent teacher conferences in the fall and spring of each school year. These standards are reinforced in the Title I classroom.**

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:
 - **West Hills Intermediate will provide, as requested by parents, opportunities for parents to attend regular meetings to formulate suggestions and to participate in decisions relating to the education of their children. These opportunities will occur throughout the year including at Back to School Night, parent teacher conferences in the fall and spring of each year, through monthly newsletters, and at Raising Readers Book Clubs. West Hills Intermediate will respond to these suggestions as soon as practicably possible**

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]:

If West Hills Intermediate's schoolwide Title I Parent and Family Engagement Plan is not satisfactory to Title I parents, parental comments about the plan will be submitted and available in the LEA.

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.

West Hills Intermediate Title I program has a school-parent compact that was jointly developed with parents. This compact outlines how parents, the entire school staff and students each play a role in the responsibility for improved student achievement. West Hills Intermediate will encourage all learners to work up to their potential, create an atmosphere that encourages learning, enhance reading through direct instruction in phonics, vocabulary, comprehension, and fluency, communicate with families on a regular basis, and work to build self-esteem in Title I students. Families will review students' work, build children's self-esteem, send children to regularly, read with their child(ren) daily, communicate with teachers, and monitor and offer assistance with assignments. Students will participate in reading /writing daily, be prepared for school, treat others with respect, attend school regularly, complete assignments, and follow the 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:

West Hills Intermediate will provide assistance to parents in understanding Pennsylvania's academic content standards, student achievement standards, local academic assessments, and how a child's progress is monitored. This occurs at Back to School night in the fall. Curriculum highlights with standards are explained. These are reinforced in the Title I classroom. In addition, the Title I teacher will work with other teachers in the building to help monitor children's achievement in Dibels assessments, STAR assessments, Aimsweb assessments and the core program assessments. This includes providing parents of students participating in the Title I program with an explanation of the reasons supporting their child's selection for the program, objectives to be addressed, and a description of the services that will be provided.. Armstrong School District's superintendent or designee shall ensure that the information and reports provided to

parents are in an understandable and uniform format and in a language that 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:

West Hills Intermediate will provide materials and training to help parents work with their children to improve their academic achievement. This occurs through the Raising Readers Book Club sessions. These sessions provide parents/families with literacy training. Also, take home books with a reading communication sheet and monthly newsletters that feature strategies to engage readers and offer parents an opportunity to use these strategies with their children at home. The Annual Title I Family and Engagement event provides the parents with many take home literacy activities to do with their children. In addition, parents receive a wealth of informational handouts that encourage literacy development. Outside agencies take part in this parent involvement event. This includes the HeadStart preschool program, LifeSteps, YMCA, SPAC, Armstrong Reading Council and the community libraries.

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:

West Hills Intermediate shall make it a priority to educate teachers, instructional personnel, and other staff members, with the assistance of Title I parents when possible. Parent and family feedback is vital to improving upon communications with parents and families, building relationships with parents and families, implementing and coordinating parent/family programs, and working with parents/families as equal partners. This occurs at West Hills Intermediate through the use of school wide surveys. These results are tallied, and training occur based upon parental/family insights and ideas.

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:

West Hills Intermediate will foster family and parent participation in the education of their children. Parental involvement program include the Raising Readers book clubs, use of the building parent resource center, resource materials from SPAC, Title I newsletters which include strategies, parent communication logs and folders, take home packets and progress monitoring datasheets.

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:

West Hills Intermediate will make sure that information related to Title I parent and family related programs, meetings, and other activities is sent home to through various communication formats. This includes the use of reminder applications, backpack mail, listings on the building and district Title I website, robocalls, and in weekly and/or monthly Title I newsletters. For those that have limited English proficiency, the TransAct program will be used to create correspondences in the required language.

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):

West Hills will provide opportunities for the informed participation of parents/families in the Title I program. This occurs at the annual Title I meeting with is held during Back to School Night, Raising Readers book clubs, parent teacher conferences which are held during the day and in the evening, the annual end of year Title I meeting that is held May, parent communication folders, progress monitoring reports, and ESS meetings. For those that have limited English proficiency, the TransAct program will be used to create correspondences in the required language.

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:

West Hills Intermediate will make sure that information related to Title I parent and family related programs, meetings, and other activities is sent home to through various communication formats. This includes the use of reminder applications, backpack mail, listings on the building and district Title I website, robocalls, and in weekly and/or monthly Title I newsletters. For those that have limited English proficiency, the TransAct program will be used to create correspondences in the required language.

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.