

Title I Parent and Family Engagement

Purpose

This procedure guides the implementation of a parent and family engagement plan in each Title I school program in the district.

Scope

This procedure applies to the Superintendent, administrators, the district Title I/Learning Assistance Program (LAP) Director and staff, students, parents, guardians, family members and the community.

Procedure

1. INTRODUCTION

- 1.1. Parent and family involvement in student learning contributes to the achievement of academic standards by students, and is a cooperative effort between district schools, parents or guardians (hereafter “families”) and the community. To enable and support family engagement for maximum benefit to students, the Superintendent or designee will ensure that each Title I school program within the district develops a plan to actively involve families and, in doing so, complies with the requirements of federal law.
- 1.2. **School-Based Parent and Family Engagement Policy (Plan) and Procedures**

The district operates one Title I school-wide program in the Valley K-8 School, and therefore it is understood that district-wide policy applies generally to all students and families. As such, to avoid duplication and promote clarity, this procedure guides both the district and the school level Title I Parent and Family Engagement Plan and incorporates practices specific to Valley School. If, in the future, the district operates another school Title I program, separate policy and procedures will be developed for each individual school program.

2. JOINT DEVELOPMENT OF FAMILY ENGAGEMENT POLICY (PLAN)

The following actions will involve families in the joint development and effective implementation of its district/school Parent and Family Engagement Plan and related activities.

- 2.1. The district and school will offer opportunities for family member participation in the district-wide Family Engagement Committee to strengthen relationships between school and community and build understanding of the role each plays in the academic and social development of students.
 - 2.1.1. Staff representatives from each school/program will participate, offering information and feedback to families about all student development ages and stages.

- 2.1.2. Meeting activities will promote joint decisions about the workgroup's annual focus for improvement, such as developing ways to strengthen family support or organizing family-led activities. Roundtable discussions and information exchanges on current topics of interest or concern to families and staff will be facilitated by representatives from each school/program.
- 2.1.3. Committee meetings will occur one day each month with morning and evening sessions to facilitate attendance. Childcare will be offered during meeting times to support family involvement and remove barriers to participation.
- 2.2. An annual informational meeting of families of participating Title I, Part A students will be held to explain the purposes, requirements, and parent/guardian rights of the Title I program.
 - 2.2.1. All families of Title I students will be invited to attend the annual meeting, which will occur during the Valley School Open House on the second Thursday in September. The meeting will be organized and hosted by the Title I/LAP Director and the school principal with the help of the Intervention Team, and will be held in the Multi-Purpose Room.
 - 2.2.2. Information will be provided to families of children served by the district/school, as appropriate, to facilitate understanding in the following topics:
 - (a) The State's essential academic learning requirements.
 - (b) The Common Core State Standards and the Next Generation Science Standards.
 - (c) A description and explanation of the school's curriculum, which is also posted on the school website.
 - (d) The State and local academic assessments, including alternate assessments, used to measure student learning progress. Explanations of achievement levels corresponding to state standards also will be discussed during biannual student/parent/teacher conferences.
 - (e) How to monitor a child's progress.
 - 2.2.3. Notification of the annual meeting will be distributed to families in the twice-monthly Menu Notes, the Open House promotional flyer and posted on the district and/or school website pages, as appropriate.

3. ANNUAL EVALUATION

- 3.1. Evaluation survey(s) will be presented at the annual meeting and periodically during committee meetings. Families will be encouraged to provide feedback on the content and effectiveness of district/school Parent and Family Engagement Plan and related

activities, and suggestions for improvement. Surveys will support identification of the following:

- (a) Barriers to greater participation by families in school-parent/guardian activities and suggestions for increasing participation.
- (b) The needs of families to assist with learning and how best to engage with school staff.
- (c) Strategies to support successful interactions between school staff and families.

3.2. The district/school will use findings of the evaluation to design strategies for more effective parent and family engagement, and will revise the district/school Parent and Family Engagement policy and procedures when necessary.

4. TITLE I PROGRAM ENGAGEMENT AND IMPROVEMENT

The following actions, guidance and/or activities will support school-family partnership in the shared responsibility of improving student academic achievement and the process of school review and program improvement:

- 4.1. The annual school improvement plan will be posted in the fall on the district and/or school website, as appropriate, where families will have the opportunity to review the school learning goals. Families will be encouraged to participate in the school self-review by offering their suggestions and ideas through periodic surveys.
- 4.2. Barriers to family engagement in school-led activities will be minimized through the following actions:
 - (a) Conducting joint family meetings, and coordinating or integrating similar strategies with other Title I programs (LAP, special education, ECEAP, etc.), to the extent feasible and appropriate.
 - (b) Holding meetings at various times of the day and evening.
 - (c) Arranging for in-home conferences.
 - (d) Offering reasonable access to Title I staff to discuss student progress.
 - (e) Using Title I funds to facilitate family attendance at meetings by payment of transportation and child care costs.
- 4.3. A Parent-School Compact for Student Achievement (Form #4130F1) will be jointly developed with families and updated at the beginning of each school year. The compact outlines school/teacher, parent/guardian and student responsibilities and goals for success, and serves as a written agreement and plan of action to be discussed during student/parent/teacher conferences.
- 4.4. The district/school will provide materials and training to help families work with their children to improve their children's academic achievement by:

- 4.4.1. Offering parenting workshops at least three (3) times per year to provide best practices and guidance on how families can assist at home in the education of their child, such as through literacy training, use of technology and the positive use of extracurricular time.
- 4.4.2. Actively engaging families in student learning by providing access to and/or information about:
 - (a) The instructional support program, called WIN (What I Need) Time (described in Form 4130F2). Staff will provide an explanation of the reasons supporting their child's selection for this program.
 - (b) Core Knowledge “grader” books for families of K-6 students.
 - (c) Frequent reports about student progress and improving study skills.
 - (d) Instruction on using Skyward Family Access for monitoring grades and attendance.
 - (e) Utilizing the school’s resource library.
 - (f) The *Fast ForWord* and Accelerated Reader (AR) programs for monitoring student reading achievements.
 - (g) The *DreamBox* program for monitoring math achievements.
 - (h) Daily Summer Activity Workbooks to keep skills active during summer break.
 - (i) Opportunities to participate in free Summer Activity Camps.
- 4.5. Families will be given the opportunity to volunteer in the classroom, and observe classroom activities and the school environment. If requested by families, the school will provide opportunities for meetings with teachers and Title I staff to discuss student progress, formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
- 4.6. District personnel will work with school program teachers, principals and other staff to foster ways to reach out to, communicate with, and engage families as equal partners. School staff will be encouraged to implement and coordinate classroom learning activities that will involve parent and family participation and build ties between the school and community.
- 4.7. To ensure regular, two-way meaningful communication, information related to the school and family programs, meetings, and other activities will be provided regularly to the families of participating children and, to the extent practicable, in a language and/or format the families can understand.
 - 4.7.1. General school information will be provided to students, families and the community on the district website and/or school website pages, as appropriate.

- 4.7.2. The Title I Parent and Family Engagement policy and procedures may be viewed on the district website. A summary will be included in the Valley School Student-Parent Handbook. The handbook is given to all returning students at the beginning of each school year and to all new students as they enroll throughout the year. A link to the online handbook is provided on the school website.
- 4.7.3. Information about the Title I Parent and Family Engagement Plan will be made available upon request and, to the extent needed and practicable, in multiple languages or formats.

Supporting Documentation

4130F1-Parent-School Compact for Student Achievement (template)

4130F2-WIN Time

Document History

Action:	Date:
New	August 18, 2010
Revised	November 19, 2014
Revised	May 16, 2018
Revised	