

Policy Guide



Policy No. 919

Section COMMUNITY

Title TITLE I PARENT AND FAMILY ENGAGEMENT

Adopted DECEMBER 2, 2014

Last Revised APRIL 22, 2025

Reviewed APRIL 22, 2025

POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that parent and family engagement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.</p>	20 U.S.C. 6318 Pol. 102
Section 2	<p><u>Definition</u></p> <p>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.</p>	
Section 3	<p><u>Authority</u></p> <p>The Board directs the District and each of its schools with a Title I program to:</p> <ol style="list-style-type: none"> 1. Conduct outreach to all parents and family members. 2. Engage parents in the joint development of the District's overall Title I plan and the process of school review and improvement as necessary. 	20 U.S.C. 6318

	<p style="text-align: center;">POLICY NO. 919</p> <p style="text-align: center;">TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>3. Engage parents and family members in the development of the Title I Parent and Family Engagement Policy. The District involves parents and family members in the development of the Consolidated Application by inviting input at our spring family engagement event, before the application is written, and through an annual survey. Agenda items include the use of funds from Title I, II, and IV, and parental involvement set-aside if available. All Title I families are invites to participate. Following adoption of the policy by the Board, the policy shall be:</p> <ul style="list-style-type: none"> a. Incorporated into the District’s Title I plan. b. Posted to the District’s publicly accessible website and be available in writing upon request. c. Evaluated annually with parent and family engagement. <p>4. Provide opportunities and conduct meaningful collaborations with parents and family members in planning and implementation of Title I programs, activities, and procedures. The District involves parents and family members in school review and improvement through participation in the PFO, school and district initiatives, and the Superintendent Parent Group.</p>	<p>20 U.S.C. 6312 SC 510.2</p>
Section 4	<p><u>Guidelines</u></p> <p>Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time to explain the goals and purposes of the Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs, through the Title I Parent Advisory Council, survey, and Parent-Faculty organization meetings.</p> <p>The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning</p>	<p>20 U.S.C. 6318</p> <p>20 U.S.C. 6318</p>

	<p style="text-align: center;">POLICY NO. 919</p> <p style="text-align: center;">TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.</p> <p>The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.</p> <p>At these meetings, parents/guardians shall be provided:</p> <ol style="list-style-type: none"> 1. Timely information about Title I programs and district and school level parent/guardian engagement activities. 2. Description and explanation of academic content standards, the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to meet. 3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. <p>To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the District shall:</p> <ol style="list-style-type: none"> 1. Establish meaningful, ongoing two-way communication between the District, staff and parents and family members. The District evaluates the effectiveness of the parent and family engagement policy through an annual survey to Title I families, review and revision of the policy at the fall and spring parent meetings, and feedback from the Title I Parent Advisory Council. 2. Communicate with parents and family members about the plan and seek their input and participation through efficient means of communication such as, the use of newsletters, the District website, email, telephone, parent and teacher conferences, and home visits if needed. 3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds 	<p>20 U.S.C. 6318, 6312</p> <p>20 U.S.C. 6318</p>
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	<p style="text-align: center;">POLICY NO. 919</p> <p style="text-align: center;">TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>that may impede their participation, such as limited literacy or language difficulty.</p> <ol style="list-style-type: none"> 4. Analyze and share the results of the Title I Parent/Family Survey. 5. Post school performance data on the District's website. 6. Distribute and discuss the School-Parent and Family Compact. 7. Host various parent and family nights at each school building with a Title I program. 8. Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support. 9. Actively recruit parents and family members to participate in school review and improvement planning. 10. Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process. 11. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives. <p>If the Title I Plan is not satisfactory to parents and family members, the District shall submit any parent or family member comments with the plan when the school makes the plan</p>	<p>20 U.S.C. Sec. 6318, 6312</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>available to the Board.</p> <p><u>Building Capacity for Parent and Family Engagement</u></p> <p>The District shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:</p> <ol style="list-style-type: none"> 1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children. 2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as: <ol style="list-style-type: none"> a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution. b. Using technology, including education about the harms of copyright piracy, as appropriate. c. Providing information, resources and materials in a user-friendly format. d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities. e. Training on how to use the Parent Portal as a tool to monitor grades and achievement. f. The District provides technical assistance to schools through monthly administration meetings and monthly Title I staff meetings to review and 	<p>20 U.S.C. 6318</p> <p>Pol. 102, 127</p> <p>Pol. 814</p> <p>Pol. 833</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p style="text-align: center;">plan parent and family engagement activities.</p> <ol style="list-style-type: none"> 3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school. 4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children. The District coordinates with other federal, State and local laws and programs through a partnership with Head Start and Hi5! From the Allegheny Intermediate Unit to develop and implement a plan for kindergarten transition. 5. Engage the parent organizations (i.e. PFO) to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies. 6. Train parents and family members to enhance the involvement of other parents and family members. 7. Adopt and implement model approaches to improving parent and family engagement. 8. Establish a district-wide Title I parent and family advisory council to provide advice on all matters related to parent and family engagement in Title I programs. 9. Engage community-based organizations and businesses in parent and family engagement activities. 	<p>20 U.S.C. 2318, 7845 Pol. 140, 212 29 U.S.C. 3271 et seq. 42 U.S.C. 11301 et seq., 9831 et seq.</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>10. Implement an effective means of outreach to the families of English learners.</p> <p><u>Coordinating Parent and Family Engagement Strategies</u></p> <p>The District shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by:</p> <ol style="list-style-type: none"> 1. Involving district and program representatives to assist in identifying specific parent and family member needs. 2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement. <p><u>Annual Parent and Family Engagement Policy Evaluation</u></p> <p>The District shall conduct, with meaningful participation of parents and family members, and annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.</p> <p>The evaluation shall identify:</p> <ol style="list-style-type: none"> 1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority. 2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers. 3. Strategies to support successful school and parent and family interactions. <p>The evaluation shall be conducted through:</p> <ol style="list-style-type: none"> 1. Establishment of a schedule and process for the policy review and revision by parents and family members. 	<p>20 U.S.C. 6318, 7845 Pol. 140, 212 29 U.S.C. 3271 et seq., 701 et seq 42 U.S.C. 11301 et seq., 9831 et seq.</p> <p>20 U.S.C. 6318</p> <p>20 U.S.C. 6318</p>
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	<p style="text-align: center;">POLICY NO. 919</p> <p style="text-align: center;">TITLE I PARENT AND FAMILY ENGAGEMENT</p> <ol style="list-style-type: none"> 2. An evaluation of the effectiveness of the content and communication methods through a variety of methods. 3. A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement outcomes. 4. Focus groups. Parents and family members, and community members, unable to attend the focus groups in person shall have an opportunity to participate in an alternate format. 5. Documentation of parent and family member input regarding Title I programs and activities from throughout the year. 6. A Title I parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the District's Title I population. <p>The District shall use the findings of the annual evaluation to design evidence-based strategies to align with evidence-based strategies to involve parents, using A Toolkit for Title I Parental Involvement from the National Center for Family and Community connections for more effective parent and family engagement, and to revise, if necessary, the District's Title I Parent and Family Engagement Policy.</p> <p><u>School-Parental Compact</u></p> <p>Each school in the District receiving Title I funds shall jointly develop with parents and family members of students served in the program a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the academic standards. Additional ways the LEA involves parents and family members, like a Parent Advisory Council (PAC) include a Title I Parent Advisory Council, PFOs at each school, and Superintendent's parent group. The compact shall:</p>	<p>20 U.S.C. 6318</p> <p>20 U.S.C. 6318</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <ol style="list-style-type: none"> 1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the District's academic standards. 2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time. 3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. <p><u>Documentation of Parent and Family Engagement Practices</u></p> <p>Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.</p> <p><u>Accessibility</u></p> <p>The District and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall ensure that the District's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.</p>	<p>Pol. 916</p> <p>Pol. 916</p> <p>20 U.S.C. 6318 Pol. 140</p> <p>20 U.S.C. 6318, 6312</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>The Federal Programs Coordinator and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:</p> <ol style="list-style-type: none"> 1. An explanation of the reasons supporting their child's selection for the program. 2. A set of goals and expectations 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. <p>Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:</p> <ol style="list-style-type: none"> 1. Support their child's learning. 2. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time. <p>The Superintendent or designee shall ensure that the District and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include: .</p> <ol style="list-style-type: none"> 1. Providing communications in clear and simple language. 2. Posting information for parents and family members on the District's website. 3. Including a telephone number for parents and family members to call with questions. 4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in 	20 U.S.C. 6318
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>sharing information.</p> <p>5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.</p> <p>Previously Revised: January 18, 2022; December 4, 2018; December 12, 2017</p> <p>References:</p> <p>School Code – 24 PA Sec. 510.2</p> <p>Elementary and Secondary Education Act – 20 U.S.C. Sec. 6312, 6318, 7845</p> <p>Rehabilitation Act – 29 U.S.C. Sec. 701 et seq.</p> <p>Adult Education and Family Literacy Act – 20 U.S.C. Sec. 3271 et seq.</p> <p>Head Start Act – 42 U.S.C. Sec. 9831 et seq.</p> <p>The McKinney-Vento Homeless Assistance Act – 42 U.S.C. Sec. 11301 et seq.</p> <p>Board Policy – 102, 140, 127, 212, 814, 916</p>	Pol. 140
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