

Old Forge Elementary School

TITLE I SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY

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.