

No. 918

SECTION: Community

TITLE: Title I Parent and Family Engagement — District (LEA)

ADOPTED: June 14, 2022

# CATASAUQUA AREA SCHOOL DISTRICT

	<b>918 – TITLE I PARENT AND FAMILY ENGAGEMENT — DISTRICT (LEA)</b>	1
	<i>{Replaces previous Parent Involvement Policy adopted September 6, 2005.}</i>	2
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<b>1. Purpose and Authority</b>	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 district, the school, parents and family members, and the community.	6
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20 U.S.C. § 6318	This policy, and accompanying Policy 918-A (Title I Parent and Family Engagement — Sheckler Elementary School), are adopted pursuant to, and shall be interpreted in accordance with and consistent with, Section 1116 of the Elementary and Secondary Education Act as reauthorized and revised by the Every Student Succeeds Act (ESSA), and corresponding federal and state regulations. Parent and family engagement policies are required for the District as a whole, and for each school participating in Title I, Part A.	12
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<b>2. Delegation of Responsibility</b>	The Superintendent or his/her designee shall be responsible to ensure that the District’s policies regarding Title I Parent and Family Engagement, both at the District (LEA) level and for each Title I school in the District, and its Title I plans and programs, are implemented and comply with all applicable requirements of federal law.	21
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	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 as set forth in this Policy and Policy 918-A. To ensure compliance, the Superintendent or designee shall require documentation to track the implementation of these policies, including, but not limited to, sign-in sheets at meetings and activities, schedules, training and informational materials, communications and brochures, and meeting notes.	27
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School Code § 510.2(5)(iii)	The Superintendent or designee shall ensure that the Policy and Policy 918-A are posted on the District’s publicly-accessible internet web site.	35
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**3. Definitions**

When used in this Policy:

A. The terms “**parent**” and “**family**” or “**family member(s)**” are used interchangeably and shall include caregivers, a legal guardian or other person standing *in loco parentis* such as a grandparent or stepparent with whom the child resides, 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.

ESSA §  
8101(39), 20  
U.S.C. §  
7801(39)

B. The term “**parental involvement**” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including insuring—

1. that parents play an integral role in assisting their child’s learning;
2. that parents are encouraged to be actively involved in their child’s education at school;
3. that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
4. the carrying out of other activities, such as those described in ESSA § 1116, 20 U.S.C. § 6318 (which are the parent and family engagement requirements covered by this Policy and Policy 918-A).

Accordingly, the District and its Title I schools shall carry out all programs, activities, and procedures under this Policy and Policy 918-A with the participation of parents in regular, two-way, and meaningful communication in accordance with this definition of parental involvement.

**4. General Guidelines**

A. *Outreach and Involvement*

ESSA §  
1116(a)(1), 20  
U.S.C. §  
6318(a)(1)

The District shall conduct outreach to all parents and family members of students in schools with Title I, Part A programs, and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under Title I, Part A, consistent with ESSA § 1116, 20 U.S.C. § 6318. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

*B. Parent and Family Engagement Policy*

ESSA §  
1116(a)(2), 20  
U.S.C. §  
6318(a)(2)

The District shall develop its Parent and Family Engagement Policies, and amendments thereto, jointly with parents and family members of participating children, and shall agree on such policies with parents and family members of participating children. The District shall distribute the Policies to such parents and family members. These Policies establish the District’s expectations and objectives for meaningful parent and family involvement.

*C. Relationship to District’s Title I LEA Plan; Parent Comments.*

ESSA §  
1116(a)(2),  
(b)(4), 20 U.S.C.  
§ 6318(a)(2),  
(b)(4)

This policy shall be incorporated into the District’s Title I LEA Plan under ESSA § 1112, 20 U.S.C. § 6312 (Consolidated Application). If that Plan is not satisfactory to the parents of participating children, the District shall submit any parent comments with such Plan when the District submits the Plan to the Pennsylvania Department of Education.

*D. Accessibility*

ESSA § 1116(f),  
20 U.S.C. §  
6318(f)

In carrying out the parent and family engagement requirements of this policy and Policy 918-A, the District and its schools shall, to the extent practicable, 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), including providing information and school reports required under ESSA § 1111, 20 U.S.C. § 6311, in a format and, to the extent practicable, in a language such parents understand.

**5. Specific Components**

*A. Joint Development of Plans*

ESSA §  
1116(a)(2)(A),  
20 U.S.C. §  
6318(a)(2)(A)

1. The District shall take the following actions to involve parents and family members in jointly developing the District’s Title I LEA Plan under ESSA § 1112, 20 U.S.C. § 6312:
  - a. A letter is sent to parents asking for their participation in developing the Plan.
  - b. Meetings with District staff and a sufficient number and representative group of parents are held during the preparation and review of the Plan until it is finalized for approval by the Board.

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2. The District shall take the following actions to involve parents and family members in jointly developing the District’s support and improvement plans under ESSA § 1111(d)(1) and (2), 20 U.S.C. § 6311(d)(1), (2):
  - a. A letter is sent to parents asking for their participation in developing the plans.
  - b. Meetings with Distict staff and a sufficient number and representative group of parents are held during the preparation and review of the plans until finalized for approval by the Board.

*B. Coordination, Technical Assistance, and Other Support*

The District will provide the following coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in the District in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance:

1. The District will make available literacy training to instruct parents how to work with their child.
2. The District will send home information concerning conferences or workshops parents may attend.
3. The District provides a “Community Education Program” which offers parents night classes pertaining to how to prepare one’s child to succeed, and information regarding academic standards and the PSSA tests.

*C. Coordination with Engagement Polices Under Other Programs*

The District will coordinate and integrate parent and family engagement strategies under this Title I, Part A policy with parent and family engagement policies under other relevant federal, state, and local laws and programs, to the extent feasible and appropriate, as follows:

1. Project Connect and Community Pre-school Programs:
  - a. The District offers, through the Carbon-Lehigh IU Project Connect staff, parent workshops and in-services on topics dealing with specioal needs children, speech and language development for pre-school children, and behavior management.

ESSA §  
1116(a)(2)(B),  
20 U.S.C. §  
6318(a)(2)(B)

ESSA §  
1116(a)(2)(C),  
20 U.S.C. §  
6318(a)(2)(C)

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*D. Annual Evaluation of the Parent and Family Engagement Policy*

The District will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Policy and Policy 918-A in improving the academic quality of all District Title I, Part A schools:

1. Parents of Title I students are sent a “Parent Needs Assessment Survey” to complete each spring. The parents’ responses and feedback are used to plan for the following school year.
2. The Title I Parent Advisory Committee will meet and discuss these issues.

The evaluation shall include identifying:

- a. barriers to greater participation by parents in Title I parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
- b. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- c. strategies to support successful school and family interactions.

*E. Use of Findings from the Annual Evaluation*

The District will take the following actions to use the findings of the annual evaluation under Part 5(D) above to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, this Policy and/or Policy 918-A:

1. The District will include a sufficient number and representative group of parents or family members served by the District on a committee organized to consider the findings of the annual evaluation.

ESSA §  
1116(a)(2)(D),  
20 U.S.C. §  
6318(a)(2)(D)

ESSA §  
1116(a)(2)(E),  
20 U.S.C. §  
6318(a)(2)(E)

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*F. Involvement of Parents in the Activities of Schools*

The District will take the following actions to involve parents in the activities of Title I, Part A schools:

1. The District will include a sufficient number and representative group of parents or family members served by the District on *ad hoc* or longer-term committees organized to develop, revise, and/or review this Policy and Policy 918-A.

*A. Understanding Important Topics*

The District shall, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the District in understanding such topics as:

1. the challenging State academic content standards;
2. the State’s student academic achievement standards;
3. State and local academic assessments;
4. the requirements of Title I, Part A;
5. how to monitor their child’s progress; and
6. how to work with educators to improve the achievement of their children.

The District shall provide this assistance through:

- a. parent-teacher conferences;
- b. parent workshops;
- c. Parent Awareness Training Conferences;
- d. District newsletters and webpages;
- e. School board meetings.

ESSA §  
1116(a)(2)(F), 20  
U.S.C. §  
6318(a)(2)(F)

**6. Building  
Capacity for  
Involvement**

ESSA §  
1116(e)(1), 20  
U.S.C. §  
6318(e)(1)

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*B. Working with Their Children*

The District shall, with the assistance of its Title I, Part A schools, provide materials and training to help parents to work with their children to improve their children’s achievement, as follows:

1. offering parent workshops on literacy training;
2. offering parent classes through the District’s “Community Education Program”;
3. having parents attend Parent Awareness Conferences offered by the State and the Pa. Federal Programs Coordinators;
4. providing Title I parent workshops throughout the year;
5. providing video tutorials on reading best practices as home;
6. sending home information about how parents can help their child;
7. sending home information about using technology to foster parental involvement (including, as appropriate, education about the harms of copyright piracy); and
8. by appointment with a building Reading Specialist.

*C. Educating Staff About the Value of Working with Parents*

The District shall, with the assistance of its Title I, Part A schools, educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in (a) the value and utility of contributions of parents, (b) how to reach out to, communicate with, and work with parents as equal partners, (c) how to implement and coordinate parent programs, and (e) how to build ties between parents and the school, as follows:

1. opening faculty meeting presentation;
2. SPAC skits;
3. offering in-service staff training; and
4. having parents participate on District-wide and school committees.

ESSA §  
1116(e)(2), 20  
U.S.C. §  
6318(e)(2)

ESSA §  
1116(e)(3), 20  
U.S.C. §  
6318(e)(3)

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*D. Coordination with Other Programs; Other Activities*

ESSA §  
1116(e)(4), 20  
U.S.C. §  
6318(e)(4)

The District shall, with the assistance of its Title I, Part A schools, and to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state or local programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children, as follows:

1. sending home information of any parent workshops or programs offered by the Carbon-Lehigh Intermediate Unit or community pre-schools; and
2. establishing a parent resource center with information to encourage and support parents in participating in the education of their children.

*E. Understandable Format and Language*

ESSA §  
1116(e)(5), 20  
U.S.C. §  
6318(e)(5)

The District shall, with the assistance of its Title I, Part A schools, ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language that parents can understand, as follows:

1. all such information from the District or school shall be sent in a format and language that the parents can understand, in collaboration with the EL teacher.

*F. Parental Request*

ESSA §  
1116(e)(14), 20  
U.S.C. §  
6318(e)(14)

The District shall, with the assistance of its Title I, Part A schools, provide such other reasonable support for parental involvement activities in the Title I, Part A program as parents may request.

*G. Discretionary Activities*

ESSA §  
1116(e)(6)-(13),  
20 U.S.C. §  
6318(e)(6)-(13)

The District and/or its Title I, Part A schools, may also employ any of the following discretionary activities to build parents' capacity for involvement in the school to support their children's academic achievement:

1. involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

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2. providing necessary literacy training from funds received under Title I, Part A if the District has exhausted all other reasonable sources of funding for such training;
3. paying reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs at the meeting location, to enable parents to participate in school-related meetings and training sessions;
4. training parents to enhance the involvement of other parents;
5. arranging school meetings at a variety of times, or conducting in-home or virtual conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
6. adopting and implementing model approaches to improving parental involvement;
7. establishing a District-wide parent advisory council, comprised of a sufficient number and representative group of parents or family members served by the District to adequately represent the needs of the population served by the District, to provide advice on all matters related to parent and family member engagement under this Policy and Policy 918-A;
8. developing appropriate roles for community-based organizations and businesses in parent involvement activities; and
9. providing free academic materials for parents to utilize with their children.

*Cf. also* ESSA § 1116(a)(2)(F), 20 U.S.C. § 6318(a)(2)(F)

**7. Reservation of Funds for Engagement Activities**

ESSA § 1116(a)(3)(A), 20 U.S.C. § 6318(a)(3)(A)

*A. Only Applies if District Receives More than \$500,000 of Title I Funds*

This Part 7 shall only apply in a fiscal year in which the District receives an allocation of more than Five Hundred Thousand Dollars (\$500,000) in Title I, Part A, Subpart 2 funding.

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B. *Reservation*

ESSA §  
1116(a)(3)(A)-  
(C), 20 U.S.C. §  
6318(a)(3)(A)-  
(C)

In any fiscal year to which this Part 7 applies, the District shall reserve at least one percent (1%) of its allocation under Title I, Part A, Subpart 2 to assist schools to carry out parent and family engagement activities under this Policy and Policy 918-A.

Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parental and family engagement activities. Not less than ninety percent (90%) of the reserved funds shall be distributed to Title I schools, with priority given to high-need schools.

C. *Use of Funds*

ESSA §  
1116(a)(3)(D),  
20 U.S.C. §  
6318(a)(3)(D)

Funds reserved under this Part 7 shall be used to carry out activities and strategies consistent with this Policy and Policy 918-A, including *at least one* of the following:

1. Supporting schools and nonprofit organizations in providing professional development for District and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
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 and Policy 918-A.

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