

Title I School Level Parent and Family Engagement Policy

Tussey Mountain Elementary School

2023-2024

Purpose

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I Program. This policy, developed by Tussey Mountain Elementary 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.
 - a. Annual Title Parent Meeting
 - b. Annual Parent Advisory Committee Meeting
 - c. Annual Parent Survey
 - d. Annual Review Meeting
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; and
 - To explain the requirements and the rights of parents and family members to be involved.
 1. Annual Title I Parent Meeting – Meet the Teacher Night
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. Annual Parent/Teacher Conferences are scheduled in November.
 - b. Parent Meetings occur as needed on a regular basis throughout the regular school day from 7:40 am to 3:10 pm.
 - c. Other times are available for parent meetings outside of the regular school day to accommodate parent schedules.

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 policy.
 - a. Parents and district personnel will meet annually, through a parent advisory committee, to review and update the school level Parent and Family Engagement Policy.
5. Provide parents and family members of participating children with timely information about the Title I Program:
 - a. Information is shared annually with families during the Title I Parent Meeting, which occurs approximately one week prior to the start of the school year.
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. Information is shared annually with families during the Title I Parent Meeting, which occurs approximately one week prior to the start of the school year.
 - b. Information regarding curriculum is also available in the Parent Handbook.
 - c. Information regarding PSSAs is shared annually via parent newsletters.
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:
 - a. PTO Meetings occur on a monthly basis. All parents are invited to attend.
8. Involve parents and family members in the joint development of the School wide Program Plan in accordance with federal law. [Note: applies only to Title I schools operating a School wide Program]
 - a. Parents are invited to attend a building level Annual Review meeting, during which the Title I school wide program plan is reviewed and revised.
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 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/school; 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.
 - 1. The school-parent and family compact is reviewed and revised, as necessary, annually with parent input during the Parent Advisory Committee Meeting.

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:

- a. Report cards are distributed every quarter to every student's family.
- b. Parent conferences are scheduled in November each year.
- c. Parent conferences are also held as needed throughout the school year.
- d. Local assessment results are reviewed with parents during parent teacher conferences and IEP meetings.

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

- a. Sapphire Parent Portal is an online tool made available to parents to allow them to stay up-to-date with their child's progress.
- b. Take-home folders are sent home daily to keep parents up-to-date on student progress and provide an avenue for daily communication between parents and teachers.
- c. First in Math, Reading Eggs, Math Seeds, and Lexia are online tools made available for students to practice Reading and Math skills at home with their parents.

- d. Daily communication folders are utilized with all students in all grade levels.
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:
 - a. This education occurs annually during a faculty meeting for district staff.
 - b. The annual parent survey asks parents to share ideas and suggestions to help develop and improve the school's programs.
 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:
 - a. The district supports and cooperates with Head Start and local preschool programs to provide opportunities for parent and family involvement throughout the school year.
 - b. Transition meetings are held annually with Head Start and local preschool programs to support transitions from preschool to kindergarten.
 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:
 - a. Notices and policies are included in the student handbook, which is distributed at the beginning of the school year.
 - b. Paperwork and information is offered to parents in their native language.
 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 member of migratory children):
 - a. Teachers regularly communicate with all parents via Text message apps, phone calls, and emails.
 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:
 - a. Student Handbook
 - b. School Website

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.

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.