



MS. MEG DUFFY, Principal

DR. COLLEEN SULLIVAN, Assistant Principal

Carbondale Area Elementary School

Parent and Family Engagement Policy

2026-2027 School Year

Federal Programs Contact:

Mrs. Stephanie Miller, Title I District Coordinator

Meg Duffy, Principal and Title I Administrator
Carbondale Area Elementary School

Date: 8-12-2026

Purpose

Carbondale Area Elementary School (CAES) recognizes that parental and family engagement is essential to improve academic achievement. The purpose of this policy is to establish expectations for parent and family engagement and describe how the school will implement programs, activities, and procedures in accordance with the requirements of **Section 1116 of the Elementary and Secondary Education Act (ESEA)**.

I. Joint Development of the Title I Program

- All parents are invited to participate in the development of the Title I Program, including this Parent and Family Engagement Policy and the Schoolwide Plan.
- During **Back to School Night**, families are invited to join the **Parent/Guardian Title Committee** to collaborate on the development and continuous improvement of the policy and compact.
- Input is solicited through parent surveys, meetings, and opportunities for feedback during Title I events.
- This policy will be reviewed and updated annually with input from parents, stakeholders, and school staff.

II. Annual Meetings

An **Annual Fall Title I Meeting** will be held during the **first quarter of the school year** to:

- Inform families about the school's participation in the Title I, Part A program.



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- Review the rights of parents to be involved in their child's education.
- Share the School-Parent Compact and this policy.
- Provide opportunities for parents to ask questions, share concerns, and make suggestions.

Additional meetings will be held throughout the year, scheduled at various times to accommodate families' availability. Parents may request meetings to offer suggestions for the improvement of Title I programs and student academic achievement.

III. School-Parent Compact

The school develops a **School-Parent Compact** in collaboration with families to outline shared responsibilities for improving student academic achievement.

School Responsibilities:

- Provide high-quality curriculum and instruction.
- Offer support for parents to understand academic standards, assessments, and student performance.
- Facilitate regular communication through conferences, progress reports, and meetings.

Parent Responsibilities:

- Ensure regular school attendance and promote positive behavior.
- Review homework and engage in home learning activities.
- Attend parent-teacher conferences and Title I events.

Communication Tools:

- Phone calls
- Remind App
- Email and text
- School website and social media
- In-person conferences

IV. Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership for improving student achievement, the school shall:



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- Provide materials and training (e.g., literacy workshops, use of technology) to help parents work with their children.
- Educate teachers and staff, with the support of Title I funds, about the value of parent contributions and how to reach out and communicate effectively.
- Collaborate with community organizations to support family engagement at home and in the community.

V. Coordination with Other Programs

CAES coordinates and integrates parent and family engagement programs with other federal, state, and local programs such as:

- Head Start and Pre-K Counts
- Community-based organizations
- Local educational services
- Outreach
- PTA
- Carbondale Public Library
- Local Universities
- YMCA

VI. Accessibility and Communication

- Information will be distributed in formats and languages parents can understand.
- All parents will be notified of opportunities for involvement through multiple methods, including the school website, social media, flyers, and the REMIND platform.
- Parent Centers are maintained in the school's main foyer for resource access.

VII. Use of Funds and Parent Input

Parents will be involved in decisions regarding the use of any **reserved Title I Parent and Family Engagement funds**, including consolidated funds from **Title II and Title IV**.

If the district receives **\$500,000 or more in Title I funds**, the required set-aside will support:

- Parent programs at school, home, or in the community.
- Dissemination of best practices for engaging low-income families.
- Build community partnerships to improve engagement efforts.
- Other strategies determined by the Title Committee and parent input.
- Parent/Guardian/Student instructional materials



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- Summer academic enrichment needs
- Wellness events for parents and families
- Transportation cost to attend PFE events
- Light refreshments provided at PFE events

Parents provide feedback on the use of these funds at annual meetings, and this input is documented with dated agendas and sign-in sheets. Findings from our 2024–2025 survey indicate an increased demand for expanded literacy initiatives, academic enrichment workshops, and wellness events for parents and families.

VIII. Annual Evaluation

The effectiveness of this policy will be evaluated annually to identify:

- Barriers to parent participation (e.g., scheduling, language, transportation)
- Needs of families to support their children's learning
- Successful strategies for school-family engagement

Evaluation Methods:

- Parent surveys
- Focus groups
- Meetings with families
- Review of engagement data
- Attendance and Participation

Findings from the evaluation will be used to:

- Design more effective strategies for family engagement
- Revise this policy and the School-Parent Compact

IX. Ongoing Policy Review and Updates

- This Parent and Family Engagement Policy is a **living document**.
- Parents, teachers, and administrators are provided ongoing opportunities to review and improve it.
- Title I teachers receive professional development on effective family engagement.
- All updates are shared with families through multiple platforms and languages, as appropriate.



CARBONDALE AREA
SCHOOL DISTRICT

Elementary School
103 Brooklyn Street
Carbondale, Pennsylvania 18407

Telephone: 1-844-330-2273

Web: www.carbondalearea.org

Fax: (570) 282-3203

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Distribution of Policy

- Shared at Title I Back to School Night and other Title I events.
- Posted on the Carbondale Area School District website.
- Hard copies are available at the school and upon request.
- Announced via REMIND and social media platforms.
- Other languages are available upon request.