

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY HIGHLANDS 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 Highlands 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:
 - **PAC (Parent Advisory Council) Meetings—3 times a year**
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.
 - **PAC Meetings are held three times a year. All Highlands Elementary School parents are invited. During each meetings, updates are shared about what is happening in the school, strategies to support their child at home and results from local and state assessments and parent surveys.**
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.
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:

- During each of the PAC meetings, parents work with district employees to review and revise the Title I Family Engagement Policy and School-Parent Compact. They also are encouraged to ask questions, offer suggestions and give feedback via our annual parent survey.
5. Provide parents and family members of participating children with timely information about the Title I program:
 - During the first week of school, the Right to Know letter is sent home with students and posted on the district website.
 - Parents of students who are eligible to receive Title I services are sent a letter explaining how and when the students will receive these services.
 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:

Parents are provided information regarding curriculum, assessments and standards in a variety of ways.

- Title I teachers send reports to participating students three times a year. PSSA score reports are mailed to all families each fall.
 - **STAR** Assessment reports and progress reports are provided to parents before the November Parent/Teacher Conferences.
 - Classroom teachers send quarterly progress reports and report cards.
 - Parents of students moving into Tier II of the MTSS model will be invited to an MTSS Action Plan Meeting
 - A student information system is available for parents to monitor their child's academic progress.
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:
 - Meetings with parents occur as frequently as needed or requested.
 - Parents of students who are identified as needing additional support are invited to a planning meeting.
 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]:
 - Parents and family members work with district employees to review and revise the Title I Schoolwide Plan.
 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.

- **School-Parent Compact is revised annually.**
- **Compact identifies the responsibilities of the school, the parent and the child**
- **Information from the Compact is included in the Highlands Elementary School Parent and Student Handbook**

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:

- **Parent/Teacher Conference Day**
- **Parent meetings when requested by staff or parent**
- **Title I teachers send reports home with students 3 times a year**
- **Quarterly progress reports and report cards**
- **A student information system is available for parents to monitor their child's academic progress.**

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:

- **Quarterly newsletters from the school**
- **PAC Meetings**
- **Parent conferences**

- **Information regarding community resources available at school and on website**
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:
 - **Monthly Title I interventionists meetings**
 - **Monthly Faculty meetings**
 - **Volunteer opportunities for parents**
 - **Title I Family Night**
 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:
 - **Quarterly Early Childhood Stakeholder Meetings**
 - **Early Childhood Fair**
 - **Title I Family 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 accessible format and in a language the parents and family members can understand:
 - **Information regarding the Title I program, School-Parent Compact, PAC meetings and Title I Family Night is provided to families through letters, invitations, reports, flyers and via the district website.**
 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):
 - **All parents are invited to attend Title I PAC meetings, Back to school Night, Parent/Teacher Conference Day and Title I Family Night. For those families who have limited English proficiency, we work with our ELL teacher to ensure that this information is provided to them in their native language and that they are aware of the opportunities. We also work closely with our Attendance Officer to help engage other families who may be experiencing difficulties or unusual challenges.**
 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:

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.

14. Ensure that information related to a Title I program and other information related to the program and compact and in a language the parents and family members can understand.

15. Provide opportunities for the school and parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children to participate in the Title I program.

16. Ensure distribution of the policy to all parents and family members of Title I program students.

Notification of Noncompliance

The Superintendent or designee shall ensure that the Title I Policy, plan and programs comply with the requirements of the Title I program.