

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY HAZLETON AREA SCHOOL DISTRICT

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 Hazleton Area School District 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:
 - Conduct surveys to gather parent and family feedback on the policy.
 - Hold focus groups with parents and family members to discuss potential improvements.
 - Include parent representatives in school committees that review and update 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.
 - Schedule the meeting during various times and/or evening hours to accommodate working parents.
 - Provide virtual attendance options for parents who cannot attend in person.
 - Offer translation services to ensure all parents can participate.

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.
 - Host monthly morning and/or evening meetings to discuss Title I programs.
 - If needed, provide child care or transportation assistance for meetings to encourage attendance.

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:
 - Establish a Parent Advisory Council that meets monthly if feasible to review and provide input on the Title I program.
 - Send out any updates on the Title I program via various media outlets and solicit feedback, if necessary.
 - Organize workshops where parents can learn about and discuss the Title I program.
5. Provide parents and family members of participating children with timely information about the Title I program:
 - Use the school's website and social media channels to share information.
 - Send home flyers and notices with students about upcoming Title I events and meetings.
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:
 - Host curriculum events where teachers explain the curriculum and assessments.
 - Provide written guides and resources on the curriculum and assessments.
 - Offer parent-teacher conferences to discuss individual student progress and achievement levels.
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:
 - Schedule parent-teacher conferences throughout the school year when requested.
 - Elicit suggestions from parents through various means, i.e. surveys, meeting, etc.
 - Hold meetings where parents can voice their concerns and suggestions.
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]:
 - Form a committee of parents, teachers, and administrators to develop the Schoolwide Program Plan.
 - Hold public forums to gather input from the broader school community.
 - Review and revise the plan annually with input from parents and family members.
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;
 - Schedule annual parent-teacher conferences to review student progress and discuss the compact.
 - Provide additional meetings upon request to address specific concerns or questions.
 - Frequent reports to parents and family members on their children's progress;
 - Send home quarterly report cards and progress reports.
 - Use online gradebooks and parent portals to provide real-time updates on student performance.
 - 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.
 - Provide bilingual communication materials and translation services.
 - Use multiple communication channels, such as emails, phone calls, and text messages, to keep parents informed.
 - Hold regular parent meetings and workshops.
 - Offer open house events and meet the teacher days.
 - Encourage parents to volunteer for field trips, classroom activities, and school events.
- **School's Responsibility:**
 - Provide a rigorous and engaging curriculum aligned with state standards.
 - Ensure a safe and supportive learning environment.
 - Offer professional development for teachers to enhance instructional practices.
- **Parents' and Family Members' Responsibility:**
 - Ensure children attend school regularly and on time.
 - Support homework completion and encourage reading at home.
 - Volunteer in the classroom or at school events when possible.
 - Participate in parent-teacher conferences and school decision-making processes.

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:

- Offer workshops on understanding state academic standards and assessments.
 - Provide training sessions on how to use online tools to monitor student progress.
 - Distribute guides and resources on how to support children's learning at home.
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:
 - Organize literacy workshops for parents to help them support their children's reading skills.
 - Offer technology training sessions to teach parents how to use educational apps and websites.
 - Provide information sessions on digital citizenship and the harms of copyright piracy.
 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:
 - Conduct professional development sessions on effective parent engagement strategies utilizing the SPAC kits.
 - Invite parents to share their experiences and suggestions during PAC meetings to be shared with the faculty and staff.
 - Encourage experienced parents to support new parents.
 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:
 - Partner with community organizations to offer joint parent workshops and events.
 - Coordinate with other federal and state programs to provide comprehensive support to families.
 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:
 - Translate all communications into the primary languages spoken by families in the district.
 - Use multiple formats (e.g., email, printed flyers, social media) to share information.
 - Provide interpreters at meetings and events to facilitate communication.
 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):

- Ensure all school facilities are accessible to parents with disabilities.
- Offer translation and interpretation services for parents with limited English proficiency.
- Reach out to migratory families to inform them of available resources and support.

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:

- Post the policy on the school's website and social media pages.
- Provide copies of the policy at school events and meetings.

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.