

# TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

## E.H. Phillips Elementary School

### 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 **E.H. Phillips 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.

#### **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:
  - **Parent meeting- PTO**
  - **Parent survey at the end of the year**
  - **Annual Title I review of program and planning meeting- Spring**
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.
    - **Back to School Night**
    - **Title I Night**
    - **Kindergarten Orientation**
    - **Schoolwide letter**
    - **PTO meetings**
    - **Parent/Teacher Conferences**
3. Offer a flexible number of meetings in the morning and/or the evening
  - **Parent meetings are scheduled at various times during the day and evening to accommodate various work schedules.**
  - **PTO meetings are held in the evening every 2<sup>nd</sup> Tuesday of each month at 6:30 p.m. Parents are encouraged to attend. During these meetings the Principal/Staff share and discuss information with parents specific to E.H. Phillips to include initiatives, parent/family nights, staff training, survey results, etc.**
  - **Parents are invited to meet in the spring to plan and review this policy.**
  - **Title I information will be available to parents who cannot attend the meetings.**
  - **Parent/Teacher conferences are scheduled twice a year with the classroom teacher and other staff as deemed necessary. Parent/Teacher conferences can be scheduled after school on other days based on family availability and phone conferences are also honored as requested.**
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:
  - **Our PTO has regular monthly meetings that are an opportunity for parents to be involved in decisions being made, events being held, and other ways of participating.**
  - **We have Family Events meetings monthly/ bi-monthly in the morning to discuss events that the school will be offering for students and families. Parents are welcomed to attend. Please email [trullinger@cdschools.org](mailto:trullinger@cdschools.org)**

5. Provide parents and family members of participating children with timely information about the Title I program:
  - **Black Board Global Connects**
  - **Email**
  - **Phone call**
  - **Text message**
  - **Flyers**
  - **Packets distributed at Back-to-School Night and Kindergarten Orientation**
  - **E.H. Phillips School and PTO Facebook Page**
  - **E.H. Phillips School Webpage**
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:
  - **Ensure that the teachers have the professional development needed such as state standards, state and local assessments, the requirements of Title I, how to monitor a child's progress and working with educators to improve a child's achievement.**
  - **Curriculum summary (with explanation), examples of academic assessments/progress monitoring, explanations of proficiency levels could be presented/displayed as part of annual meeting.**
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:
  - **This will include parent teacher conferences, academic support meetings (as needed), and regular home-school communication.**
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]:
  - **The compact will be reviewed at Title I Parent meetings and distributed in the fall of the school year.**
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 including virtual distance learning.**
    - **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.**
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:
- **We will provide materials and training to help parents, family members, and foster parents work with their child to improve their achievement (resource room/family involvement nights).**
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:
- **Parent resource room/family involvement nights**
  - **This will be accomplished through family nights that provide strategies for students to complete/practice at home. Title I funds may be used to pay reasonable and necessary expenses associated with parent/family engagement activities.**
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:
- **Ensure that the teachers have the professional development needed such as state standards, state and local assessments, the requirements of Title I, how to monitor a child's progress and working with educators to improve a child's achievement.**
  - **Professional development at Faculty Meeting**
  - **Connecting the learning with action to improve partnerships**
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:
- **This will be accomplished through the district's planned Kindergarten and 5<sup>th</sup> grade transition activities.**
  - **Title I workshops throughout the year; parents would be informed when these sessions would be held.**
  - **Parents will be invited to participate in training sessions with professional staff if requested.**
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:
- **The Title I Program will utilize interpreting services to meet this requirement.**
  - **Printed informational sheets/brochures (material on websites) for parents without computer access.**
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):
- **Family Event nights**
  - **Title I Night**
  - **Parent Resource Room**

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:
- **Title I families will receive information about all of the Title I parent and family engagement events and all Title I communication through paper copies and/or email.**

**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 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.