

## **TITLE I PARENT AND FAMILY ENGAGEMENT POLICY ELDERTON ELEMENTARY**

### **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 Elderton 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:
  - Elderton Elementary recognizes that parent involvement contributes to the achievement of academic standards by students participating in Title I programs. Elderton Elementary views the education of students as a cooperative effort among the school, parents and community. Elderton Elementary has developed a written Title I parental involvement policy with input from Title I parents.
  - Parents have reviewed this policy at the end of the year meeting as well as back to school night to provide input.
  - This policy has been distributed to parents of Title I families. This policy has been distributed at back to school night, through backpack mail, and on the Elderton Elementary webpage. The policy describes the means for carrying out the following Title I parental involvement requirements.
  
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.
  - Elderton Elementary convenes an annual meeting to inform the parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
  - Parents/Guardians are involved in the planning, review and improvement Elderton Elementary's Parent and Family Engagement Plan. This occurs through a variety of

ways including parental meetings at the beginning of the year at Back to School Night and the end of the year annual meeting.

- After the meetings, parental input is summarized and applied.
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.
    - Elderton Elementary offers a flexible number of meetings for Title I parents. An annual meeting is held at the Back to School Night evening. This meeting informs parents of the school's participation in the Title I program, explains the requirements of the program, and the parents' rights to be involved and contributing members.
    - Conferences are also held twice a year, during the school day as well as in the evening.
    - Book clubs are held three times per year, either before school or after school for Title I families.
    - Other parent/guardian meetings are held during the school day on a bi-weekly basis.
    - Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, and/or home visit expenses to enable parents to participate 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 planning, review, and improvement of Elderton Elementary's Title I program. This occurs through the annual beginning of the year meeting at Back to School Night and the annual end of the year meeting.
    - This also occurs at the Raising Readers Book Club and through surveys. The results of these surveys are summarized to ensure that parental input is valued and needs are met.
    - Monthly newsletters are also written, with a section focusing on parental suggestions.
    - Elderton Elementary adopts and distributes a Parent and Family Engagement Plan. This plan is incorporated into Elderton Elementary's Title I plan, and it is evaluated annually with the help of parental involvement.
  5. Provide parents and family members of participating children with timely information about the Title I program:
    - Elderton Elementary will provide parents of participating children with timely information about the Title I program. This will occur at the annual beginning of the year meeting at Back to School Night and the annual end of the year parent meeting.
    - This will also occur throughout the year with information about Raising Readers Book Club, Dibels progress monitoring data, Family Fun Night, reading communication logs, and monthly newsletters.

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:
  - Elderton Elementary will provide parents of participating children with a description and explanation of the curriculum at use. This occurs at the annual Back to School Night with an explanation of the core curriculum and PA Common Core Standards.
  - 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:
  - Parent/guardian meetings, including parent conferences, will be held at different times during the day.
  - Meetings are scheduled on a bi-weekly basis.
  - Parents are given the opportunity to provide input into decisions relating to the education of their child(ren) and their suggestions are responded to in a reasonable amount of time.
  
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.
- Elderton Elementary Title I 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.
  - Elderton Elementary will encourage all learners to work up to their potential, create an atmosphere that encourages learning, enhance reading through direct instruction in phonics, vocabulary, and comprehension, communicate with families through newsletters, and work to build self-esteem in Title I students.
  - Families will review students' work daily, build children's self-esteem, send children to school regularly, read with the child(ren) daily, communicate with teachers, and monitor and offer assistance with assignments.
  - Students will practice 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:

- Elderton Elementary 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 and the core program assessments. This includes providing parents of students participating in the Title I programs 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, to the extent practicable, in a language the parents can understand.
- In addition, TransAct enables Elderton Elementary to translate documents into languages for families that communicate in English as a second language.
- Finally, information for how to improve a child's achievement is given in Elderton Elementary's Title I monthly newsletter.

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:
- Elderton Elementary provides materials and training to help parents work with their children to improve their children's achievement. This occurs through the Raising Readers book club for parents/families giving literacy training, Dibels progress monitoring, take home books with a reading log communication sheet, and monthly newsletters that feature strategies to engage readers and offer parents an opportunity to share their needs.
  - Parents/Families at Elderton Elementary have elected to spend their 2017-18 funds in the following ways: district-wide family fun night, school's parent resource center materials, attendance for interested families at the state-wide parent training conference, Raising Readers book clubs, take home packets, and summer reading materials.
  - In addition, TransAct enables Elderton Elementary to translate documents into languages for families that communicate in English as a second language.
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:
- Elderton Elementary shall educate teachers, instructional personnel, and other staff, with the assistance of the parents when possible, in how valuable parental and family feedback can be relating to communication 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 through school wide surveys. Results are tallied, and trainings occur based on parental/family suggestions 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:
- Elderton Elementary will provide opportunities for the informed participation of parents/families in the Title I program. This occurs at the annual meeting held during Back to School Night, Raising Readers book clubs, monthly newsletters that feature an area for parents/families to share their ideas or areas of need, parent teacher conferences which are held during the day and in the evening, bi-weekly meetings held throughout the day, the annual end of year meeting held in April, take home books with

reading/communication logs, Dibels progress monitoring updates, and a preschool transition meeting.

- In addition, parent/families are surveyed and respond with how they would like to spend their school funds.
  - In addition to promoting the active involvement of parents/guardians, the Armstrong School District and Elderton Elementary support and encourage community engagement to strengthen kindergarten transition programs. The District fosters partnerships with community, business, and higher education institutions to strengthen broad-based support for the District's mission, goals, operations, and educational programs.
  - The ASD Foundation is a non-profit organization that raises money to provide teachers with mini-grants to support innovative classroom projects to increase student achievement and provide students with innovative materials, resources, and programs. ASD administrators serve on the boards and/or attend monthly meetings of various community and educational agencies including Head Start Policy Council, HEALTHY Armstrong, Crooked Creek Environmental Learning Center, Armstrong Educational Trust, Children's Roundtable, YMCA, and Rotary.
  - The District is also a leading partner in the annual Armstrong County Community Awareness effort to raise awareness about the importance of preventing alcohol and drug addiction and abuse.
  - Elderton Elementary staff, including the Title I reading specialist and a Kindergarten teacher, has a transition meeting for preschoolers' families who will be entering Kindergarten the following school year. This meeting occurs in the winter of 2018. This meeting gives families time to ask questions, meet the faculty, and gain an understanding of the Kindergarten academic, social, and emotional expectations.
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:
- Elderton Elementary will ensure that information related to parental/family programs, meetings, and other activities is sent to parents and families in a variety of ways. This includes backpack mail, listing on Elderton Elementary's website, and in monthly newsletters. In addition, the language used is understandable and relatable.
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):
- Elderton Elementary will provide opportunities for the informed participation of parents/families in the Title I program. This occurs at the annual meeting held during Back to School Night, Raising Readers book clubs, monthly newsletters that feature an area for parents/families to share their ideas or areas of need, parent teacher conferences which are held during the day and in the evening, bi-weekly meetings held throughout the day, the annual end of year meeting held in April, take home books with

reading/communication logs, Dibels progress monitoring updates, and a preschool transition meeting.

- In addition, parent/families are surveyed and respond with how they would like to spend their school funds.
- In addition, TransAct enables Elderton Elementary to translate documents into languages for families that communicate in English as a second 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:

- Elderton Elementary will ensure that information related to parental/family programs, meetings, and other activities is sent to parents and families in a variety of ways. This includes backpack mail, listing on Elderton Elementary's website, and in monthly newsletters. In addition, the language used is understandable and relatable.

### **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.