

***[THIS POLICY IS NOT TO BE USED IN ITS CURRENT FORM.  
EACH SCHOOL OPERATING A TITLE I PROGRAM NEEDS TO ENTER THEIR  
SPECIFIC INFORMATION IN THE BRACKETS BELOW]***

## **TITLE I PARENT AND FAMILY ENGAGEMENT POLICY**

### **Hance Elementary School**

#### **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 **Hance Elementary** in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.

#### **Components**

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:
  - **Annually, meetings will be held with parents of Title I eligible students. The policy will be reviewed and feedback will be elicited regarding possible improvement of the policy.**
2. Convene an annual meeting, at a convenient time:
  - To which all parents and family members of participating children shall be invited, and encouraged to attend;
  - To inform parents and family members of their school's participation as a Title I school; and
  - To explain the requirements and the rights of parents and family members to be involved.
    - **Annually, a meeting(s) with parents of Title I eligible students is scheduled with the Title I teacher(s) to inform family members of the school's participation as a Title I school, explain the rights of parents and family members, and ask for parental input on policy 918 revision.**
3. Offer a flexible number of meetings in the morning and/or the evening, and may provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through payment of transportation, child care costs and/or refreshments.
  - **Meetings may be offered on multiple occasions including parent teacher conference days, individual meetings with principal, evening meetings, etc...**

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:
  - **Partners in Print**
  - **Title I Annual Fall Meeting**
  - **Title I Annual Spring Meeting**
  - **Title I Spring survey**
  
5. Provide parents and family members of participating children with timely information about the Title I program:
  - **Title I Annual Fall Meeting**
  - **Title I Annual Spring Meeting**
  - **Hance Elementary website**
  - **Parent and teacher two-way communication**
  - **Friday Flash**
  - **Information sent home with Title I permission slips after students qualify for services**
  
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:
  - **Hance Elementary website**
  - **Parent-Teacher Conferences**
  - **Meet the Teacher events**
  
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:
  - **Title I Annual Fall Meeting**
  - **Title I Annual Spring Meeting**
  - **Parent Teacher conferences**
  - **Parent Teacher MTSS meetings**
  
8. Involve parents and family members in the joint development of the Schoolwide Program Plan in accordance with federal law. [Note: applies only to Title I schools operating a Schoolwide Program]:

**NA - we are targeted**

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 to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children in Title I programs to meet the state academic standards, and the ways in which each parent and family member will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time and
- Address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum:
  - Teacher conferences with parents and family members in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - Frequent reports to parents and family members on their children's progress;
  - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - Ensuring regular two-way, meaningful communication between parents and family members and school staff, in a language that parents and family members can understand.

- **Review and receive feedback at Title I Annual Fall and Spring Meeting**
- **Information posted on Hance Elementary website**
- **Opportunity to attend volunteer trainings in the fall with school counselor so that parents can be assistive or independent volunteers**
- **Parent teacher conferences**
- **Parent teacher two way communication regarding students' progress**
- **Benchmark reports mailed home three times per year**

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:

- **Reviewed at Title I Annual Fall Parent meeting**
- **Reviewed at Meet the Teacher Night**

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:
  - **Provided through Partners in Print run by Reading Specialists**
  - **Parent newsletters provided by Reading Specialists on website and via email**
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:
  - **Addressed through professional development with staff**
  - **Addressed at induction with new onboard staff**
  - **Addressed with faculty at staff, grade level, and department meetings**
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:
  - **Working toward developing connections with local public preschool programs**
  - **Offer Kindercamp to transition incoming Kindergarten students**
  - **Provide parent book clubs and trainings through Partners in Print**
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:
  - **Information is offered on Hance Elementary website**
  - **Sent via Friday Flash**
  - **Inform parents of translation services available at various school events (Meet the Teacher Night, Partners in Print bulletin board)**
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):

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:

- **Annual Title I Fall Meeting**
- **Annual Title I Spring Meeting**
- **Sent with permission slips home to parents of students that qualify for Title I services**

### **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.