

No. 918-A

SECTION: Community

TITLE: Title I Parent and Family Engagement — Sheckler Elementary School

# CATASAUQUA AREA

## SCHOOL DISTRICT

ADOPTED: June 14, 2022

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|  | <b>918-A – TITLE I PARENT AND FAMILY ENGAGEMENT —<br/>SHECKLER ELEMENTARY SCHOOL</b>   | 1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9<br>10<br>11<br>12<br>13<br>14<br>15<br>16<br>17<br>18<br>19 |
| <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.   |   |
| 20 U.S.C. § 6318                       | This policy, and accompanying Policy 918 (Title I Parent and Family Engagement — District (LEA)), 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.                            |   |
| <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.   | 20<br>21<br>22<br>23<br>24<br>25  |
|  | 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. 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. | 26<br>27<br>28<br>29<br>30<br>31<br>32<br>33  |
| School Code § 510.2(5)(iii)            | The Superintendent or designee shall ensure that the Policy and Policy 918 are posted on the District’s publicly-accessible internet web site.   | 34<br>35<br>36<br>37  |

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**3. Definitions**

When used in this Policy:

- A. The term “**School**” means Sheckler Elementary School.
  
- B. 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)

- C. 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).

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

**4. General Guidelines**

*A. School Parent and Family Engagement Policy*

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

The District shall develop the School’s Parent and Family Engagement Policy, and amendments thereto, jointly with parents and family members of participating children (*see also* Part 5(C) below), and shall agree on the policy with parents and family members of participating children. The School shall distribute the policy to such parents and family members. Parents shall be notified of this policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. This policy shall be made available to the local community

and updated periodically to meet the changing needs of parents and the School.

*B. Accessibility*

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

In carrying out the parent and family engagement requirements of this policy, the District and the School 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. Annual Meeting*

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

The School shall convene an annual meeting, at a convenient time each Fall, to which all parents of participating children shall be invited and encouraged to attend, for the following purposes:

1. to inform parents of the School’s participation in Title I, Part A;
2. to explain the requirements of Title I, Part A; and
3. to explain the right of the parents to be involved.

Parents who are unable to attend the annual meeting may make an appointment with a School building Reading Specialist to have this information presented to them.

*B. Flexible Schedules*

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

The School shall offer a flexible number of meetings, including parent conferences, at different times during the day. Meetings and workshops will be advertised in/on:

1. Emails to Title I parents.
2. Monthly School calendars.
3. School website.

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- 4. School social media pages.

*C. Parental Involvement in Programs, Policies, and Plans*

The School shall involve parents, in an organized, ongoing, and timely way, in:

- 1. the planning, review, and improvement of the School’s programs under Title I, Part A;
- 2. the planning, review, and improvement of this Policy; and
- 3. the joint development of the Schoolwide program plan under ESSA § 1114(b), 20 U.S.C. § 6314(b) if and at such times as the School operates a Schoolwide program under ESSA § 1114, 20 U.S.C. § 6314.

The School shall provide for this involvement through:

- a. distributing this Policy and providing program and plan information at the Title I Fall orientation meeting and at parent workshops;
- b. encouraging parent suggestions and comments at the Title I Fall orientation meeting and parent workshops;
- c. encouraging parent suggestions and comments by distributing surveys for parents at workshops in the Spring or at the end of the school year;
- d. discussing parent survey results at parent workshops;
- e. updating programs, policies, and plans, if necessary, based upon parental input;
- f. encouraging parent participation on the Title I Parent Advisory Committee.

*D. Program Information*

The School will utilize the following means to provide parents with timely information about the School’s Title I, Part A programs:

- 1. Entrance letters at the beginning of the school year.
- 2. Flyers for workshops.

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

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

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3. The School’s Title I website.
4. Program reports.
5. Parent-teacher conferences.

*E. Curriculum, Academic Standards and Assessments*

The School will utilize the following means to provide parents with a description of the curriculum in use at the School, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards:

1. Fall Meet-the-Teacher activities.
2. Parent-Teacher conferences.
3. Curriculum provided on the District website webpages at Academics / CASD Curriculum.
4. Parent workshops.

*F. Parental Request*

If requested by parents, the School shall provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. Such meetings may include:

1. Parent-Teacher conferences.
2. Meetings by appointment with a School building Reading Specialist/ Title I Teacher.

The School shall respond to any such suggestions as soon as practicably possible.

*G. Comments on Schoolwide Plan*

If the School operates a Schoolwide program under ESSA § 1114, 20 U.S.C. § 6314, and the Schoolwide program plan under ESSA § 1114(b), 20 U.S.C. § 6314(b) is not satisfactory to parents of participating children, the School shall submit any parent comments on the plan when the School

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

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

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

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makes the plan available to the District. *See also* Part 5(C) above regarding parental involvement in the joint development of the Schoolwide program plan.

*H. School-Parent Compact*

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

The School shall jointly develop a School-Parent Compact with the parents of all children served under Title I, Part A. The School-Parent Compact shall:

1. outline how parents, the entire School staff, and students will share responsibility for improved student academic achievement;
2. describe the means by which the School and parents will build and develop a partnership to help children achieve the State’s high standards;
3. 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 Title I, Part A to meet the challenging State academic standards;
4. describes 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; and
5. address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - a. annual or more frequent parent-teacher conferences during which the School-Parent Compact shall be discussed as it relates to the individual child’s achievement;
  - b. frequent reports to parents on their children’s progress;
  - c. reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and
  - d. ennsuring regular two-way, meaningful communication between family members and School staff, and, to the extent practicable, in a language that family members can understand.

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**6. Building Capacity for Involvement**

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

*A. Understanding Important Topics*

The School shall, with District assistance, provide assistance to parents of children served by the School 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 School and 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.

*B. Working with Their Children*

The School shall, with District assistance, 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;

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

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*

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

The School shall, with District assistance, 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.

D. *Coordination with Other Programs; Other Activities*

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

The School shall, with District assistance, 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.

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*E. Understandable Format and Language*

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

The School shall, with District assistance, 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 School shall, with District assistance, 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(c)(2),  
(e)(6)-(13), 20  
U.S.C. §  
6318(c)(2),  
(e)(6)-(13)

The School and/or the District 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;
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 and home visits, 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;

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

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;
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.