

**OLD FORGE  
SCHOOL DISTRICT**

SECTION: COMMUNITY  
TITLE: PARENT & FAMILY  
ENGAGEMENT  
ADOPTED: NOVEMBER 2004  
REVISED: JULY 2018

<p>Purpose</p> <p>Authority 20 U.S.C. Sec. 6318</p>	<p>The Board recognizes that parent and family engagement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents/guardians and community.</p> <p>In compliance with federal law, the district and parents/guardians of students participating in Title I programs shall jointly develop and agree upon a written parental involvement policy. When developing and implementing this policy, the district shall ensure the policy describes how the district will:</p> <ol style="list-style-type: none"> <li>1. Involve parents/guardians in the joint development of the district's overall Title I plan and the process of school review and improvement.</li> <li>2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.</li> <li>3. Develop activities that promote the schools' and parents'/guardians' capacity for strong parental involvement.</li> <li>4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law.</li> <li>5. Involve 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.</li> <li>6. Identify 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.</li> <li>7. Use findings of annual evaluations to design strategies for more effective parental involvement.</li> <li>8. Involve parents/guardians in the activities of schools served under Title I.</li> </ol>
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<p>Delegation of Responsibility</p> <p>Guidelines 20 U.S.C. Sec. 6318</p>	<p>The Board shall adopt and distribute the parent and family engagement policy, which shall be incorporated into the district's Title I plan and shall be evaluated annually, with parental involvement.</p> <p>The Superintendent or designee shall ensure that the district's 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 provide to parents/guardians of students participating in Title I programs:</p> <ol style="list-style-type: none"> <li>1. Explanation of the reasons supporting their child's selection for the program.</li> <li>2. Set of objectives to be addressed.</li> <li>3. Description of the services to be provided.</li> </ol> <p>The Superintendent or designee shall ensure that information and reports provided to parents/guardians are in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.</p> <p>Parents/Guardians shall be given the opportunity to participate in the design, development, operation and evaluation of the program through:</p> <ul style="list-style-type: none"> <li>• <i>Parent information sessions (Fall Annual Meeting &amp; Spring Information Session)</i></li> <li>• <i>Parent surveys (Fall &amp; Spring)</i></li> <li>• <i>Parent/Teacher Conferences</i></li> <li>• <i>Student/Parent/Teacher Compact</i></li> </ul> <p>Parents/Guardians shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.</p> <p>An annual meeting of parents/guardians of participating Title I students shall be held to explain the goals and purposes of the Title I program, <i>core curriculum and assessments, the State's academic content standards, the State's student academic achievement standards, the State and local academic assessments including alternate assessments, how to monitor their child's progress, and how to work with educators</i></p> <p>In addition to the required annual meeting, an additional parent/guardian meeting shall be held in the spring semester of the school year at <del>various times of the day and evening</del>. At the meeting, parents/guardians shall be provided:</p> <ol style="list-style-type: none"> <li>1. Information about programs provided under Title I.</li> <li>2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are</li> </ol>
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Pol. 102

expected to meet.

3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

4. Opportunities to submit parent/guardian comments about the program to the district level. If sufficient, Title I funding may be used to facilitate parent/guardian attendance at meetings through payment of transportation and child care costs.

*Parents/guardians will receive quarterly reports of the student's progress in the title I program. These quarterly reports will be issued with the school's quarterly report cards.*

Opportunities shall be provided for parents/guardians to meet with the classroom and Title I teachers to discuss their child's progress *at the close of the first three marking periods within the school year. Conference dates will be scheduled by the school district. If parents are unable to attend, a date and time can be arranged at the parents/guardians and teachers' agreement.* Parents/Guardians may be given guidance as to how they can assist at home in the education of their child.

*The Old Forge School District will educate its staff in how to reach out to, communicate with, and work with parents as equal partners, in the value 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.*
- *Exploring parent involvement in-service programs for teachers, staff members, and parents.*
- *Participate in local parent involvement trainings when available.*
- *Parent/Teacher conferences*

PA Code Title 22  
Sec. 403.1 20 U.S.C.  
Sec. 6318 Board  
Policy 102

School-Parental Compact Pol. 102

Each school in the district receiving Title I funds shall jointly develop with parents/guardians of students served in the program a School-Parental Compact outlining the manner in which parents/guardians, school staff and students share responsibility for improved student achievement in meeting academic standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district's academic standards.

2. Indicate the ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate,

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	<p>in decisions related to their child's education and positive use of extracurricular time.</p> <p>3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents/guardians, and reasonable access to staff.</p>
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# Old Forge Elementary School

## TITLE I SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY

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July 2018

### **Purpose:**

The Board recognizes that parent and family engagement contribute to the achievement of state academic standards by students participating in Title I programs. This policy, developed by Old Forge 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.

### **Responsibilities:**

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:
  - A parent and family engagement policy meeting occur annually during the fall semester. All Title I parents are invited and encouraged to attend. During this meeting, all parts of the policy are reviewed with the parents and suggestions for improvements can be made at this time. Parents who cannot attend receive a packet of information that includes the current policy and a survey that will give the parents an opportunity to offer suggestions for improvement.
  - Suggestions for additional planning and improvement can be documented on the annual survey that is sent home to parents of Title I students. These suggestions are documented and included in the working policy.
  - An additional parent and family engagement meeting is planned for the spring semester of the school year. This meeting offers family members the opportunity to help plan and review policy for next school year and make suggestions for changes and improvements in this policy. Those parents unable to attend are given the same opportunity to respond and offer their input.
2. Convene an annual meeting, at which:
  - All parents and family members of participating Title I students shall be invited and encouraged to attend.
  - Parents and family members will be informed of the purpose and goals of the Title I program.
  - Topics of discussion include program selection and exit criteria, core curriculum and assessments, the State's academic content standards, the State's student academic achievement standards, the State and local academic assessments including alternate assessments, how to monitor their child's progress, and how to work with educators.
  - The requirements and the rights of parents and family members to be involved are explained.
3. Provide 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:
  - Old Forge Elementary School provides opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children. These opportunities occur

throughout the year through Back to School Night meetings, Title I Annual Meeting, surveys, Parent/Teacher Conferences, and the Spring Information Sessions.

- The Administration and Title I staff will be present at these meetings to discuss their child's progress and provide strategies to improve achievement.
4. Create a school-parent and family compact developed with parents and family members outlining how parents and family members, 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.
  5. Provide materials and training to help parents and family members to work with their children to improve their academic achievement, such as literacy training and using technology in education to foster parent and family involvement.
  6. Opportunities shall be provided for parents/guardians to meet with the classroom and Title I teachers to discuss their child's progress at the close of the first three marking periods within the school year. Conference dates will be scheduled by the school district. If parents are unable to attend, a date and time can be arranged at the parents/guardians and teachers' agreement. Parents/Guardians may be given guidance as to how they can assist at home in the education of their child.
  7. The Old Forge School District will educate its staff in how to reach out to, communicate with, and work with parents as equal partners, in the value 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.
    - Exploring parent involvement in-service programs for teachers, staff members, and parents.
    - Participating in local parent involvement trainings when available.
    - Holding Parent/Teacher conferences
  8. On-going means of communication will include but are not limited to face-to-face conversations, telephone, email correspondence, maintaining teacher websites, the use of the REMIND App, parent handouts and letters, reports cards, progress reports, etc. The District Website provides easy access to the elementary school's Title I web page where parents can find information on the Title I program.

### **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.

The Title I school shall provide communication, 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.