

# **PARENT AND FAMILY ENGAGEMENT POLICY**

## **Dr. Robert F. Nicely Elementary School**

### **Purpose**

The Board of School Directors recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy, developed by Dr. Robert F. Nicely 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.

### **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 by:
  - Sharing the current policy at the annual meeting and providing an opportunity for participants to provide input specific to improvement the current policy;
  - Making the policy available in multiple languages as requested by families; and,
  - Posting the current policy on school website.
2. Convene an annual meeting, at a convenient time - Meet the Teacher Night in the fall and again at a meeting in the spring during the school day:
  - To which 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 rights of parents and family members to be involved.
3. Offer a flexible number of meetings in the morning and/or evening, as well as provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through District-provided childcare. Examples are:

- Meet the Teacher Night
  - Spring Exhibit
  - Kindergarten Registration
  - Family Science Night
  - Family Art Night
  - Family Math Night
  - Family Reading Night
4. Involve parents and family members in an organized, ongoing and timely way, in the planning, review, and improvement of the school's parent and family engagement program.
- Hold a fall annual Title I meeting during the Back-to-School Nights (evening); and,
  - Hold a spring annual Title I meeting during the school day (morning/early afternoon)
5. Provide parents and family members of participating children with timely information about the Title I program by:
- Sending all required notices (e.g. ESSA Right-to-Know letter); and
  - Posting required notices on website.
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 by:
- Requiring each teacher to share curriculum and assessment information specific to his/her class at the Meet the Teacher/Back-to-School Night. Teachers will also share how they will measure student progress as it relates to PSSA results outlining achievement levels of state academic standards;
  - Posting curriculum guidelines on District website; and,
  - Sending notice to families of their child's PSSA results and outlining that individual's achievement levels of state academic standards.

- Academic progress monitoring
  - PSSA Assessments
  - School-wide assessments
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.
8. Involve parents and family members in the joint development of the Schoolwide Program Plan in accordance with federal law. (Note: applies only to Title I schools operating a Schoolwide Program).
- The Title I plan will be reviewed and developed jointly by the stakeholders and shared at the annual Title I meeting.
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 the 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;
  - Describe the ways in which each parent and family members will be responsible for supporting their children's learning (e.g. opportunities to volunteer in their child's classroom and/or school; 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 in school-related events; 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.
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:
- At the request of individuals and pursuant with applicable laws involving confidentiality, permit parents and family members the opportunity to observe the learning environment and/or review assessment materials.
  - Information regarding student's progress will be shared via the student's teacher(s), school counselor, and/or administrator as appropriate.
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. Information will be shared via:
- Various Open House events (e.g. Meet the Teacher/Back-to-School Nights, Spring Exhibit, etc.)
  - Various Title I parent-engagement activities (e.g. Family Reading Night, Cocoa Challenge, Reading BINGO, March Math Madness, etc.)
  - Parents Are Welcome in Schools (PAWS) program
  - Raising Readers program
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, including 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. These opportunities will occur via:
- Various orientation and transition programs;
  - Various Open House events (e.g. Meet the Teacher Night, etc.)

- Various Title I parent-engagement activities (e.g. Family Reading, Math, Science, and Art Nights, etc.); and
  - PTO meetings
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:
- Various Title I Parent Engagement Nights
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.
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 members of migratory children).
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:
- Required notices
  - District and 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.

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.

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.

**Adopted: November 13, 2019**  
**Revised: October 14, 2020**