



Book	Policy Manual
Section	900 Community
Title	Title I Parent and Family Member Engagement
Code	918
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### **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. The Board views the education of students as a cooperative effort among the school, parents and family members and community. [\[1\]](#) [\[2\]](#)

### **Definition**

**Parent and Family (Family Member)** - these terms are used interchangeably and shall include caregivers, a legal guardian or other standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

### **Authority**

In compliance with federal law, the district and parents and family member of students participating in Title I programs shall jointly develop and agree upon a written Parent and Family Member Engagement policy. When developing and implementing this policy, the district shall ensure the policy describes how the district will: [\[1\]](#)

1. Involve parents and family members in the joint development of the district's overall Title I plan and the process of school review and improvement. [\[3\]](#)
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
3. Develop activities that promote the schools' and parents' and family members' capacity for strong parent and family member engagement.
4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law.
5. Involve parents and family members in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.

6. Identify barriers to participation by parents and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
7. Use findings of annual evaluations to design strategies for more effective parent involvement.
8. Involve parents and family members in the activities of schools served under Title I.
9. Distribute in writing to parents and family members and post to the district website.

The Board shall adopt and distribute the Parent and Family Member Engagement policy, which shall be incorporated into the district's Title I plan and shall be evaluated annually, with parent and family member engagement.[\[1\]](#)

### Accessibility

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, and disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.[\[1\]](#)[\[4\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall ensure that the district's Title I Parent and Family Member Engagement policy, plan and programs comply with the requirements of federal law.[\[1\]](#)[\[3\]](#)

The building principal and/or Title I staff shall provide to parents and family members of students participating in Title I programs:

1. Explanation of the reasons supporting their child's selection for the program.
2. Set of objectives to be addressed.
3. Description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.[\[1\]](#)

Parent and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:[\[1\]](#)

1. Volunteer in their child's classroom.[\[5\]](#)
2. Support their child's learning.
3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request in another format. Such efforts shall include:

1. Providing communications in clear and simple language.
2. Posting information for parents and family members on the district website.

3. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.
4. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.[4]

## **Guidelines**

An annual meeting of parents and family members of participating Title I students shall be held at a convenient time to explain the goals and purposes of the Title I program and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.[1]

In addition to the required annual meeting, additional parent/guardian meetings shall be held at various times of the day and evening. At these meetings, parents and family members shall be provided:[1]

1. Information about programs provided under Title I.
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 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 and family member comments about the program to the district level including:
  - a. Barriers to parent and family member engagement.
  - b. Strategies for school improvement.
  - c. Suggestions for Title I Parent and Family Member Engagement Policy.
5. Parents and family members will also be informed of additional parent and family member engagement activities.

If sufficient, Title I funding may be used to facilitate parent and family members attendance at meetings through payment of transportation and child care costs.[1]

Opportunities shall be provided for parents and family members to meet with the classroom and Title I teachers to discuss their child's progress.

All parent and family members meetings will include a sign-in sheet so the district can monitor increase/decreases in parent and family member engagement.

Parents and family members may be given guidance as to how they can assist at home in the education of their child.

All information obtained from parent and family member meetings will be reviewed by district and school level personnel to implement improvements to the Title I program and policies.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with school support and improvement process, the district shall:

1. Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.
2. Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.
3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.
4. Analyze and share the results of the Title I Parent/Family Survey.
5. Post school performance data on the district's website.
6. Distribute and discuss the School-Parent and Family Compact.
7. Host various parent and family nights at each school building with a Title I program.
8. Actively recruit parents and family members to participate in school review and improvement planning.
9. Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.
10. Invite participation of parents and family members at the regular comprehensive planning meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

#### Building Capacity for Parent and Family Engagement

The district shall provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through: [\[1\]](#)

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children. [\[2\]](#)[\[6\]](#)
2. Providing material and training to help parents and family members work with their children to improve academic achievement and foster parent and family engagement, such as:
  - a. Schedule training in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.
  - b. Using technology, including education about the harms of copyright piracy, as appropriate. [\[7\]](#)
  - c. Providing information, resources and materials in a user-friendly format.
  - d. Providing, as requested by parent or family member, other reasonable support to parent and family activities.
3. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family

members in more fully participating in the education of their children.[\[1\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

4. Adopt and implement model approaches to improving parent and family engagements.

### School-Parent and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents and family members of students served in the program a School and Family Compact outlining the manner in which parents and family members, school staff and students share responsibility for improved student achievement in meeting academic standards. The compact shall:[\[1\]](#)

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 and family members 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, in decisions related to their child's education and positive use of extracurricular time.[\[5\]](#)
3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents and family members, and reasonable access to staff.[\[5\]](#)

### Title I Funds

Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.[\[1\]](#)

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with the priority given to high needs schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy:[\[1\]](#)

1. Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, or other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parent and family members.[\[14\]](#)[\[15\]](#)
2. Supporting programs that reach parents and family members at home, in the community and at school.
3. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
4. Collaborating or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
5. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

### Documentation of Parents and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

- Legal
1. 20 U.S.C. 6318
  2. Pol. 102
  3. 20 U.S.C. 6312
  4. Pol. 138
  5. Pol. 916
  6. Pol. 127
  7. Pol. 814
  8. 20 U.S.C. 7845
  9. 29 U.S.C. 701 et seq
  10. 29 U.S.C. 3271 et seq
  11. 42 U.S.C. 11301 et seq
  12. 42 U.S.C. 9831 et seq
  13. Pol. 212
  14. Pol. 333
  15. Pol. 433
  - 24 P.S. 510.2