

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

Curtisville Primary Center

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 Curtisville Primary Center 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 parent needs survey will be sent to families at the beginning of each year to assess parents' needs and expectations for the program.**
 - **A parent needs assessment will be sent at the end of each year to consider suggestions for potential implementation the following year.**
 - **A parent meeting will be held annually to discuss the upcoming year's activities and review policies.**
2. Convene an annual meeting, at a convenient time:
 - **All parents and family members of participating children shall be invited and encouraged to attend.**
 - **Parents and family members will be informed of their school's participation as a Title I school.**
 - **The selection, objectives, description of services, and the rights of parents and family members to be involved will be discussed.**
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.
 - **A fall parent meeting will be held, in person or virtually, to discuss possible revisions to the program and policies.**

- **A Spring Title I Reading Night will be held including parents and students.**
 - **Individualized meetings may be scheduled, as necessary.**
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:
 - **Consultation with parents will occur at Open House, the annual fall parent meeting, Spring Title I Reading night, and individual conferences.**
 5. Provide parents and family members of participating children with timely information about the Title I program:
 - **Parents have access to the school district's website, which includes Title I policies and other documents.**
 - **Parents will be invited to attend a fall parent meeting, as well as Open House, parent conferences, and a Spring Title I Reading night.**
 - **When a child meets the criteria to qualify for Title I services, the parents will be sent a copy of the Title I permission form, the school's Parent/Teacher Compact, the Parent Involvement Policy, the Right-to-know letter, and the parent needs survey.**
 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:
 - **An annual meeting is held to explain the curriculum, expectations, and assessments used throughout the school year.**
 - **Parents have access to Skyward to check their child's grades.**
 - **Dibels Benchmark and progress monitoring assessment scores are sent home with Title I Reading students to keep parents informed about progress and growth.**
 - **Incoming kindergarten families are provided with kindergarten screening results.**
 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:
 - **Every reasonable effort shall be made to accommodate parents who request to participate in meetings throughout the year, in addition to already scheduled parent meetings and conferences.**

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]:

- **NA - Deer Lakes School District is Targeted Assistance**

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;
- 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, 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.
- **The Curtisville Primary Center Compact will be updated annually with parental input.**

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:

- **Curtisville Primary Center staff provides parents with a description and explanation of the curriculum, the academic standards and examples of assessments used to measure student 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:
 - **The reading specialist may lend materials to parents, as needed.**
 - **Parents are invited and encouraged to visit the SPAC website for resources and attend the SPAC Conference.**
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:
 - **Curtisville Primary Center Staff view parents as an integral part of the educational process and invite parents to provide feedback through annual meetings, parent-conferences, Open House, and other events hosted at the school.**
 - **The LPEP organization plays a vital role in fundraising and planning activities for the students. Staff work with parents to coordinate various activities.**
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:
 - **Incoming kindergarten families are provided the opportunity to participate in a Family Fun Night, Orientation and other activities prior to the start of school.**
 - **Current second-grade students are provided the opportunity to visit East Union Intermediate Center on Move up Day.**
 - **Parents can request tours of the building, with their child, prior to the start of school.**
14. Ensure that information related to school and parent and family member programs, meetings, and other activities are sent to the parents and family members of participating children in a format and in a language, the parents and family members can understand:
 - **Skyward is utilized to send email communications to families.**
 - **Translation services are available for communication with families.**

- **Title I documents are reviewed annually with parental input and are shared electronically or as a hard copy.**

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):

- **Curtisville Primary Center participates in the ELL program in coordination with the Allegheny Intermediate Unit #3.**
- **The Deer Lakes School District will ensure district and school-level engagement in other activities and opportunities that the stakeholders and LEA determine are appropriate and consistent with the DLSD Parent and Family Engagement Policy.**

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:

- **Title I policy is available on the district's website or in hard copy distribution.**
- **Title I policies are reviewed annually with parent participation.**

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.