



James Burd Elementary School
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Andrea Pyles, Principal

Title I Parent and Family Engagement Policy 2023-2024

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 James Burd Elementary School, in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level. 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:
 - Parents will be involved in brainstorming and decision-making regarding parent involvement funds.
 - School will provide an annual survey for parents to provide feedback on programming.
 - Parent representation on the building level Title I Committee.
 - Annual PTO presentation of Title I goals and information.
2. Convene an annual meeting, at a convenient time:
 - James Burd Elementary School will hold a Title I meeting to explain Title I programming to parents, and provide contact information for specialists. All parents and family members of participating children shall be invited and encouraged to attend.
 - Inform parents of the school participation in Title I and explain requirements of the program.
 - Parents will receive a copy of the Parent and Family Engagement Policy. This information will also be posted on the district website.
3. Provide parent meetings, including conferences, will be held at various times of the day.
 - Parent conferences can be held during the school day at mutually agreeable times.
 - Parent/Teacher conferences are held in the evening hours to accommodate work schedules.
 - Parent/Teacher communication is completed in person, by telephone, email and zoom throughout the school year.
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:
 - Annual presentation of Title I goals and progress at a PTO meeting.
 - Progress information shared at Title I family events.
5. Provide parents and family members of participating children with timely information about the Title I program:
 - Provide families with Title I event information via email and hard copies.
 - Provide information to families via the school Facebook page.

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:
 - Teachers will provide information regarding curriculum resources, curricular units of instruction and assessment throughout the school year via newsletters, emails and conferences.
 - School newsletter will annually share assessment information with parents.
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 will be involved in Title I programming dialogue during PTO meetings.
 - Families will be invited to participate in Child Study Team meetings and Parent/Teacher conferences.
8. Involve parents and family members in the joint development of the Schoolwide Program Plan in accordance with federal law:
 - Family and community members will be included on the Title I Committee.
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 for high quality curriculum and instruction, support and encouragement for academic progress, and partnering with families to support the classroom instruction.
 - Describe how parents/families can support their children at home by reviewing academic work and information sent home by the school, and encouraging children to become involved in different activities.
 - The compact will stress the importance of positive home/school communication and positive relationships.
 - Inform parents of the academic progress of their child via quarterly progress reports.
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:
 - Teachers will provide parents with information regarding district diagnostic and benchmark assessments.
 - Grading information will be provided to parents in the Elementary Parent Handbook.
 - Teachers will update Skyward regularly with graded assignments.
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:

- Teachers and staff will provide parents with information regarding academic support in Reading and Math.
 - Students are instructed on best practices and safety for technology usage.
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:
- Professional development will be provided to teachers regarding the importance of family communication and family involvement in education.
 - Parent volunteers will be utilized for various programs and support throughout the school year.
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:
- Partnership between the school and the Shippensburg Boys and Girls Club Before/After School Program.
 - Provide K-5 families with events that promote literacy and math.
 - Provide building specific events to engage families in the educational program.
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:
- School communication will be sent to families electronically and paper copy.
 - Weekly newsletter provided to families via email.
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):
- District officials will assist the school in translating documents into various languages as needed during the school year.
 - Language Line services will be utilized to communicate with parents as needed during the school year.
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:
- School provides a monthly events calendar to all students and families.
 - School uses phone calls, written communication, email and social media to inform parents of events, activities and important information.

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.

The building principal and/or Title I staff shall notify parents and family members of the existence of 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 objectives to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.

Each school with a Title I program shall provide communications, information and school reports to parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, in a language and format they can understand.