

August, 2023

WESTERN WAYNE SCHOOL DISTRICT
EVERGREEN ELEMENTARY SCHOOL
TITLE I SCHOOL, PARENT, AND FAMILY ENGAGEMENT POLICY

Last Revised: August 2021

Last Reviewed: May 10, 2023

1. **Purpose**

EverGreen Elementary believes that a child's education is a shared responsibility between the school and the parents. Parents are a child's first teacher. When parents value learning, children value it as well. To be sure that the child's best interests are served, home and school must maintain a strong partnership with open communication.

2. **Authority**

Learning can only take place in a safe, orderly risk-free environment. EverGreen Elementary believes that it is the parents who hold the responsibility for their children's behavior in school. During School hours, the Board, through its designated administrators, acts "in loco parentis," or in place of the parents.

3. **Guidelines**

EverGreen Elementary directs that the following activities be implemented to encourage a strong parent-school partnership:

- a) **Open House:** An annual Open House will provide parents with the opportunity to meet their children's teachers. A flier is sent home inviting and encouraging parents and family members to Open House, and information is posted on the District website. During Open House, the following activities will take place:
- A meeting will be held annually to inform parents and family members of the school's participation in the Title I program, to explain the requirements of the program and to remind parents of their right to be involved.
 - During this annual Title I meeting, Title I teachers provide an explanation of the school's curriculum, explain what academic assessments are used to measure progress, describe the State standards' achievement levels, and review state and local academic assessments.
 - Parents will have the opportunity to sign the Title I Home/School Compact. This compact was jointly developed by parents and family members and describes how teachers, the entire school staff, parents, and students will work together to improve student achievement, as well as how the school and parents will establish and maintain partnerships that enable children to meet the demands of the state standards.
 - Parents will receive grade-level packets of materials. These materials will help parents know what skills and strategies are being taught at each grade level. This will help parents when they are working with their child at home. In addition, parents will receive handouts regarding any scheduled upcoming meetings and training workshops.

- b) Parent Advisory Council Meetings: These meetings are held during the year. At these meetings, the Title I School, Parent, and Family Engagement Policy will be developed and agreed upon by parents of Title I children. This policy will be reviewed at the Spring Parent Advisory Council Meeting, so that revisions can be made. All Title I engagement policies will be posted on the Title I website, as well as distributed to parents of participating children.

The Title I Compact will be reviewed annually at the Parent Advisory Council meetings. The Compact will be revised as needed, in order to reflect how parents, school staff, and students contribute to student achievement, as well as how parents and the school community will work together to help children meet the State Standards.

In addition, the school's Title I program will also be reviewed on an annual basis, so that parents can have input into improving the program. This includes parent involvement in planning, reviewing and improving the school's parent and family engagement program. A focus of this committee will be to analyze the amount of involvement of Title I parents. The amount of parental involvement will be determined by looking at sign-in sheets from Title I-sponsored events. Based on that information, the committee will discuss barriers to parent participation and offer suggestions for improvement.

- c) Parent/Teacher Conferences: Parent/Teacher conferences occur in November. These conferences take place during and after the school day. Parents and teachers will discuss how to monitor children's progress and how to work with teachers to improve student achievement.
- d) Parent Workshops: The school will provide materials and training, such as literacy and technology use training, including information about the harms of copyright piracy, to help parents to work with their children, in order to improve student achievement. Title I staff members will also conduct information sessions in order to explain State and local academic assessments, academic content standards, and student achievement standards. Parents will also receive information about monitoring children's progress. Workshops and training sessions will be open to Title I parents, as well as any parents whose children participate in other Federal, State and local programs, such as Head Start. The school will, to the extent feasible and appropriate, provide opportunities that encourage and support parents and family members in being more active in their child's education. Technical assistance will be provided to Title I teachers through the Technology Department, in order to plan and implement effective parent involvement activities. Title I funds may be used to pay for any reasonable and necessary expenses associated with these activities. Please note that parent workshops are contingent upon the Title I budget for the school year.
- e) Meeting of Parents and Staff Members: If necessary, parents and staff members will meet at various times throughout the year. These meetings can be requested by either the school or the parent. These meetings can be held regularly throughout the year if periodic updates on student performance are needed. These meetings will be held at times that are convenient to both parents and participating staff members. Parent suggestions are welcomed and encouraged in making educational decisions about their children. Any decisions made should be carried out in a timely manner.
- f) Communication with Parents: The school will provide parents with current information about the Title I program. This will occur through the Principal's Report, which is a monthly summary of what is happening at each grade level, as well as through monthly Title I newsletters and Title I website updates. Website links will be available to assist

parents in accessing informational websites, such as the Pennsylvania Department of Education, the core reading series, and additional educational activity sites. Through the Title I website, parents will be informed of many Title I topics, including helping parents to understand the State's academic content standards as well as state and local assessments. The website will also be used to provide tips and suggestions for how to monitor their child's progress as well as how to work with their child's teachers in order to improve student achievement. Any information related to school and parent programs, meetings and other activities, to the extent practicable, will be sent to parents and family members in a format and in a language that is easily understood. Documents may be translated by utilizing the TransAct website or other available options.

- g) Fostering Positive Parent/Family Member Interactions: Through various training opportunities which can occur with parental assistance, the school will educate teachers, specialized instructional support personnel, and other staff in the importance and usefulness of parent and family member input. In addition, the school will continually encourage all staff members to create positive, active relationships between parents, family members and staff, by reaching out, communicating, and working with parents and family members, regarding them as equal partners. Parents are encouraged to be involved in school-based activities, such as the Volunteer Program. This school and family involvement can include the implementation and coordination of parent programs.
- h) Parent/Family Member Participation: Through the various activities previously described, (Title I annual meeting, the Parent Advisory Council, conferences, etc.) the school, to the extent practicable, provides 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.

For the benefit of children, the school believes that parents have a responsibility to encourage their children's career in school by:

- ensuring that their children attend school regularly and on time.
- reading all communications sent home and responding to them appropriately.
- giving children a quiet place to study and making sure students complete daily homework assignments.
- reading to and/or with children daily for 15 minutes.
- attending school functions and meetings, such as open house, parent conferences and any Title I meetings.
- communicating with classroom and Title I teachers, in order to keep track of their child's progress.