

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY LENAPE 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 Lenape 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:
 - A parent and family engagement policy meeting occurs at various, convenient times and days on Back to School Night at the beginning of each year. All Title I parents are invited and encouraged to attend. During this meeting, teachers and parents will work together to plan an optimal learning environment for Title I students. All parts of the policy are reviewed with the parents and suggestions for improvements can be made at this time. Parents who cannot attend on either night receive a packet of information that includes the current policy and a survey that will give the parents an opportunity to offer suggestions for improvement in order for parents to have a voice in enhancing their child's Title I educational experience.
 - Suggestions for additional planning and improvement of the policy are discussed individually with parents twice a year at district designated parent/teacher conference times. These suggestions are documented and included in the working policy.
 - An additional parent and family engagement meeting is planned for the last month of school at various, convenient times and days. This meeting offers family members the opportunity to help plan and review policy for next school year and make suggestions for changes and improvements in this policy. Those parents unable to attend are given the same opportunity to respond and offer their input.

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.

- a. Annual Parent Title I Meeting various days and times on Back to School Night
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.
 - Lenape Elementary Title I program provides parent meetings multiple times throughout the school year. The first meeting is held on Back to School Night were two separate meetings are offered as to provide parents with options that best fit their schedules. Grades 1-3 Book Club is held in the fall. Grades 4-6 Book Club and Kindergarten Book Club are held in the Spring. Parent/Teacher Conferences are held in the Fall and Spring during morning, afternoon, and evening times. Educational Support System (ESS) meetings are held throughout the school year as needed. In addition, a District-Wide family engagement opportunity is held in the Spring. If a parent expresses the need, Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement, including transportation, child care, or home visits to enable parents to participate in school related training sessions and meetings. Parents can request these services by contacting Lenape Elementary.
 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 will be informed at least 1-2 weeks prior to each of the following events:

- A parent and family engagement policy meeting occurs at various, convenient times and days on Back to School Night at the beginning of each year. All Title I parents are invited and encouraged to attend. During this meeting, teachers and parents will work together to plan an optimal learning environment for Title I students. All parts of the policy are reviewed with the parents and suggestions for improvements can be made at this time. Parents who cannot attend on either night receive a packet of information that includes the current policy and a survey that will give the parents an opportunity to offer suggestions for improvement in order for parents to have a voice in enhancing their child's Title I educational experience.
 - Suggestions for additional planning and improvement of the policy are discussed individually with parents twice a year at district designated parent/teacher conference times. These suggestions are documented and included in the working policy.
 - An additional parent and family engagement meeting is planned for the last month of school at various, convenient times and days. This meeting offers family members the opportunity to help plan and review policy for next school year and make suggestions for changes and improvements in this policy. Those parents unable to attend are given the same opportunity to respond and offer their input.
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5. Provide parents and family members of participating children with timely information about the Title I program:

Parents will be informed at least 1-2 weeks prior to each of the following events via:

- Title I Handbook
 - Book Logs
 - Backpack Mail
 - Newsletter
 - Webpage
 - Remind app
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:
- Lenape Elementary provides parents with a description and explanation of the curriculum with a presentation on Back to School Night and a link to find it on our district website. The curriculum is listed by grade levels for all subject areas. The DIBELS Assessments are used to measure student progress and reports with proficiency levels that students are expected to meet are sent home periodically. Individual PSSA reports are sent home in the fall of each year. Lenape Elementary Title I staff discusses the State's Academic Content Standards and Student Achievement Standards and Levels (Below Basic, Basic, Proficient, or Advanced), by providing a demonstration of where to locate these items on the school and district websites.
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:
- Lenape Elementary provides opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children. These opportunities occur throughout the year through Back to School Night meetings, book clubs, Title I Annual End of Year Meeting, surveys, and Parent/Teacher Conferences. The Title I staff will be present at these conferences and ESS meetings to discuss their child's progress and provide strategies to improve achievement. Teachers will also disseminate information on accessing the District's informational portal called Skyward.
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]:

N/A

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.
 - Jointly with parents, Lenape Elementary continues to develop a School-Parent Compact that remains fluid as family needs develop and change. This will be accomplished through the Title I Annual School meeting at the end of the year, Back to School Night Meeting, Family Engagement Surveys, Parent/Teacher Conferences, and an End of Year meeting between the Title I staff and the entire school staff. The compact is also discussed with students.

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:

- Lenape Elementary Title I staff discusses the State's Academic Content Standards and Student Achievement Standards by providing a demonstration of where to locate these items on the school and district websites. This presentation is typically done at the school's Back to School Night at the beginning of the year. The Title I staff is present at Parent/Teacher Conferences and ESS meetings to discuss the child's progress and provide strategies to improve achievement. Teachers also provide information on accessing the District's informational portal called Skyward. The Title I handbook is distributed and discussed at Back to School Night and also given to those that did not attend. The hand book describes local assessments used at Lenape Elementary.

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:

- Lenape Elementary Title I program provides parent meetings multiple times throughout the year. The first meeting is held on Back to School night where two separate meetings are offered as to provide parents with options that best fit their schedules. Grades 1-3 Book Club will be held in the fall, Grades 4-6 Book Club will be held in the Spring, Kindergarten Book Club will be held in the Spring as well. Parent/Teacher Conferences will be held in the Fall and Spring during morning, afternoon, and evening times. ESS meetings will be held throughout the school year as needed. A District-Wide family engagement opportunity will be held in the Spring. Title I students are provided take home folders with literacy materials, and Title I students are also provided with the opportunity to check out books each morning on his/her level using the Title I Lending Library. Title I purchases the Lexia Core 5 program for each Title I student.
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:
- Title I teachers meet with parents who have attended the Statewide Parent Advisory Council Conference at the beginning of each year. Parents are asked to share the information gained from this conference with the Title I staff. The Title I staff will then communicate to the school staff the importance of working with parents and family members as equal partners and the importance of building ties between them and the school. Additional information on how to reach out to, communicate with, and work with parents and family members is also discussed at a faculty meeting. Ideas presented are given to the teachers in packet form and discussed at the meeting.
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:
- Lenape Elementary participates in the District-wide Family Fun Night where Title I students, parents & families, and community organizations are welcome to participate and provide information on their programs. Lenape participates in a workshop where area pre-school and Head Start teachers are invited to attend. At this workshop, teachers are given materials and trained on literacy activities to take back to their preschools to benefit the students who will be coming to Lenape Elementary in the future. Lenape Elementary offers the opportunity for parents to attend the SPAC conference each year. The participant then presents the information to fellow Title I parents at Back to School Night.
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:

- Lenape Elementary School's Title One teachers ensure that all information related to school and parent programs, meetings, and other activities is sent to the parents and family members of students participating in the Title I program in a language that parents and family members can understand. Take home folders are sent home with information needed about meetings, events, activities, and progress. The District Website provides easy access to the Lenape Elementary's Title I web page where parents can find information on the Title I program. The program TransAct is used to translate from English to the language that parents best understand.

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):

- Lenape Elementary will use TransAct to translate needed documents so parents are informed of and able to participate. All activities will be held in a handicapped accessible environment. When the need arises, Title I staff and administration will meet to discuss and plan specific ways to make Title I activities accessible to parents/families with disabilities, parents/families who have limited English proficiency, and parents/ families with migratory children.

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:

- Annual Title I Meeting at Back to School Night
- Title I webpage on Lenape Elementary's school website
- Backpack Mail as updates are needed and/or when a child is entered into the program.

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.