

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

Ward L. Myers Elementary School

**Review/Revision Date: 9/15/22*

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 Ward L. Myers 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 by:
 - Providing the coordination, technical assistance and other support necessary to assist the school in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
 - Developing activities that promote the schools' and parents'/guardians' capacity for strong parent involvement.
 - Coordinating and integrating parental involvement strategies with appropriate programs, as provided by law.
 - Involving parents/guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.
 - Identifying barriers to participation by parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
 - Using findings of annual evaluations to design strategies for more effective parent involvement.
 - Involving parents/guardians in the activities of schools served under Title I.

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
 - To explain the goals and purposes of the Title I program
 - To provide the opportunity for parents to participate in the design, development, operation and evaluation of the Title I program
 - To explain the requirements and the rights of parents and family members to be involved.
 - To encourage parents/guardians to participate in planning activities to offer suggestions and ask questions regarding policies, programs and parents' rights

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. At these meetings, parents/guardians shall be provided:
 - Information about programs and resources provided under Title I.
 - A description and explanation of the curriculum and state standards in use, how to monitor a child's progress and work with teachers to improve student achievement, the forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet.
 - Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
 - Opportunities to submit parent/guardian comments about the program to the district level.
 - Materials and training to work with their children to improve achievement, such as literacy training, and using technology.
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 family members shall be involved in an ongoing way through participation in activities including:
 - An annual meeting of parents/guardians and families of participating Title I students held to explain the goals and purposes of the Title program, and to be involved in the design, development and evaluation of the Title I program.
 - Parent Advisory Council meetings open to all parents and family members of Title I students, and held at varied times and days.
 - Title I parent and family workshops and events that strengthen parent and family capacity for involvement
 - Opportunities for two-way communication through parent/teacher conferences and meetings
 - Evaluation and recommendations shared through Title I parent and family surveys
5. Provide parents and family members of participating children with timely information about the Title I program:
 - The school shall provide parents and families with timely information about the Title I program through digital, electronic and paper communications, and by maintaining a Title I parent resource center in a central location in the school. The resource center shall include materials supportive to parents and family members with limited English proficiency.
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:
 - A description and explanation of the curriculum and state standards in use, how to monitor a child's progress and work with teachers to improve student achievement, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet will be provided to parents/guardians through:
 - i. Annual Title I meeting
 - ii. Parent Advisory Council meetings
 - iii. Parent/teacher conferences

- iv. Title I Handbook Distributed to each family
 - v. Title I Parent Blog and school web site
 - vi. Title I Parent and Family Engagement Workshops and Activities
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:
- Opportunities shall be provided for parents/guardians to meet with the classroom and Title I teachers to formulate suggestions, participate as appropriate in decisions relating to the education of their children, and to discuss their child's progress.
 - Parents/guardians may be given guidance as to how they can assist at home in the education of their child, and work with teachers to monitor progress and improve the achievement of their children.
8. Create a school-home 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 (as circumstances allow); and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
 - 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 as circumstances allow, and observation of classroom activities
 - Ensuring regular two-way, meaningful communication between parents and family members and school staff, in a language that parents and family members can understand.
9. 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 by providing:
- Parent and family resources through the Title I Parent Blog and Title I Handbook
 - Information during the Annual Title I Meeting and Parent Advisory Council meetings
 - Parent workshops throughout the school year
 - Support for establishing parent accounts through the parent portal to monitor student progress using technology
 - Opportunities to meet with teachers
 - Translation and information in family-friendly language

10. 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 through use of:
 - Parent/teacher conferences
 - Parent workshops
 - Parent and family resource center
 - Title I Parent Blog and web site
 - Opportunities to request resources through the state resource center
11. 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 by:
 - Providing professional development opportunities created by Title I parents and volunteers for the purpose of educating school staff
 - Dedicating workshop time for collaboration between Title parents and teachers on ways to communicate effectively and work as equal partners
 - Providing resources for school staff through the Title I Parent Blog
 - Facilitating two-way communication by using teacher planning periods to co-plan and share information
12. 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 by:
 - Meeting at least annually with Head Start and district-located pre-school personnel to discuss the transition of students into the school, and to share information
 - Developing a Memorandum of Understanding agreement between the school and local agencies to define coordination activities
 - Including parents and families of in-coming kindergarten students in Title I events as appropriate
13. 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:
 - Posting translated documents on the Title I web site, Title I blog
 - Providing parent and family resources for parents with limited English proficiency through the parent resource center
 - Sending information related to meetings, programs and other activities in a format and to the extent practicable, in a language parents and family members can understand. Parents may request an alternate form or support from personnel to aid in understanding
14. 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) through:

- Ensuring that information related to meetings, programs and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand. Parents may request an alternate form or support from personnel to aid in understanding.
- Translations of Title I documents into languages other than English
- Brochures and resources for limited English speaking parents and family members
- Translation capabilities embedded in the Title I web site and Title I Parent blog

15. Ensure distribution of the policy to all parents and family members with a child participating in a Title I program by the following means:

- Electronic and paper copies shared at the Annual Title I Meeting
- Copies shared during Parent Advisory Council meetings
- Included in the Title I Handbook posted on the Title I blog
- Paper copy provided to any parent unable to attend the annual meeting and/or Parent Advisory Council meeting/s

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.