

2020–2021 School Year

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

Artman 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 Artman 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:

Schools receiving Title I funds shall jointly develop with, and distribute to, Title I parents and family members a written parent and family engagement policy. Parents shall be notified of the policy in an understandable and uniform format and to the extent practicable in a language the parents can understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

1. Involve parents and family members in the planning, review and improvement of the school's Parent and Family Engagement Policy:
 - *Artman Elementary School will involve parents in the planning, review and improvement of the school's Parent and Family Engagement Policy. The policies will be sent out electronically, along with a communication form and survey to collect feedback regarding the Parent and Family Engagement Policy.*
2. Convene an annual meeting, at a convenient time:
 1. To which all parents and family members of participating children shall be invited, and encouraged to attend;
 2. To inform parents and family members of their school's participation as a Title I school; and
 3. To explain the requirements and the rights of parents and family members to be involved.
 - *Artman Elementary School will hold an Annual Title I Parent Meeting in person when it is safe to do so. If it is not safe to hold a meeting, parents will be provided with Title I information and an opportunity to schedule individual phone conferences by request. The purpose of the Annual Title I Parent Meeting is to inform parents of the school's participation in Title I programs and to explain the requirements and the rights of parents to be involved in the Title I program.*

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 or home visits.
 - *Artman Elementary School will offer a flexible number of additional parent involvement meetings throughout the year and schedule them at various times, such as later in the morning or evening, so that as many parents as possible are able to attend.*
 - *Artman Elementary School will, when needed, use Title I funds to pay reasonable and necessary expenses associated with parent involvement activities to enable parents to participate in school related meeting 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:
 - *Artman Elementary School will involve parents in the planning, review and improvement of the school's Title I program. The program information will be sent out electronically, along with a communication form and survey to collect feedback, comments and suggestions regarding the Title I program.*
 - *Artman Elementary School will involve parents in the planning, review and improvement of the school's Parent and Family Engagement Policy. The policies will be sent out electronically, along with a communication form and survey to collect feedback regarding the Parent and Family Engagement Policy.*
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5. Provide parents and family members of participating children with timely information about the Title I program:
 - *Artman Elementary School will provide all parents with timely information about the Title I program. Global assessments are scheduled in both math and reading and results are sent home to parents at least three times a year (Fall, Winter and Spring).*
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:
 - *Artman Elementary School will provide parents with a description of the curriculum, the forms of academic assessments used and the proficiency levels students are expected to meet on the school district's website. There will also be information and discussion regarding the PA Core Standards, Curriculum, Assessments, and progress monitoring, including the proficiency levels expected.*
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:
 - *Artman Elementary School will, at the request of parents, provide opportunities for regular meetings either virtually or in person (when it is safe to do so) for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children.*

The school will respond to any such suggestions as soon as practicably possible by scheduling meetings with parents to jointly set academic goals for students and establish supports at a time that is convenient for parents.

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]:
 - *Artman Elementary School will involve parents in the planning, review and improvement of the school's Schoolwide Plan. The plan information will be sent out electronically, along with a communication form and survey to collect feedback, comments and suggestions regarding the Title I 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.
 - *Artman Elementary School will jointly develop with parents the School-Parent Compact. The School-Parent Compact will be sent out electronically, along with a communication form and survey to collect feedback, comments and suggestions regarding the Title I program. Artman Elementary School's compact outlines how parents, staff and the student will share in the responsibility for supporting the students learning and ensuring regular two-way, meaningful communication with parents and family members in a language parents and family members can understand. Parents will be given an opportunity to share feedback regarding the School-Parent Compact through verbal and/or written comments.*

10. Provide assistance to parents and family members in understanding the state academic content standards and student achievement standards, local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children:
 - *Artman Elementary School will provide assistance to help parents understand the State academic content standards, local assessments and how to work with their children and their teachers to improve their children's academic achievement during Parent Workshops and Parent-Teacher Conferences. Also sent home to parents will be Title I progress monitoring data including benchmarks expected. Parents will also receive information explaining the Title I program as well as a list of free resources available from the Intermediate Unit IV.*

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, as appropriate, to foster parent and family involvement:
 - *Artman Elementary School provides materials and training to help parents work with their children to improve their children's achievement using Parent Workshops, websites and handouts that include strategies to promote literacy and technology. Materials provided during those workshops include handouts and websites that foster parent and family involvement.*

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:
 - *Artman Elementary School will 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 by*
 - *Conducting parent surveys relating to the value of building ties between parents and schools and use that data to educate teachers and staff*
 - *Conducting teacher surveys relating to the value of building ties between parents and schools and use that data to educate teachers and staff*
 - *Parent feedback electronically through communication forms and surveys, PTO meeting and Parent Advisory Council meetings*
 - *Trainings during staff meetings based on the importance of two-way communication and the value and utility of contributions of parents and family members as equal partners*

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:
 - *Artman Elementary School coordinates and integrates parent and family member involvement programs and activities with other federal, state, and local programs, including:*
 - *Summer Academy learning opportunities*
 - *Hermitage Parks and Recreation activities*
 - *Mercer County Behavioral Health Commission*

- *Artman Elementary School conducts other activities that encourage and support parents and family members in more fully participating in the education of their children, including:*
 - *Annual Title I Parent Meeting*
 - *PTO meetings*
 - *Parent Workshops*
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:
- *Artman Elementary School will 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 by offering multiple ways parents can continue to be informed about their child's school (paper, email, website) to insure the inclusion of all parents and family members.*
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):
- *Artman Elementary School will ensure that 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): by offering multiple ways parents can continue to be informed about their child's school (paper, email, website) and/or translating documents and handouts whenever necessary to insure the inclusion of all parents and family members.*
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:
- *Artman Elementary School will ensure distribution of the policy to all parents and family members using multiple methods of communication (regular mail, email, phone calls, websites).*

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.