

**Book**

Policy Manual

**Section**

900 Community

**Title**

Parent and Family Engagement

**Number**

918.1 Amendment PS

**Status**

Active

**Adopted**

September 7, 2018

**Last Revised**

September 7, 2018

**Purpose**

Chartiers Valley Primary School is committed to providing a quality education for every child in the school. When schools and parents and family members form strong partnerships, all children's potential for academic success improves significantly.

**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**

Chartiers Valley Primary School will involve parents/guardians in the development of the school plan and in the process of school review and improvement in the following ways through parent and family participation:

1. Title I parents/guardians will participate in the development of the Title I Plan and will be part of the school review and school improvement (if applicable) procedures.
2. Title I parents/guardians will serve on the planning committees for the Title I Plan and the School Improvement Plan (if applicable).

3. Title I parents/guardians will plan, review, and update the school's and district's parent and family engagement policies.
4. Title I parents/guardians will jointly develop a learning contract/compact that outlines how parents/guardians, the entire school staff, and students will share in the responsibility for improved student achievement.
5. A yearly meeting will be held to provide Title I parents/guardians the opportunity for input into the planning, implementation, and evaluation of the Title I program.

Chartiers Valley Primary School will hold an annual meeting with Title I parents/guardians in the fall to inform parents/guardians of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved. The following items will be discussed: Title I budget, parent and family engagement policies, overview of Title I (expectations and requirements), standards-based instruction and assessment, overview of the school's curriculum, proficiency levels, multiple criteria for entrance into the program, monitoring student progress, how to work with teachers, Learning Contract/Compact, and activities for home. Parents/Guardians will be invited by letter and, if new to the program, receive a phone call.

Chartiers Valley Primary School will provide technical assistance and support to its Title I program in planning and implementing effective parent and family engagement activities. The school will:

1. Assist the Title I program in identifying clear and measurable goals for parent and family engagement.
2. Actively support staff and promote efforts that increase the level and quality of parent and family engagement.
3. Provide parents/guardians and staff information, materials and training on required and effective parent and family engagement policies and practices. Provide to Title I program best practices, ideas, materials, new approaches, research and other program information in order to improve their parent and family engagement programs.
4. Research and model effective parent and family engagement activities and practices.
5. Provide resource materials for parent/guardian meetings, workshops, and take-home learning activities. Parent/Guardian meetings, including parent/guardian conferences, will be held at different times during the day. The school will provide, if requested by parents/guardians, 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 suggestions as soon as practically possible.
6. Provide parents/guardians of participating children with timely information about the Title I program. Parents/Guardians will be invited to parent-teacher conferences in November of each year in addition to receiving quarterly report cards for first and second grade and twice a year in kindergarten. Progress grades can be found throughout the

grading period on the Infinite Campus Portal. Information can also be obtained through the Title I page of the Chartiers Valley Primary School website or by contacting a Reading Specialist.

7. Assist the Title I program with training and ideas on reaching hard-to-reach parents/guardians and parent and family engagement activities.

8. Collaborate with the PTG, community agencies, and businesses to provide activities that build capacity for parents/guardians to assist learning and participate in school processes, such as parent/guardian workshops or family unity activities.

Chartiers Valley Primary School will build the school's and parents' and family's capacity for parent and family engagement by offering programs to strengthen the school/family partnership by providing materials and training for school staff and parents/guardians. A learning contract/compact will be jointly developed, and reviewed annually. The contract/compact outlines how parents/guardians, the entire school staff, and students will share in the responsibility for improved student achievement. The school will:

1. Educate school staff and parents/guardians in the value of contributions of parents and family and how to reach out to, communicate with and work with parents and family as equal partners to implement and coordinate parent and family programs and to build ties between parents and family and the school.

2. Provide staff development for teachers, families, administrators, staff, and others on how to increase the level and quality of parent and family engagement.

3. Provide training through meetings, resources, and conferences to parents/guardians in understanding topics such as the importance of challenging academic standards and how they can help their children meet them, monitoring their children's progress, and literacy skills that help parents/guardians work with their children. Training will include resources on the school district website, activities to do at home, and the parent/guardian resource center.

4. Provide information and, if needed, assistance to program and parents/guardians in understanding state academic content and performance standards, state and local assessments, requirements of Title I, and how parents/guardians can assist in their child's education.

5. Provide the Title I schools, to the extent feasible and appropriate, with information on how to work with business partners and/or other community organizations to learn about Title I to encourage school/family/community partnerships.

6. Provide information to Title I schools and parents/guardians on the district website.

7. Ensure Title I parents/guardians with limited English proficiency, literacy difficulties, or other disabilities are given the same opportunities as other parents/guardians but these opportunities may be structured, adapted, or modified so that these parents/guardians may receive the same benefits and services as the other Title I parents/guardians.

8. Chartiers Valley Primary School will coordinate Title I parent and family engagement activities with other parent and family engagement activities.
9. Coordinate Title I parent and family engagement activities, to the extent feasible and appropriate, with other programs by providing mutual parent and family engagement training and information.
10. Collaborate with community agencies to inform schools and parents/guardians of literacy training and parent/guardian education. Chartiers Valley Primary School will conduct with parents/guardians an annual evaluation of the content and effectiveness of the parent and family engagement policy to assess how much parent and family engagement has increased and the barriers to parent/guardian participation that needs to be addressed. The findings will be used to design strategies for school improvement and to revise parent and family engagement policies.
11. Conduct an annual survey and follow-up meeting in the spring for Title I parents/guardians to evaluate the content and effectiveness of the Title I parent and family engagement plans, procedures, and policies and use the evaluation to identify successful parent and family engagement strategies, barriers to parent/guardian participation, and make recommendations for improving parent and family engagement. Barriers to participation of parents/guardians who are economically disadvantaged, disabled, have limited English proficiency, are limited in literacy skills, or are part of an ethnic/minority background, will be identified to ensure greater parent/guardian participation in school activities. If necessary, after review of the findings of the evaluation, procedures will be revised.

Chartiers Valley Primary School will budget at least one (1) percent of its allocation for parent and family engagement materials and activities. At least ninety (90) percent of the one (1) percent of the allocation for parent and family engagement at the district level will be used for school-based parent/guardian activities.

Parents/Guardians will have input into the funding for parent and family engagement through the district and school planning process. Title I funds may be used to pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation, childcare, or home visit expenses to enable parents/guardians to participate in school-related meetings and training sessions.

References: State Board of education Regulations – 22 PA Code Sec. 403.1  
Every Student Succeeds Act  
Board Policy – 102