

## **TITLE I PARENT AND FAMILY ENGAGEMENT POLICY DAYTON 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 Dayton Elementary School 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:
  - An annual meeting is held in the month of September to review the policy and solicit suggestions for revisions or changes to the policy.
  - Surveys are sent home to parents and families who are not in attendance of the September meeting.
  - Feedback is gathered from families after they attend any trainings at the school.
  - An annual meeting is held in the month of May to review the past school year and solicit suggestions for revisions or changes to the policy for the upcoming school year.
  - Surveys are sent home to parents and families who are not in attendance of the May meeting.
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.
  - An annual meeting is held in the month of September. All Title I parents and families are invited to attend.
  - Information is provided to families verbally and in paper format during the meeting.

- Handouts and information is sent home to parents and families that are not in attendance of the meeting.
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-teacher conferences are held twice a year, in October and February. Parent-teacher conferences are offered during both evening and daytime hours.
    - ESS meetings are held on an as-needed basis on scheduled dates twice a month. ESS meetings are held during the school day.
    - Family Engagement trainings are scheduled both during school hours and in the evening after school.
    - Title I staff will attempt to schedule family engagement meetings and trainings at locations outside of the school building and in the communities that we serve.
  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 and Families are invited to and encouraged to participate in a minimum of two Family Engagement trainings and/or events throughout the school year. The families are surveyed at the conclusion of these events to gather data about the effectiveness of the training, and to gather information about planning for and improving the Title I program and the school's parent and family engagement program.
    - Parents and families are sent surveys at the beginning and end of the school years for the purpose of gathering information for the planning, review, and improvement of the Title I program and the school's parent and family engagement program.
  5. Provide parents and family members of participating children with timely information about the Title I program:
    - When feasible, phone calls are placed to parents when Title I participation letters are sent home with students.
    - Paperwork explaining participation in the Title I program is sent home before a student begins in the Title I program.

- Title I parents and family members are provided information about the Title I program during a Back to School meeting in September and during Parent-Teacher Conferences in both October and February.
  - Parent and Family Engagement trainings are held at Dayton Elementary for Title I families at least twice per school year.
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:
- Families are provided information about assessments, curriculum, and proficiency levels students are expected to meet at a Back to School Night held in September.
  - Student Title I participation letters detail each student's demonstrated level of proficiency and assessment results.
  - Details about the curriculum being used with students are shared with families during parent-teacher conferences that are held in both October and February.
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:
- ESS days are scheduled twice a month in the school. Meetings requested by parents can be held on these days or at another time convenient to the family.
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 at Dayton Elementary.
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.
- A meeting is held with Title I staff and Title I families in September to review and discuss revisions to the compact. A copy of the compact and a survey about the compact is sent home to families that are not in attendance at the meeting. Agreed upon revisions are made to the compact by Title I staff. The updated compact is then distributed to Title I parents and families by being sent home in Title I folders with Title I students. The updated compact is also available on Dayton Elementary's Title I website.

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:

- Families are provided information about assessments, curriculum, and proficiency levels students are expected to meet at a Back to School Night held in September.
- Student Title I participation letters detail each student's demonstrated level of proficiency and assessment results.
- Details about the curriculum being used with students are shared with families during parent-teacher conferences that are held in both October and February.
- Parents and family members are provided information on how to work with teachers to improve the achievement of their children during parent and family engagement events held at least twice per school year.

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:

- A parent and family resource center is provided for families to sign out materials to work with their child. An inventory of all materials in the center is sent home with all Title I students. The inventory is also on the Dayton Elementary Title I website.
  - Trainings are held at least twice a year to help families work with their children. The topics of these surveys are determined in collaboration between the Title I staff and Title I families based on the results of surveys provided to parents about their needs.
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:
- Parents and family members are surveyed at the start of the year to determine what topics they feel would be beneficial to provide as trainings for teachers and other staff.
  - Parents are surveyed at the conclusion of every parent and family engagement event and parent-teacher conference to find out what training topics they feel would be relevant for in the future.
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:
- A Head Start facility is located within our school district. The Title I teacher meets annually with the Head Start parents to discuss parent and family involvement and kindergarten.
  - Students in Title I are provided information about local public libraries (address, hours, website, etc.) and their summer reading programs during the last week of school each year.
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:
- The Title I teacher registers an account with Transact each school year so that any and all documents can be translated into a language that parents and families in need of translation can understand.
  - All communication with parents and family members is done in parent-friendly language and encourages parents or family members to contact the Title I teacher by phone, email, or in person with questions or concerns.

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):
- The Title I teacher registers an account with Transact each school year so that any and all documents can be translated into a language that parents and families in need of translation can understand.
  - Title I funds may be used to pay reasonable and necessary expenses associated with parent and family involvement activities, including transportation, childcare, or home visit expenses to enable parents and families to participate in school-related meetings and training sessions.
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:
- A copy of the policy is distributed to Title I parents and families by being sent home in Title I folders with Title I students. The policy is also available on Dayton Elementary's Title I website.

### **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.