

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

Eastern Lebanon County School District
Fort Zeller Elementary School

Purpose

The Board 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 Eastern Lebanon County School District, in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.

All engagement meetings with parents and family members must be supported by dated agendas and sign-in sheets.

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:
 - **An annual informational session will be held to educate parents and guardians about how Title I funds are used.**
 - **Parents and guardians are encouraged to be a part of the Parent and Family Engagement Committee to discuss and also seek input about Fort Zeller's Title I Program.**
2. Convene an annual meeting, at a convenient time:
 - To which all 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 the rights of parents and family members to be involved.
 - **Parents and family members of children, who are eligible for Title I, will be invited to an annual informational session discusses the school's involvement as a Title I school and the also share the requirements and right of parents and family members. This meeting usually occurs during the evening, which is a convenient time for working parents and family members.**
3. Offer a flexible number of meetings in the morning and/or the evening, and may provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through payment of transportation, child care costs and/or refreshments.

- **Depending on feedback from parents and family, the annual Title 1 Information session and the Parent and Family Engagement Committee meeting will be held in person and/or via Zoom. To increase participation, Title I funds will be used to provide a meal and engaging activities and resources, which support literacy development, to use at home.**
4. Involve parents and family members, 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:
 - **Fort Zeller will seek parent and family members to be involved in the Parent and Family Engagement Committee. This committee of parents and family members will plan, review, and improve the school's parent and family engagement program.**
 5. Provide parents and family members of participating children with timely information about the Title I program:
 - **Important documents that describe Fort Zeller's Title I program will be uploaded to the district's website. Parents and family members will receive information (email) about where to locate these documents to review.**
 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:
 - **At the beginning of the school year, parents and family members will be provided with information (email) about how to access the following information: description of the curriculum used at the school and explanation of the assessments used to measure student progress.**
 - **Parents and family members will also be provided information on how to access academic curriculum maps, which describe what is being taught in the classroom, and assessment data for their child(ren).**
 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:
 - **Parents and family members are encouraged to attend Parent-Teacher conferences, which occur twice a year) to discuss the education and academic progress of their child(ren).**
 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]:
 - **Fort Zeller does not operate a Schoolwide Program.**

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, and the ways in which each parent and family member 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
 - 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 and participate in their child's class, and observation of classroom activities; 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.*
 - **At the beginning of the school year, Fort Zeller's principal discusses the district's Title I policy and compact at a faculty meeting.**
 - **Report cards are sent home to parents and family members at the end of each marking period, which is four times in a school year.**
 - **According to district board policy 907, parents and family members are encouraged to volunteer and participate in their child's classroom or special school events. Parents and family members can also be a part of Fort Zeller's Parent Teacher Organization, which plans activities and events for students.**
 - **Parents and family members receive information about the Fort Zeller's Parent Compact at the beginning of the school year.**
 - **Academic progress of students will be shared with parents and family members at Parent-Teacher conferences, which occur twice a year. Parents and family members will also receive academic progress (report card) at the end of the marking period. Upon completion of universal screening benchmark assessments, parents and family members will also receive parent reports, which indicate how students are progressing towards meeting end of year benchmark goals. Finally, parents and family members have access to an online data management system, upon request, that reports assessment information for their child(ren).**
 - **On a weekly basis, teachers communicate to parents and family members with newsletters. The Fort Zeller Principal also sends monthly newsletters that communicate what is occurring within the school. Finally, if non-English speaking parents and family members require documents to be translated into**

native speaking language, staff members provide documents in preferred language.

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 our annual Family Literacy Night, activities and resources are provided for families to have in order to help support their child's mastery of the state academic standards.**
 - **The school's curriculum is posted online for parents to view. Within the curriculum, the standards and assessments are listed and described as well.**
 - **Prior to Pennsylvania System of School Assessment (PSSA) testing window, parents and family members receive information from the building principal about the assessment.**
 - **Parents and family members receive information about the various assessments completed to measure growth and also determine instructional needs of child(ren). Also, parents and family members are given resources and activities to support their child(ren) at home.**
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:
 - **Parents and family members are provided materials and activities to support their child's literacy development at home.**
 - **At Family Literacy Night and Math/ STEM nights resources and activities are provided for parents and family members to use at home when working with their child.**
 - **On the school district website, apps that are approved for use by the staff are listed. The district also includes tutorials for parents and family members to use in order to access PowerSchool, Securely, Schoology.**
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, 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:
 - **At faculty meetings, all staff, including educators and support personnel, receive information about the district's Title I policy, which includes the importance of communicating and encouraging parents and family members to support their child at home and to be a part of school events.**
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:

- **Throughout the school year, parents and family members of incoming kindergarten are invited to attend workshops about how they can support their child when developing the necessary skills for kindergarten.**
- **The Head Start program within the district is invited to attend school assemblies.**

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:

- **If parents and family members are non-English speaking, information about parent and family member programs, meetings, and other activities are sent to parents and family members in their native language.**

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):

- **Communicate to families in home-language**
- **The district's website is able to be translated in parent or family member's home-language. Also Global Connect emails can be translated in the home-language. Finally, when Parent-Teacher conferences are held, staff have access to Language Line, which provides communication to parents and family members in the preferred language.**

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:

- **The Parent and Family Engagement Policy for the Eastern Lebanon County School District is provided on the district's website. Parents and family members receive an email that communicates where they can locate this document to read and understand more about the district's policy.**
- **The Parent and Family Engagement Policy for Fort Zeller Elementary School is distributed to parents through the mass notification email system.**

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.