

# SCHUYLKILL HAVEN AREA SCHOOL DISTRICT

## PARENT INVOLVEMENT POLICY FOR TITLE I SCHUYLKILL HAVEN AREA ELEMENTARY CENTER

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Revised 5/2013

Policy available to view on the Title I website at [www.haven.k12.pa.us](http://www.haven.k12.pa.us)

The Title I Parent Involvement Policy has been developed jointly with, and agreed upon by the Title I Parent Advisory Committee, which include parents of children participating in the Title I program, Title I Liaison, Federal Programs Coordinator and Title I teachers.

### **PART I. GENERAL EXPECTATIONS**

The Schuylkill Haven Area Elementary Center agrees to implement the following statutory requirements:

- The Schuylkill Haven Elementary Center will put into operation programs, activities and procedures for the involvement of Title I, Part A parents, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the Elementary Center will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The Schuylkill Haven Elementary Center will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- Consistent with section 1118, the school district will work with the Elementary Center to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and include, as a component, a school-parent compact consistent with section 1118(b) of the ESEA.

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) that parents play an integral role in assisting their child's learning;*
  - (B) that parents are encouraged to be actively involved in their child's education at school;*
  - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- The Schuylkill Haven Elementary Center will inform Title I parents and parent organization of the purpose and existence of the Title I State Parent Resource Center at Midwestern Intermediate Unit IV.

**PART II. DESCRIPTION OF HOW THE SCHUYLKILL HAVEN AREA ELEMENTARY CENTER WILL IMPLEMENT PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Schuylkill Haven Area Elementary Center will take the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the ESEA:
  - A Title I parent workshop will be held each spring. At this time the Title I staff and parents will work collaboratively to review and revise the Parent Involvement Policy and the School Parent Compact. Registration forms will be distributed to parents to attend the workshop and be a member of the revision team.
  - In addition to the parent workshop, an additional annual meeting will be held with those parents that volunteered to be a member of the Parent Advisory Committee. The purpose of this meeting will be for the Title I staff, Federal Programs Coordinator and parents to work collaboratively to revise the Parent Involvement Policy and the School Parent Compact.

2. The Schuylkill Haven Area Elementary Center will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - At the annual fall Title I parent meeting, Title I requirements will be explained by the Title I Liaison and the Federal Programs Coordinator. Title I teachers will explain both reading and math programs. Opportunities for parents to formulate suggestions for school improvement will be provided and explored.
  
3. The Schuylkill Haven Area Elementary Center will do the following in order to plan and implement effective parental involvement activities to improve student academic achievement and school performance:
  - Needs assessment/Parent Survey in the spring of year
  - Annual parent meeting in October to address results of needs assessment/survey and plan accordingly
  - Implement "Family Fun Nights" to provide strategies and techniques to help parents work with their child in reading, as well as provide an experience for parents to actively engage in their child's education. Childcare will be provided for those parents in need of this service.
  - Spring Parent Workshop to provide strategies and techniques to help parents work with their children throughout the summer months. At this time the Parent Involvement Policy and School Parent Compact will be reviewed and revised annually at Parent Advisory Committee Meeting.
  - Provide information in Elementary Center monthly newsletter
  - Provide suggestions and/or strategies in Title I newsletter (fall, winter and spring editions)
  - Provide and make available to parents information about conferences/workshops that may be held at the IU 29 or other locations
  - Provide and make available information for registration to the annual State Parent Advisory Council (SPAC) conference.
  - Provide information on the Title I Website and Title I Facebook page, which can be accessed on the Schuylkill Haven Elementary Center website.
  
4. The Schuylkill Haven Area Elementary Center will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Local Pre-School and Early Intervention Programs – A Step Ahead, Lil' Rascals, Friedensburg Christian Preschool, Jerusalem Child Care, St. Paul's Preschool, Discovery Workshop, Doodle Bug, St. Ambrose Preschool, Community Engagement for Early Childhood Education, Kiddie Campus, Safe Haven Day Care, IU 29 Early Intervention, and Child Development, The Perception Center as well as local certified home based providers by:
  - Annual evening Spring meeting with Pre-School personnel to provide information about kindergarten curriculum changes and kindergarten screening process. Schuylkill Haven Area Elementary Center provides packet of information about

early childhood learning and early literacy to be shared with parents of preschool children.

- Spring Kindergarten Orientation Meeting held in the evening to explain kindergarten screening process, kindergarten curriculum, how to help child be ready for school, and parent involvement activities available during the school year.
  - The Title I staff will visit local participating preschools, to promote early literacy skills. The Title I staff will interact with students as well as provide information to staff and parents regarding early literacy.
  - The Title I staff will provide and Early Literacy Toolkit to preschool parents at Kindergarten Screening each year.
5. The Schuylkill Haven Area Elementary Center will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- A parent evaluation form will be sent home to parents of Title I children in the spring of each year by the Title I Liaison.
  - Results will be tabulated by the Title I Liaison.
  - Results will be reviewed by the Title I Liaison, Schuylkill Haven Elementary Principal and the Federal Programs Coordinator. Parent suggestions will then be shared at the Annual Fall Meeting and be considered for programming revisions.
1. The Schuylkill Haven Area Elementary Center will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
- A. The Schuylkill Haven Area Elementary Center will provide assistance to parents of children served by the schools Title I program in understanding

topics such as the following, by undertaking the actions described in this paragraph --

- the State's common core standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:
  1. At the Annual Fall Meeting, questions concerning curriculum, proficiency levels, PSSA testing, PA Common Core Standards, Study Island Benchmark Tests, DIBELS Next Assessment, Terra Nova Tests, and Fountas and Pinnell Benchmark Assessment will all be reviewed. In addition, parents will be informed of the eligibility criteria to be identified as a Title I student.
  2. Title I, Part A requirements are reviewed at the Annual Fall Meeting
  3. Title I Newsletters, District Newsletters, Elementary Center Monthly Newsletters and the district Title I website will provide information concerning the tests and curriculum changes
  4. New Student Orientation & Kindergarten Orientation held during the day in August provides information concerning curriculum, standardized testing, progress reports
  5. Teachers provide information about State and local assessments and how to monitor a child's progress during Open House held in September
  6. Meetings are scheduled at a variety of times to accommodate parent schedules and/or requests – during school hours, before or after school, evening. Phone conferences are held with those parents who are unable to attend.
  7. Free materials provided by the US Department of Education on various education topics available at parent workshops, Family Fun Nights, and upon the request of a parent.
  8. On-line grades, homework completion, information from classroom teacher
  9. Individual classroom teacher newsletters
  10. A Parent Resource Library is located in the Title I Liaison's office with a check out system for parents to have access to materials that would assist them in helping their child be successful in school.

B. The Schuylkill Haven Area Elementary Center will provide materials and training to help parents work with their children to improve their children's

academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- “Family Fun Nights” to provide strategies and techniques to help parents work with their child in both reading and math as well as provide an experience for parents to actively engage in their child’s education.
- Information Packets which include lists of appropriate educational websites
- Educational videos on reading, math, literacy, homework, etc. available for sign-out by parents as well as information shared on the district Title I website
- State Parent Advisory Council Conferences made available
- Provide an order form for free resource materials from the Title I Parent Resource Center
- Summer work packets and information will be sent home with each Title I student at the end of each school year

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Discussing parent-involvement activities at faculty meetings
- Exploring parent-involvement in-service programs for teachers, staff members, and parents
- Participate in local parent involvement trainings when available
- Discussing parent-involvement activities at Title I staff meetings.

D. The Schuylkill Haven Area Elementary Center, to the extent feasible and appropriate, will coordinate and integrate parental involvement programs and activities with public preschool programs by arranging:

- Annual evening Spring meeting with Pre-School personnel to provide information about kindergarten curriculum changes and kindergarten screening process. Schuylkill Haven Area Elementary Center provides packet of information about early childhood learning to be shared with parents of preschool children.
- Spring Kindergarten Orientation Meeting held in the evening to explain kindergarten screening process, kindergarten curriculum, how to help child be ready for school, and parent involvement activities available during the school year.
- Title I staff will make visitations to participating preschools to promote early literacy.

E. The Schuylkill Haven Area Elementary Center will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:


- The Title I Liaison and/or Federal Programs Coordinator will relate all information about Title I program, meetings, and other information to the parents of participating children in an understandable and uniform format. Meetings and/or notices will be sent out at least ten days prior to the event. Alternative forms, when requested, will be provided by I.U. 29.

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**PART III. ADOPTION**

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the signature sheet from the May Workshop.

This policy was adopted by the Schuylkill Haven Area School Board on July 17, 2013 and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 30, 2013.

  
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(Signature of Authorized Official)