

SCHUYLKILL HAVEN AREA SCHOOL DISTRICT

PARENT AND FAMILY ENGAGEMENT POLICY FOR TITLE I SCHUYLKILL HAVEN AREA ELEMENTARY CENTER

* * * * *

Revised 11/2017

Policy available to view on the Title I website at www.shasd.org

The Title I Parent and Family Engagement Policy has been developed jointly with, and agreed upon by the Title I Parent Advisory Committee, which include parents of children participating in the Title I program, Title I Liaison, Federal Programs Coordinator and Title I teachers.

PART I. **GENERAL EXPECTATIONS**

The Schuylkill Haven Area Elementary Center agrees to implement the following statutory requirements:

The Schuylkill Haven Elementary Center will put into operation programs, activities and procedures for the involvement of Title I, Part A parents, consistent with section 1116 of the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the Elementary Center will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- Consistent with section 1116, the school district will work with the Elementary Center to ensure that the required school-level parental involvement policies meet the requirements of ESSA section 1116(b) and include, as a component, a school-parent compact consistent with ESSA.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools

will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
 - The Schuylkill Haven Elementary Center will inform Title I parents and parent organization of the purpose and existence of the Title I State Parent Resource Center at Midwestern Intermediate Unit IV.

PART II. DESCRIPTION OF HOW THE SCHUYLKILL HAVEN AREA ELEMENTARY CENTER WILL IMPLEMENT PARENTAL AND FAMILY ENGAGEMENT POLICY COMPONENTS

1. The Schuylkill Haven Area Elementary Center will take the following actions to involve parents in the joint development of its parental involvement plan under section 1116 of the ESSA:
 - A Title I parent workshop will be held each spring. At this time the Title I staff and parents will work collaboratively to revise the Parent Involvement Policy and the School Parent Compact. At the time of the meeting, parents will be asked to provide input and discuss any revisions to the School Parent Compact and the Parent Involvement Policy.
 - In addition to the parent workshop, an additional annual meeting will be held with those parents that volunteered to be a member of the Parent Advisory Committee. The purpose of this meeting will be for the Title I staff, and parents to work collaboratively to revise the Parent Involvement Policy and the School Parent Compact.
2. The Schuylkill Haven Area Elementary Center will take the following actions to involve parents in the process of school review and improvement under ESSA:
 - At the annual evening fall Title I parent meeting, Title I requirements and eligibility criteria, will be explained by the Title I Liaison and the Title 1 Staff.

Title I staff will explain the reading intervention programs. Opportunities for parents to formulate suggestions for school improvement will be provided and explored.

3. The Schuylkill Haven Area Elementary Center will do the following in order to plan and implement effective parental involvement activities to improve student academic achievement and school performance:
 - Needs assessment/Parent Survey in the spring of each school year
 - Annual parent meeting in October to address results of needs assessment/survey and plan accordingly
 - Implement "Family Fun Nights" to provide strategies and techniques to help parents work with their child in reading, as well as provide an experience for parents to actively engage in their child's education.
 - Spring Parent Workshop to provide strategies and techniques to help parents work with their children throughout the summer months. At this time the Parent Involvement Policy and School Parent Compact will be reviewed and revised by parents attending the spring parent workshop. This workshop will be held during the school day.
 - Provide and make available to parents information about conferences/workshops that may be held at the IU 29 or other locations
 - Provide and make available information for registration to the annual State Parent Advisory Council (SPAC) conference.
 - Provide information on the Title I Website and Title I Facebook page, which can be accessed on the Schuylkill Haven Elementary Center website.
 - Title I parents will be provided information regarding the Title 1 program and upcoming events through School Message via email and/or phone.

4. The Schuylkill Haven Area Elementary Center will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: On site Pre-K Counts and Child Development programs by:
 - The Title I staff will provide and Early Literacy Toolkit to preschool parents at Kindergarten Screening each year.
 - The Schuylkill Haven Elementary Center Kindergarten teachers maintain a Tiny Twister Facebook Page to provide information to parents about early literacy skills.
 - The Title 1 staff will meet throughout the school year for 30 minute sessions with parents of the Schuylkill Haven Pre-K Counts/Child Development program to provide parents with information on Early Literacy topics and ways to work with their child at home.

- The Schuylkill Haven Elementary Kindergarten staff and Title 1 Staff will meet periodically with the onsite Pre-K counts/Child Development classes teachers to provide guidance and instruction on kindergarten readiness topics.

5. The Schuylkill Haven Area Elementary Center will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- A parent evaluation form will be sent home to parents of Title I children in the spring of each year by the Title I Liaison
- Results will be tabulated by the Title I Liaison.
- Results will be reviewed by, both the Title I Liaison, Title I teachers, Schuylkill Haven Elementary Principal and the Federal Programs Coordinator. Parent suggestions will then be shared at the Fall Title 1 Parent Meeting and the Annual Fall Meeting and be considered for programming revisions.

1. The Schuylkill Haven Area Elementary Center will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The Schuylkill Haven Area Elementary Center will provide assistance to parents of children served by the schools Title I program in understanding topics such as the following, by undertaking the actions described in this paragraph --

- The Pennsylvania Common Core Standards
- Schuylkill Haven Elementary Schoolwide Benchmarks
- The requirements of Part A,
- How to monitor their child's progress, and
- How to work with educators:
 1. At the Annual Fall Meeting, questions concerning curriculum, proficiency levels, PSSA testing, PA Common Core Standards, DIBELS Next Assessment, and Fountas and Pinnell Benchmark

Assessment will all be reviewed. In addition, parents will be informed of the eligibility criteria to be identified as a Title I/MTSS Tier 2 or 3 student.

2. Title I, Part A requirements are reviewed at the Annual Fall Meeting
3. District Newsletters, Classroom teacher Newsletters and the district Title I website will provide information concerning the tests and curriculum changes
4. New Student Orientation & Kindergarten Orientation held during the day in August provides information concerning curriculum, standardized testing, progress reports
5. The Schuylkill Haven Elementary Center will provide a Kindergarten Readiness Camp for two weeks in August. The program is for all incoming Kindergarten students to become familiar with daily routines, participate in fun activities to assist in the transition to the school year.
6. Teachers provide information about State and local assessments and how to monitor a child's progress during Open House held at the beginning of each school year as well as the Title 1 parent fall meeting.
7. Progress Reports are distributed at mid year and the end of each school year.
8. Every Title I parent has access to Powerschool to monitor their child's classroom grades.
9. Meetings are scheduled at a variety of times to accommodate parent schedules and/or requests – during school hours, before or after school, evening. Phone conferences are held with those parents who are unable to attend.
10. The Title 1 teacher will participate in parent/teacher conferences for individual students.
11. Free materials provided by the US Department of Education on various education topics available at parent workshops, Family Fun Nights, and upon the request of a parent.
12. On-line grades, homework completion, information from classroom teacher
13. Individual classroom teacher newsletters
14. A Parent Resource Library is located in the Title I Liaison's office with a check out system for parents to have access to materials that would assist them in helping their child be successful in school.
15. Title 1 parent have an opportunity to volunteer in their child's classroom and for other school activities.
16. Fathers of Title 1 students are given the opportunity to volunteer for the WATCHDOG program. They can register to spend a day volunteering in the school and provide students with a positive male role model.

B. The Schuylkill Haven Area Elementary Center will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- "Family Fun Nights" to provide strategies and techniques to help parents work with their child in both reading and math as well as provide an experience for parents to actively engage in their child's education.
- Information Packets which include lists of appropriate educational websites
- Parents will be provided information about the Title I HERO reading program to provide parents with information to encourage their child to strive for success in school.
- Educational videos on reading, math, literacy, homework, etc. available for sign-out by parents as well as information shared on the district Title I website
- State Parent Advisory Council Conferences made available
- Provide an order form for free resource materials from the Title I Parent Resource Center
- Summer Reading Challenge will be sent home along with the current instructional reading level of each student and appropriate reading lists.

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Discussing parent-involvement activities at faculty meetings
- Viewing SPAC Parent Involvement videos at faculty meetings
- Exploring parent-involvement in-service programs for teachers, staff members, and parents
- Participate in local parent involvement trainings when available
- Discussing parent-involvement activities at Title I staff meetings.
- Discuss parent surveys and suggestions at the Title I spring Parent Advisory Meeting to improve communication between parents and teachers.

- D. The Schuylkill Haven Area Elementary Center, to the extent feasible and appropriate, will coordinate and integrate parental involvement programs and activities with public preschool programs by arranging:
- The Title 1 staff will meet for 30 minute sessions throughout the school year with parents of the Schuylkill Haven Pre-K Counts program to provide parents with information on Early Literacy topics.
 - Principal and Title 1 Liaison will meet with Child Development in the fall to discuss programming and parent involvement for the upcoming school year.
 - A meeting between the principal, Title 1 Liaison, and Guidance Counselor and the Child Development staff will be held in the spring to discuss how to make the transition easier for current preschool students entering kindergarten in the fall.
 - The Schuylkill Haven Elementary Center will provide a Kindergarten Readiness Camp for two weeks in August. The program is for all incoming Kindergarten students to become familiar with daily routines, participate in fun activities to assist in the transition to the school year.
 - Jerusalem Child Care Center participates in an on site visit each Spring to the Kindergarten classrooms at the Schuylkill Haven Elementary Center. The preschool students visit each classroom and participate in activities to acclimate them to a kindergarten classroom.
- E. The Schuylkill Haven Area Elementary Center will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- The Title I Liaison and/or Federal Programs Coordinator will relate all information about Title I program, meetings, and other information to the parents of participating children in an understandable and uniform format. Meetings and/or notices will be sent out at least ten days prior to the event. Alternative forms, when requested, will be provided by I.U. 29.

* * * * *

PART III. ADOPTION

This Schuylkill Haven Elementary Center Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the attached sign in sheet.

This policy was adopted by the Schuylkill Haven School District August 2017 (revised and adopted November 2017) and will be in effect for the 2017-18 school year. The school district will distribute this policy to all parents of participating Title I, Part A children.

(Signature of Title 1 Coordinator)

