



**Lincoln Elementary School Title I Reading  
Parent and Family Engagement Policy  
2020 - 2021**

1. Lincoln Elementary School takes the following actions to involve parents in the process of school review and improvement Parent and Family Engagement Policy:
  - a. invite parents to an annual informational/involvement meeting
    - i. student eligibility criteria is explained
    - ii. program overview and requirements are explained
  - b. parents are surveyed for needs and concerns
  - c. survey results are reviewed
  - d. funds are used for parent involvement/communication
  
2. Lincoln Elementary School will convene an annual meeting, at a convenient time during which:
  - a. all parents and family members of participating children shall be invited, and encouraged to attend;
  - b. parents will be informed of their schools' participation as a Title I school;
  - c. and school staff will explain the program requirements, and the rights for parents to be involved.
  
3. Lincoln Elementary School will offer the following meetings (in the morning and/or the evening) for parents to attend:
  - a. Parent/Teacher Conferences;
  - b. PTA Meetings;
  - c. Annual Title I Informational meeting;
  - d. Meet and Greet Night;
  - e. Kindergarten Orientation for parents of incoming kindergarten students;
  - f. Open House.
  
4. Lincoln Elementary School will involve parents/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 as follows:
  - a. conduct an annual survey of parents for needs and concerns;
  - b. review and analyze results of annual survey and respond accordingly
  - c. invite parents of Title I students to participate in the development of the building parent involvement policy;
  - d. share this policy with all parents of Title I students.



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5. Lincoln Elementary School will provide parents/families of participating children with timely information about the Title I program by one or more of the following:
  - a. Annual Title I Informational meeting;
  - b. Student Participation Permission Forms;
  - c. Report Cards;
  - d. Parent/Teacher Conferences;
  - e. Email;
  - f. Phone conferences (as requested);
  - g. School Website.
  
6. Lincoln Elementary School will provide parents of participating children with access to the following information:
  - a. Description and explanation of the curriculum in use at the school;
  - b. Current academic assessments used to measure student progress;
  - c. Current achievement levels of the PA Core State academic standards.
  
7. Lincoln Elementary School will provide opportunities for parents to engage in 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 as soon as practicably possible as follows:
  - a. Annual Title I Informational meeting;
  - b. Parent/Teacher Conferences;
  - c. Phone conferences (as requested).
  
8. Lincoln Elementary School currently operates as a Targeted Assistance School (TAS). Should Lincoln Elementary School seek to become a SchoolWide Program, parents and family members would be involved in the joint development of the Schoolwide Program Plan.



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9. Lincoln Elementary School jointly develops the school-parent compact with parents and family members. The compact outlines how parents, 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 will build and develop partnerships to help children achieve the PA Core State academic standards. The following actions will be taken to involve parents in the annual development and review process of the Lincoln Elementary School-Parent Compact:
  - a. invite parents to an annual informational/involvement meeting;
  - b. survey parents in regards to updates and revisions to the school-parent compact;
  - c. survey results are reviewed;
  - d. revisions are made to the school-parent compact based on parent and staff feedback.
  
10. Lincoln Elementary School will provide assistance to parents and family members in understanding the challenging PA Core State academic standards, the PSSA and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children as follows:
  - a. Annual Title I Informational meeting
  - b. Student Participation Permission Forms
  - c. Report Cards
  - d. Parent/Teacher Conferences
  - e. Email
  - f. Phone conferences (as requested)
  - g. School Website
  
11. Lincoln Elementary School will provide materials and training to help parents 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 involvement as follows:
  - a. Annual Title I Informational meeting
  - b. Title 1 Parent website
  - c. Title 1 Parent Training meeting(s)
  - d. Parent/Teacher Conferences



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12. Lincoln Elementary School will provide professional development opportunities focusing on the value of engaging parents/families as equal partners in the implementation and coordination of the education of their children. These sessions will be developed with the assistance and input of parent/families as follows:
  - a. Feedback received during
    - i. Annual Title I Informational meeting
    - ii. Title 1 Parent Training meeting(s)
    - iii. Parent/Teacher Conferences
  - b. Annual survey of parents and staff that includes questions focused on engaging parents/families as equal partners in the implementation and coordination of the education of their children.
  
13. Lincoln Elementary School will coordinate, and integrate parent 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 as follows:
  - a. District hosts a bi-annual district and pre-school feeder program meeting;
  - b. Principal will participate in annual pre-school transition meetings for students receiving educational supports prior to enrollment in the district;
  - c. Hold an annual kindergarten orientation each spring;
  - d. Hold kindergarten teacher/student conferences with every student prior to the start of each school year.
  
14. Lincoln Elementary School will ensure that information related to school and parent programs, meetings, 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 as follows:
  - a. Website with ability to change languages
  - b. Regular email correspondence from building principal
  - c. Backpack distribution of hard copy information as needed
  - d. Alternative forms, when requested, will be provided in the family's native language



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15. Lincoln Elementary School will 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) as follows:
- a. Regular Emails from the school to parents
  - b. Phone conferences (as requested; access to translator as needed)
  - c. School Website
  - d. Website with ability to change languages
  - e. Alternative forms, when requested, will be provided in the family's native language

This Lincoln Elementary School Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents and family members of children participating in Title I, Part A programs. The school district will distribute this policy to all parents and family members of participating Title I, Part A children on or before November 1st annually.

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Ronald J. Kitsko, Principal

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Date

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Debra Lewis, Title I Reading Specialist

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Date

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Jessica Zajac, Title I Reading Specialist

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Date