

Mifflinburg Area School District
Title I Parent and Family Engagement SCHOOL Policy

Date reviewed: September 14, 2023 (Elementary School)
September 18, 2023 (Intermediate School)

The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

The policy must be:

- developed jointly with and agreed upon by parents and family members of Title I children;
- written in an understandable format and provided in a language parents can understand;
- distributed to all parents and family members of Title I children;
- made available to the local community; and
- updated annually to meet the changing needs of parents, family members and the school.

The policy describes how parents and family members will be involved in the planning, review and improvement of the school's Parent and Family Engagement Policy (*ESSA, Section 1116(b)(1)*).

- How will the school involve parents and family members in the development of the parent and family engagement policy?

The school will do the following to involve parents and family members in the planning, review, and improvement of the school's Parent and Family Engagement Policy (*ESSA, Section 1116(b)(1)*).

- Include parents and family members in the development of the district's overall Title I Policy and process for school review and improvement.[3]
- Conduct outreach to all parents and family members to participate in the policy development and review.
- After developing the policy, the policy will be reviewed initially with the Home and School Association group at the first meeting of each school year and then again at the annual Title I Family Engagement Meeting/Event.
- After review, the policy will be:
 - Posted to the District and School website. [4]
 - Evaluated annually with parent and family involvement.
 - Incorporated into the district's Title I Plan.[3]

- How will the school meet with parents and family members annually?
 - The Family Engagement Meetings will be held in the evening at the respective schools beginning at approximately 7pm.
 - An opportunity for a morning meeting will also be provided.
 - A personal meeting with a parent or family member, upon request, will be provided.
 - A remote means to participate in the meetings will be provided.

The policy states that the school will offer a flexible number of meetings, in the morning and/or the evening (*ESSA, Section 1116(c)(2)*).

- When and where will the meetings be held?
 - The Family Engagement Meetings will be held in the evening at the respective schools beginning at approximately 7pm.
 - An opportunity for a morning meeting will also be provided.
 - A personal meeting with a parent or family member, upon request, will be provided.
 - A remote means to participate in the meetings will be provided.

The policy states that the school will involve parents, 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 (*ESSA, Section 1116(c)(3)*).

- How will the school involve parents and family members in school review and improvement of the parent and family engagement program?
 - The school will provide opportunities and conduct meaningful collaboration with parents and family members in the planning and implementation of Title I programs, activities and procedures.
 - The Title I survey will be conducted in the spring and results shared at the School-level Planning Meeting and again at the Fall Annual Family Engagement Meeting.
 - The results of the Title I survey will be posted the District's website.
 - The results of the Title I survey will be discussed at the Schoolwide Planning Meeting and will be considered when developing the Schoolwide Plan.

The policy describes how the school will provide parents of participating children with timely information about the Title I program (*ESSA, Section 1116(c)(4)(A)*).

- How will the school inform parents and family members about the Title I program?
 - Parents and family members will be informed about the Title I program at the beginning-of-the-year Orientation as well as the annual Family Engagement Meeting.
 - Information will be posted to the District's website.
 - Information will be provided at student progress conferences.
 - Parents and family members will be contacted and provided additional information about intervention support when an MTSS referral is made.

The policy describes how the school will provide parents 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 challenging State academic standards (*ESSA, Section 1116(c)(4)(B)*).

- How will the school explain the curriculum, State standards, and assessments?
 - Parents and family members will be informed about the Title I program at the beginning-of-the-year Open House as well as the Annual Family Engagement Meeting/Event.
 - Information will be posted to the District’s website.
 - Information will be discussed at student progress conferences.

The policy states that the school will provide, if requested by parents, 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 as soon as practicably possible (*ESSA, Section 1116(c)(4)(C)*).

- How will the school accommodate meeting requests?
 - Parents may request a conference at any time. Opportunities for individual meetings will be offered.
 - A Town Hall meeting with remote access can be provided.

The policy states how the school will involve parents and family members in the joint development of the Schoolwide Program Plan under Section 1114 per ESSA (*ESSA, Section 1116(5)*). Applies only to Title I schools operating a Schoolwide Program.

- If applicable, how will the school meet with parents and family members to develop and discuss the Schoolwide Plan?
 - We always hold the Schoolwide Planning meeting in the summer for the next school year’s plan.

The policy states that a school-parent compact will be jointly developed with parents and family members and 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 State’s high 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 the children served under this part to meet the challenging State academic standards, and the ways in which each parent 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 (*ESSA, Section (d)(1)*); and
- address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
 - parent-teacher conferences 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 on their children’s progress;
 - reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand (*ESSA, Section 1116(d)(2)(A-D)*).
- How will the school involve parents and family members in the development of the school-parent compact?
 - The School-Parent Compact is discussed at the Schoolwide Planning meeting each year.
 - The School-Parent Compact is shared and discussed at the Annual Fall Family Engagement Meeting/Event.
 - Teachers involve their students with goal setting, and the Compact is shared with families at the November progress conferences.
 - The student, teacher, and parent/family member sign the Compact.

The policy states how the school will provide assistance to parents and family members in understanding the challenging 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 (*ESSA, Section 1116(6)(e)(1)*).

- What assistance will be provided to parents and family members to understand the academic standards, State and local academic assessments, and how to monitor their child’s progress?
 - The academic standards, curriculum, and resources are shared with families at the Fall Family Engagement Meeting/Event.
 - We have progress conferences with Family twice per school year.
 - An individual conference can be held at any time upon request.

The policy states how the 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 (*ESSA, Section 1116(6)(e)(1)*).

- How will the school provide training materials to parents and family members?
 - Parents and family members have access to their child’s grades online.
 - Informational events will be scheduled throughout the school year.
 - How-to documents will be provided to parents. Example: how to login to your child’s portal to check grades.

The policy states how the school will educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, 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 (*ESSA, Section 1116(6)(e)(3)*).

- How will the school use parents to train staff on how to work with parents as equal partners?
 - The school has used the SPAC skits.

The policy states how the school will, to the extent feasible and appropriate, 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 (*ESSA, Section 1116(6)(e)(4)*).

- How will the school coordinate with other federal, State and local programs include public preschool programs?
 - The District has an MOU with SUMMIT EL, the community pre-school/Head Start program.
 - The Elementary School collaborates with SUMMIT EL, to hold an annual, summer “Move-up-to-Kindergarten” program for selected at-risk children.

The policy states how the 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 (*ESSA, Section 1116(6)(e)(5)*).

- How will the school ensure information is in a language parents can understand? This should include how documents are translated.
 - The school will provide documents to specific families in a language they can understand.

The policy states how the school, to the extent practicable, 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) (*ESSA, Section 1116(7)(f)*).

- How will the school include parents and family members of English Learners?
 - Information will be provided to families of English Learners in a language they can understand.
 - The school will provide accommodations for families of English Learners.
 - The school can provide a translator, if necessary.