



Manheim Central School District

Ignite Passion and Purpose to Empower Difference Makers

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Parent and Family Engagement Policy 2024-2025

In support of strengthening student academic achievement, Manheim Central School District acknowledges that parents share the school's commitment to the educational success of their children. The district believes that all children can learn and aspires to promote the desire to become a lifelong learner in all students so that students can become Difference Makers.

This policy establishes the LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities. We recognize that a child's education is a responsibility shared by both school and family and agree that to effectively educate all students, schools and parents must work as partners. Parent and family involvement is an on-going process that assists parents and families in meeting basic obligations as their child's first educator, and promotes clear, two-way dialogue between home and school so that parents are supported as leaders and decision makers at all levels, concerning the education of their children.

All Local Education Agencies (LEA) receiving Title I funds are required under Section 1116 of the Every Student Succeeds Act (ESSA) to develop a written Parent and Family Engagement Policy for the LEA. ESSA states that the LEA Parent and Family Engagement Policy must be jointly developed with parents and family members, incorporated into the LEA plan (Consolidated Application), and distributed to parents of participating children in a format and language that parents can understand. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Manheim Central School District recognizes that a child's education is a responsibility shared by parents, teachers, administrators, and students. In order for a child to reach his/her fullest potential, our schools and parents must work together as equal partners.

1. Manheim Central School District and all Title I schools will be governed by the following statutory definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring:

- That parents play an integral role in assisting their child's learning;
- That parents are encouraged to be actively involved in their child's education at school;
- That parents are fully 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;
- The carrying out of other activities, such as those described in section 1118 of the ESEA.
- The school will inform parents and parental organizations of the purpose and existence of Parental Information and Resource Centers if one exists.

I. This policy states how the Manheim Central School District involves parents and family members in the joint development of the Title I Plan (Title I Application) (ESSA, Section 1116(a)(2)(A)).

Manheim Central School District involves parents and family members in the development of the consolidated Title 1 Application in the following ways:

1. Parents and family members are invited to take part in the yearly Federal Programs Meeting where there is a complete review of Title 1, Title II, Title III, and Title IV spending in the Consolidated Application. These ideas become part of the Consolidated Application which is submitted by July 1 each year.
2. Parents and Family Members are invited to take part in the development of each School's Schoolwide Title 1 parent and family meeting where goals are developed and ideas for spending Title funds are discussed. These ideas then become a part of the Consolidated Application which is submitted by July 1 each year.

II. This policy states how Manheim Central School District involves parents and family members in the process of school review and improvement (ESSA, Section 1116(a)(2)(A)).

Manheim Central School District schools will involve parents in the process of school review and improvement under section 1116 of the ESEA by inviting parents to be part of the following committees of their choice:

- **Comprehensive Planning Committee**-District Level Planning that occurs every four years. The plan guides the district as it carries out the goals defined in the plan.
- **Schoolwide Title I Annual Meetings**-The district and each Title I school hold annual meetings for parents to provide input regarding Title I programming using the Schoolwide Comprehensive Planning Template.
- **Act 48 Professional Development Committee** The committee meets annually to review the district's professional development goals and plans for future professional learning.
- **Parent Advisory Committee**-Each school has a parent advisory committee of which parents can participate and provide input.
- **PTO Meetings**-Held monthly at each elementary school and 5x a year at Middle School. All parents are welcomed and encouraged to attend.
- **PAC Meetings**-These meetings are held to provide parents with information about Title 1 programs, assessments, technology, and to gain parental feedback.

III. This policy states how the Manheim Central School District provides technical assistance and support to schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance (ESSA, Section 1116(a)(2)(B)).

1. The district will support programs that reach parents and family members at home, in the community, and at school in the following ways:
 - Coordination of Independent Reading Leveling Assessment levels for parents to act as home coaches – sent home each fall for all Title 1 Schools.
 - Parent teacher conferences and how to prepare for an effective conference to be shared with teachers and parents prior to the initial conference each year.
 - Bingo nights at all schools
 - Baron Breakfast events at all Title 1 schools
 - Manheim Central Elementary Reads Initiative: One Book, One School (bi-annual) with daily reading calendars for parent/child.
 - Elementary Reading Nights-Held annually at each school.
 - Family Movie Nights at all schools
 - Science/STEM Nights

- Parent Trainings/Meetings regarding technology, assessments, and academic standards
- My Adult and Me Night
- Baron Mommy/VIP Game Night
- Middle School Family Fun Night
- Middle School Cultural Potluck
- Baron Stage Junior at Elementary
- PTO Meetings
- SPAC Skits
- Badging Progress Reports
- After School Programs
- Summer Learning Opportunities
- Daddy Daughter Dances
- Race for Education
- Reading Under the Lights Community Event
- Baron Baby Bags for newborns in the community
- Stem Spark Events for future Barons ages 3-5.
- STEM Starts Now Countdown to Kindergarten Boxes for Parent and Child
- Reading and IRLA information that is sent home annually for supporting your child with reading at home.
- Baron Bookmobile visiting spots in the Community each summer

IV: This policy states how the Manheim Central School District will coordinate and integrate parent and family engagement strategies with other federal, state, and local laws and programs (*ESSA, Section 1116(a)(2)(C)*).

- The Manheim Central School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Parents as Teachers, and State-Operated Preschool Programs, by providing relative information regarding programs at kindergarten registration, Back-to-School Night, Open House, and Parent Involvement meetings. A transition plan will be utilized to make the transition of students from each program into the Manheim Central School District elementary schools both smooth and successful. The elementary principals visit the Pre-K Programs each year to interact and read to children coming to kindergarten. The District also created a Welcome to Kindergarten Video for those coming to kindergarten in 2023-2024 and has partnered with Dr. Amy Ketchum to provide STEM Starts Now Countdown to Kindergarten Kits to help incoming kindergarten learners prepare for kindergarten.

- The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Even Start, Home Instruction Programs for preschool children, Parents as Teachers Program, and public preschools and other programs. The district will encourage and support parents in more fully participating in the education of their children by:
 - Delivering Baron Baby Bags to all newborns in the District with District information on services available to young children.
 - Communicating with Pre-K parents via the district website, flyers, Facebook, and Twitter.
 - Coordinate principals reading to local pre-k centers each spring.
 - Providing all Birth to Age 5 children in the District with a free STEM Starts Now subscription.
 - Handing out to all incoming kindergarten families, STEM Starts Now Countdown to Kindergarten Kits to help prepare children for kindergarten.
 - Ensuring that a smooth and successful transition occurs between these programs and a student's transition into kindergarten by following the school district's transition plans.
 - Providing parents with the link to the Welcome to Kindergarten Videos for each school.
 - Baron Book Mobile Summer Opportunities
 - Providing Baron Baby Events through Stem Sparks for incoming and future Barons.

V. This policy states how Manheim Central School District conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and the effectiveness of the parent and family engagement policy in improving the academic quality of all schools, including identifying:

- Barriers to greater participation by parents and family members, 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;
- The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers, and strategies to support successful school and family interactions. *(ESSA. Section 1116(a)(2)(D)(i-iii).*

1. All Manheim Central parents will have the opportunity to complete a survey reviewing the parental involvement activities offered at each building and the services provided. The evaluation will include identifying barriers to greater participation by parents in parent involvement 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). The school district will use the findings of the evaluation at its Parental and Family Engagement Annual Meeting to create, update, and add activities and strategies for more effective parental involvement opportunities, and to review, if necessary (and with the involvement of parents) its family and parent engagement policies. This review will occur annually during a Parent Involvement meeting held in the spring each year.
2. Manheim Central School District and its schools will involve parents in the joint development and/or review of its district wide parental involvement plan and school level plans under section 1112 of the ESEA during an annual Parent and Family Engagement meeting held annually each spring. At this meeting, the Parent and Family Engagement survey results will be reviewed, and the discussion will add to the changes and revisions needed to improve Family and Parent Engagement and to design evidence-based strategies.
3. All Title I schools will include parents in the development of a school-parent compact on a yearly basis. The school district will work with each school to ensure that the required school-level parent and family engagement policies meet the requirements of section 1118(b) of the ESEA. Schools will work with families each year to edit and create the school-parent compact.
4. All families are welcomed and encouraged to participate in family involvement activities. The LEA and schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. If parents have any concerns about the district's parent involvement plan, they may submit their thoughts in writing to the Director, Dr. Krystle Nemeth or call 717-664-8542. This information will be shared with parents and the school board, and concerns will be forwarded to the State Department of Education.

VI. This policy states how Manheim Central School District will use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family involvement, and revise, if necessary, the Parent and Family Engagement Policy (*ESSA, Section 1116(a)(2)(E)*).

The policy also states how Manheim Central School District involves parents and family members in the activities of the school, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members to adequately represent the needs to the population; revising; and reviewing the Parent and Family Engagement Policy (*ESSA, Section 1116(a)(2)(F)*).

1. Manheim Central School District will build the schools' and the parents' capacity for strong parental involvement. In order to ensure effective involvement of parents and to support a partnership among the schools involved, parents and the community will be invited to provide input on how to improve student academic achievement. The schools will make available the following activities specifically described below:
 - A. Parent Advisory Council (PAC) meetings will be held at schools twice a year.
 - B. The school district, with the assistance of its schools and parents, will assist parents of children served at the annual Back-to-School Night held in each building and through additional workshops and meetings held throughout the year. Assistance in understanding topics listed below will be provided:
 - State academic content standards
 - Reading/Math Assessment Information
 - Student achievement standards
 - State and local academic assessments including alternate assessments
 - Literacy best practices
 - Technology resources
 - Transition Information
- B. The school district, with the assistance of its schools, will provide materials and offer training and information to help parents work with their children to improve their children's academic achievement and mental health. Such trainings and information will include, but are not limited to:

- Information pertaining to the Independent Reading Leveling Assessment (IRLA) will be sent home in the fall with all students in order for parents to serve in the “home coaching” role.
- Literacy and assessment training will occur at the annual Back-to-School Night, Parent Advisory Council meetings, PTO meetings, and at an annual Technology and Literacy workshop held each year. Information on activities, such as workshops, conferences, classes, including any equipment or other materials that may be necessary to ensure success will be circulated to the parents of students in the program.
- Managing and Balancing Home and School
- Mental Health and Wellness Information
- How to help with transitions that occur at certain grade levels

C. The school district, with the assistance of its schools and parents, will educate its teachers, pupil services personnel, principals, and other staff, on how to communicate with and work with parents as equal partners in the value and utility of contributions of parents and on how to implement and coordinate parent programs and build ties between parents and schools through:

- Parent teacher conferences held in both fall (November) and spring (March/April) each year
- Teachers viewing the SPAC skits annually in order to gain parental perspective
- PTO meetings at each school on a monthly basis
- Parent advisory meetings in fall and spring at each school
- Faculty meetings held at individual schools
- Parent and Family Engagement Events Held Throughout the Year at All Schools
- Baron Book Mobile Summer Opportunities
- Summer Learning Opportunities
- After School Learning Opportunities

D. The school district will ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. Information on activities, such as workshops, conferences, classes, including any equipment or other materials that may be necessary to ensure success will be circulated to the parents of students in the program by using the following:

- Paper copies of flyers and newsletters in a language parents can understand
- Postings on the district and school websites
- Blackboard Connect messages (either voice or email)
- Facebook and Twitter
- Email

VII. When receiving greater than \$500,000 for Title 1, the district will ensure that not less than 90% of the 1% reserved will go directly to the schools. Parents of children served in Title I, Part A schools will be involved in decisions about how to spend the 1% of Title I, Part A funds reserved for parental involvement (when applicable). Based on feedback on March 24, 2023, Manheim Central will provide all funding to the schools and use funding to support Parent and Family Engagement Activities at each school.

- Engaging in any other activities and strategies that the LEA determines are appropriate and consistent with the LEA's Parent and Family Engagement Policy (*ESSA, Section 1116(3)(D)(v)*).
- Baron Elementary, Doe Run Elementary, and Manheim Central Middle School will each hold a Parent and Family Engagement Activity in the winter or spring that will provide parents with training on supporting their children with literacy and/or technology, involve parents in Stem related activities, support the inclusiveness of all families, and encourage families to learn about how to support children at home to increase academic achievement. Food will be provided at these events based on parental feedback.

VIII. Adoption

This district wide Parent Involvement Policy has been developed jointly with, and agreed on, with parents of children participating in Title I, Part A programs, as evidenced by the feedback of parents and family members who attended the Parent and Family Engagement Meeting on April 12, 2024.

This policy was approved by the **Manheim Central School District Board** on August 19, 2024 and will be in effect for the period of one year until August 2025. The school district will distribute this policy to all parents in the school handbooks each school year and post it on the District's website.