BURRELL SCHOOL DISTRICT

Book	Policy Manual
Section	900 Community
Title	Title I Parent and Family Engagement
Code	918
Status	Active
Adopted	August 21, 2018

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. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.[1][2]

Families and school must join together to form a lasting partnership that will direct the efforts of both parties toward the education of children. Recognizing that parents are the child's first teachers, and that schools should continue to enhance the education process, Burrell School District is committed to developing a partnership with parents which will establish an environment where parents feel welcome and needed, and are encouraged to actively participate in the education of their children.

Definition

Parent and Family (Family Member) - these terms 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 lives, 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.

Authority

The Board directs the district and each of its schools with a Title I program to:[1]

1. Conduct outreach to all parents and family members.

2. Include parents and family members in development of the district's overall Title I Plan and process for school review and improvement.[3]

3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:

    a. Distributed in writing to all Title I parents and family members.

    b. Incorporated into the district's Title I Plan.[3]

c. Posted to the district's publicly accessible website.[4]

d. Evaluated annually with parent and family involvement.

4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.

Accessibility

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.[1][5]

Delegation of Responsibility

The Superintendent or designee shall ensure that the district's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.[1][3]

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 by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include:

1. Providing communications in clear and simple language.

2. Posting information for parents and family members on the district's website.

3. Including a telephone number for parents and family members to call with questions.

4. Schools and parents will cultivate relationships with additional members of the community in order to promote and effectively increase educational opportunities for children. Together, parents, educators and community members will join efforts toward identifying and promoting community resources and innovative programs for strengthening schools, families, and student learning.

5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate and to the extent practicable.[5]

The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.

2. A set of goals and expectations to be addressed.

3. A description of the services to be provided.

4. A copy of this policy and the Student/School/Parent Engagement Compact.[1]

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the Student/School/Parent Engagement Compact. At a minimum, parents and family members shall be encouraged to:[1]

1. Volunteer in their child’s classroom.[6]

2. Support their child’s learning.

3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

Guidelines

Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.[1]

The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.[1]

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.[1][3]

At these meetings, parents and family members shall be provided:[1]

1. Parents will receive timely information about family meetings and other family activities held throughout the year. Parents will also be encouraged to offer suggestions and comments to improve these family events and to increase family involvement.

2. Early in the school year, parents will be invited to Project Discover to learn and ask questions about the school, teachers, curriculum, assessments, State Standards, procedures, and to be presented a general overview of the Title I program. Efforts will be made to assist parents in understanding Title I testing, state and local assessments, ways to monitor their child's progress by identifying specific strengths and needs, and working with school staff to improve achievement.

3. There will be opportunities for parents to share concerns and offer suggestions for the continued improvement of Burrell School District's programs. Additionally, parents will be encouraged to participate on Burrell committees and boards to provide input and expertise to help the district provide the best education for all students.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

1. Efforts to maintain communication between home and school will be regular, two-way and meaningful. Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. Phone calls, notes, conferences/meetings, and the use of Skyward will be opportunities for this communication.

2. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.

3. Analyze and share the results of the Title I Parent/Family Survey.

4. Distribute and discuss the Student/School/Parent Engagement Compact.

5. Host various parent and family nights at each school building with a Title I program.

6. Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community

engagement in the educational process, and to facilitate communications and support.

7. Actively recruit parents and family members to participate in school review and improvement planning.

8. Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.

9. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.[1][3]

Building Capacity for Parent and Family Engagement

The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:[1]

1. Early in the school year, parents will be invited to Project Discover to learn and ask questions about the school, teachers, curriculum, assessments, State Standards, procedures, and to be presented a general overview of the Title I program. Efforts will be made to assist parents in understanding Title I testing, state and local assessments, ways to monitor their child's progress by identifying specific strengths and needs, and working with school staff to improve achievement.[2][7]

2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:

    a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.

    b. Using technology, including education about the harms of copyright piracy, as appropriate.[8]

    c. Providing information, resources and materials in a user friendly format.

    d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.

    e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.

3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.[9][16]

4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource

centers, that encourage and support parents and family members in more fully participating in the education of their children.[1][5][10][11][12][13][14][15]

5. Engage the PTA/PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.

6. Adopt and implement model approaches to improving parent and family engagement.

7. Establish a district-wide parent and family advisory council to provide advice on all matters related to parent and family engagement in Title I programs.

8. Engage community-based organizations and businesses in parent and family engagement activities.

Coordinating Parent and Family Engagement Strategies

The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by:[1][5][10][11][12][13][14][15]

1. Involving district and program representatives to assist in identifying specific parent and family member needs.

2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.

Annual Parent and Family Engagement Policy Evaluation

The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.[1]

The evaluation shall identify:[1]

1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.

2. Each school will be open and inviting to parents and families. Parents are welcome in the school, and their support and assistance are sought. Capitalizing on the expertise and skills of the parents strengthens the family, school and community partnership.

The evaluation shall be conducted through:

1. Establishment of a schedule and process for the policy review and revision by parents and family members.

2. An evaluation of the effectiveness of the content and communication methods through a variety of methods.

3. A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement outcomes.

4. Focus groups. Parents and family members, and community members, unable to attend the focus groups in person shall have an opportunity to participate in an alternate format.

5. Documentation of parent and family member input regarding Title I programs and activities from throughout the year.

6. A parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the district's Title I population.

The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.[1]

Student/School/Parent Engagement Compact

Each school in the district receiving Title I funds shall jointly develop with parents and family members a Student/School/Parent Engagement Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:[1]

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.

2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.[6]

3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class.[6]

Title I Funds

Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.[1]

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:[1]

1. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign–in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

Legal

1. 20 U.S.C. 6318
2. Pol. 102
3. 20 U.S.C. 6312
4. 24 P.S. 510.2
5. Pol. 138
6. Pol. 916
7. Pol. 127
8. Pol. 814
9. Pol. 333

10. 20 U.S.C. 7845

11. 29 U.S.C. 3271 et seq

12. 29 U.S.C. 701 et seq

13. 42 U.S.C. 11301 et seq

14. 42 U.S.C. 9831 et seq

15. Pol. 212

16. Pol. 433

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BON AIR ELEMENTARY SCHOOL
SCHOOLWIDE TITLE I PARENT AND FAMILY ENGAGEMENT PLAN
(See Burrell School District Policy 918 for additional information)
2026 - 2027

Families and the school must join together to form a lasting partnership that will direct the efforts of both parties toward the education of children. Recognizing that parents are the child's first teachers and that schools should continue to enhance the education process, Bon Air Elementary School is committed to developing a partnership with parents to establish an environment where parents feel welcome and needed, and are encouraged to actively participate in the education of their children.

The Bon Air Elementary Title I Parent and Family Engagement Plan is to be fulfilled in the following manner:

A. Students in need of intervention may receive support from any of our team members through the schoolwide Title I Program. Parents will be notified regarding their child's reading benchmark performance at the beginning, middle, and end of the year.

B. All Bon Air Elementary Parents will receive a copy of the Schoolwide Title I Parent and Family Engagement Plan and the Parent-School Compact, designed by Title I staff and parents, which will describe how families, the Title I staff, and the students will share the responsibility for improving student achievement.

C. Early in the school year, a general overview of the Schoolwide Title I program will be shared with parents through a Qmlative message, during Project Discover, and through grade-level Schoolwide Title I Google Classrooms. Parents may use this as an opportunity to ask questions about the PA Core Standards-based curriculum, instructional resources, benchmark assessments, interventions, and qualification procedures.

D. Efforts will be made to assist parents in understanding Title I benchmark testing, state and local assessments, ways to monitor their child's progress by identifying specific strengths and needs, and working with school staff to improve achievement.

E. Families will be invited to attend at least two Title I parent/teacher conferences per year.

F. Parents will receive timely information about Schoolwide Title I family meetings and other schoolwide Title I activities held throughout the year.

G. There will be opportunities for parents to share concerns and offer suggestions for the continued improvement of Bon Air Elementary's Schoolwide Title I Program through additional meetings and surveys.

H. Bon Air Elementary parents will be given the opportunity to serve on the Bon Air Task Force made up of administrators, teachers, and parents. This Board is designed to guide the development of a stronger Schoolwide Title I program. Members of this task force will plan, review, and offer suggestions for the Parent and Family Engagement Plan & Compact each year.

I. Bon Air Elementary will be open and inviting to parents and families. Parents are welcome in the school, and their support and assistance are sought. Capitalizing on the expertise and skills of the parents strengthens the family, school, and community partnership. Reach out if you want to volunteer!

J. Parent and Family Engagement events will be held throughout the school year. These events will focus on parent trainings, the sharing of instructional strategies, explanations of curriculum and State academic standards, and opportunities for families to participate in learning activities together.

K. Efforts to maintain communication between home and school will be regular, two-way, and meaningful. Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school, where both parties provide vital information about a child's strengths, challenges, and accomplishments. Phone calls, notes, and conferences/meetings will be opportunities for this communication.

L. Schools and parents will cultivate relationships with additional members of the community in order to promote and effectively increase educational opportunities for children. Together, parents, educators, and community members will join efforts toward identifying and promoting community resources and innovative programs for strengthening schools, families, and student learning.

M. Parents are provided with individualized suggestions and materials to help their children become stronger learners. These types of materials are made available throughout the year in the schoolwide Title I Parent Resource Center, at schoolwide Title I parent and family engagement events, and through ongoing collaboration with parents. Information will be sent home to parents regarding how to obtain these materials, and parents are encouraged to contact the school if more information is needed.

N. Information relating to programs, meetings, and activities will be sent to families in a format, to the extent practicable, in a language the parents and family members can understand.

Full realization of the partnership will be achieved through the ongoing commitment and active participation by both home and school.

2026-2027 BON AIR ELEMENTARY SCHOOLWIDE TITLE I STUDENT/SCHOOL/PARENT ENGAGEMENT COMPACT

Student Responsibilities

As a Title I student, I know my education is important to me. It will help me to become a better person. I know my parent(s) or guardian(s) want to help me, but I am the one who has to do the work. Therefore, I agree to:

1. Participate in classroom instruction and give my best effort
2. Take home any work and notes from the teacher to my parent(s)/guardian
3. Give any notes or papers from home to my teachers on time
4. Be at school on time unless I am sick
5. Be responsible for my own behavior
6. Pay attention and follow the rules
7. Read at home at least 15 minutes a day or 1 hour and 15 minutes a week
8. Be cooperative by carrying out the teachers' instructions and asking for help when needed
9. Use Google Classroom as a resource for information

Title I Teacher Responsibilities

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Teach essential skills to your child
2. Be aware of your child's individual needs and work to address them
3. Motivate and encourage your child to work to their potential
4. Communicate and work with your child's classroom teacher
5. Communicate often with you on your child's progress through reports, phone calls, Qmlative and in person
6. Provide information to help you work with your child at home
7. Support the district's Language Arts curriculum and the instruction received in the classroom to help meet the state's Academic Standards 8) Provide parent/teacher conference opportunities 2 times per year
8. Provide opportunities for parents to actively volunteer within the elementary buildings when these opportunities exist
9. Hold an annual meeting to inform parents about our schoolwide Title I programs
10. Use Google Classroom as a resource for information

Parent/Guardian Responsibilities

I realize that my child's education is important and that my participation in my child's education will help their achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability, knowing my child is participating in the Title I program:

1. Review my child's assignments with him/her
2. Give my child a quiet place to study and work at home
3. Make sure my child gets enough sleep each night
4. Make sure my child is at school and on time
5. Spend at least 15 minutes each night either listening to my child read or reading with him/her
6. Attend Title I Family Engagement events & parent-teacher conferences
7. Encourage my child to show respect for all members of the school community and school property
8. Ask teacher(s) for suggestions, materials, and/or help for my child's particular needs
9. Review all school communications and respond promptly
10. Use Google Classroom as a resource for information

Classroom Teacher Responsibilities

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Teach essential skills to your child
2. Implement the district's Language Arts curriculum to help meet the state's Academic Standards
3. Motivate and encourage your child to work to their potential
4. Communicate and work with your child's Title I teacher
5. Communicate often with you on your child's progress through reports, phone calls, Qmulative and in person
6. Provide information to help you work with your child at home
7. Ask teacher(s) for suggestions, materials, and/or help for your child's particular needs
8. Provide parent/teacher conference opportunities
9. Inform parents about classroom procedures and expectations

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Right to Know Guidelines for Parents
Title I Schools

August 17, 2026

In the Burrell School District, we are very proud of our teachers and feel that they are prepared to give your child a high-quality education. Being that our elementary school is a Title I School, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teacher training and credentials. We are happy to provide this information to you upon request.

At any time, you may ask:

- **Whether the teacher met state qualifications and certification requirements for the grade level and subject, he/she is teaching.**
- **Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and**
- **What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.**

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- **Information on policies regarding student participation in assessments and procedures for opting out, and**
- **Information on required assessments that include**
  - **subject matter tested,**
  - **purpose of the test,**
  - **source of the requirement (if applicable)**
  - **amount of time it takes students to complete the test, and**
  - **time and format of disseminating results**

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers are highly skilled. We are pleased to report that all of our teachers in the Burrell School District are highly qualified as is identified by the federal regulations.

If you have any questions, please contact the Administration Office at 724-334-1406.

Sincerely,

Dr. Shannon L. Wagner
Superintendent

Dr. Autumn Turk
Title I Coordinator
Director of Curriculum & Development

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Title I Program Description

Title I is a federally funded supplemental reading program. Supplemental reading instruction is available to all students in grades Kindergarten through 4th grade who demonstrate a need for this instruction. Students selected for this program are identified through assessments and teacher observations. The Title I teachers are certified reading specialists who work closely with the classroom teachers to develop appropriate interventions.

The purpose of the program is to provide additional instruction and practice in all facets of the reading process. Students are taught in educational environments that best meet their needs. Supplementary instruction may occur in small flexible groups that meet three to five times per week or in the whole class setting. Parents are informed of their children's progress through report cards, assessment reports, and parent conferences. Parents are also informed about the Title I Program through take-home information, the district website, student planners, and parent meetings.

All parents have the opportunity to be involved in the planning of the Title I program. In the fall, an informational meeting is held to share the plans for the school year, and parents are given the opportunity to provide input into how federal funds will be used in the district's Title I Program. Throughout the school year, parents are asked to review and assist in designing strategies for increasing parental involvement. The Title I program believes that parents are partners with teachers in strengthening their children's reading skills. Therefore, parents are encouraged to volunteer in their child's school and practice reading with their children at home. At the end of each year, parents are asked to fill out a survey pertaining to the Title I program. The information from the survey is used to inform the Title I staff about the needs of the parents and students so that it can be used to develop a plan to address those needs during the upcoming school year.

To inquire about Schoolwide Title I Programming, please contact:

Dr. Autumn Turk
Title I Coordinator
autumn.turk@burrell.k12.pa.us
724-334-1406 x2291