TITLE I PARENT AND FAMILY ENGAGEMENT POLICY
THE DIVINE REDEEMER SCHOOL
2019-2020

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 The Divine Redeemer 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:

   - The Divine Redeemer School develops a Parent and Family Engagement Policy with Title 1 parents and families using a uniform, understandable format that is updated periodically. The policy is reviewed annually and updated as needed to meet the changing needs of parents and the school.

   - A Parent & Family Engagement and Policy Review meeting occurs at the annual meeting, held at the beginning of the school-year. All Title I parents are invited and encouraged to attend. During this meeting, the Parent and Family Engagement Policy is reviewed with parents. Suggestions for updates and changes that will improve the policy to make it a better fit for parents and families are requested and encouraged.

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.
Divine Redeemer School’s annual meeting is held on or near Back to School Night, which is scheduled each year at the beginning of the school year. All Title 1 parents are invited and encouraged to attend.

During this meeting, all attending parents are informed of Divine Redeemer’s participation in a Targeted Assistance Title I program, the requirements of Title I, and the parents right to be informed and involved.

Parents and families receive a packet of information that includes all of the materials presented.

This packet of information is also sent home to the Title 1 parents who are not in attendance.

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.

- Divine Redeemer Title I program provides parent meetings multiple times throughout the school year. The first meeting is held on Back to School Night. Book club meetings are held together with Lenape Elementary School’s books clubs, both in the Spring and in the Fall. Grades 1-3 Book Club is held in the Fall; grades 4-6 Book Club is held in the Spring.

- Parent/Teacher Conferences are held in the Fall and Spring. Meetings are scheduled during morning, afternoon, and evening times to best fit parent schedules. Times are scheduled with the classroom teacher and the Title 1 teacher will plan to attend each meeting, to the extent that is practicable. Educational support meetings are held throughout the school year as needed. In addition, the District-wide parent and family engagement opportunity, Family Fun Fair, is held in the Spring.

- If a parent expresses the need, Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement, including transportation, child care, or home visits to enable parents to participate in school related training sessions and meetings.

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:

- The Divine Redeemer School sends participation/invitation letters to families within the first two weeks of school. This includes a description of the Title I program.
• Information about the annual Title Meeting will be sent home with the program participation letter, including information that the school’s parent and family engagement policy will be reviewed with the intention of making any necessary changes and improvement.

5. Provide parents and family members of participating children with timely information about the Title I program:

• Parent/Teacher Conferences are held in the Fall and Spring during morning, afternoon and evening times. Information about these conferences is sent home via the classroom teacher two – three weeks prior and parents schedule meetings accordingly. The Title I teacher makes it a priority to schedule with the classroom teacher to best accommodate the parents. There is also a letter sent home to parents to inform them of this process at least a week in advance.

• Surveys are sent home to find the most convenient times for parents and families to attend Title I Raising Readers Book Clubs. Book Clubs are scheduled in the fall and spring to include all grade levels. Once the times and dates are set, parents are notified and an RSVP is requested.

• If deemed necessary, parents are invited to attend educational support meetings. The classroom teacher notifies them of the time and date when this meeting is scheduled. The Title I teacher attends these meetings to provide information about the Title I program and provide any training needed.

• Parents are informed of and invited to attend the Title I District Wide Family Fun Night held in the Spring each year. This invitation is sent out at least two weeks prior to the event and parents are asked to RSVP.

• Parents are invited to an end of the policy review meeting. Title I teachers send a survey to the parents to determine convenient times for parents to discuss this policy. Once the surveys are returned, the meeting is held at a day and time that reflects a convenient time for the majority of parents. Information is sent home to parents who are unable to attend.

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:

• The Divine Redeemer School’s classroom teachers provide parents with a description and explanation of the curriculum with an in-class presentation for each grade level on Back to School Night. Parents are informed that DIBELS Assessments are used to measure student progress. Reports with proficiency levels that students are expected to meet are sent home at the beginning, middle,
and end of the year to Title I students. Individual ACT Aspire testing reports are sent home in the fall of each year for grades 4-6.

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:

- The Divine Redeemer School will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children. These opportunities also occur throughout the year through Back to School Night meetings, Title I Annual End of Year Meeting, surveys, and Parent/Teacher Conferences. The Title 1 staff will be present at conferences and ESS meetings to the extent that is practicable to discuss their child’s progress and provide strategies to improve achievement.

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]:

**Divine Redeemer School is a Targeted Assistance school, not Schoolwide.**

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;
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.

- Jointly with parents, The Divine Redeemer School continues to develop a School-Parent Compact that remains fluid as family needs develop and change. This will be accomplished through the Title I Annual School meeting at the end of the year, Back to School Night Meeting, Family Engagement Surveys, Parent/Teacher Conferences, and an End of Year meeting between the Title I staff and the entire school staff. The compact is also discussed with students upon their entrance into the Title I program at the beginning of the year. Title I Progress reports are sent to parents at the beginning, middle and end of the school year. Parents may reach the Title I teacher at Divine Redeemer School via telephone. The teacher can also be reached through the Armstrong School District email, which is provided to all parents and families, along with access to the teacher through the Remind app. The TransAct website can be used, if necessary, to translate documents into languages other than English.

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:

- The Divine Redeemer School’s Title I teacher discusses the State’s Academic Content Standards and Student Achievement Standards by providing information on where to locate these items on the PDE website. Additionally, classroom teachers explain access to the school’s online grading system. This is done at the school’s Back to School Night at the beginning of the year. The Title I staff is present at Parent/Teacher Conferences and educational support meetings to discuss the child’s progress and provide strategies to improve achievement. The Title I handbook is distributed and discussed at Back to School Night and also sent home to those that did not attend.

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:

- Divine Redeemer provides materials and training to assist parents and family members in working with their children to improve their achievement. Literacy and technology training is provided in the form of the Primary (grades 1-3) and Intermediate (grades 4-6) Raising Readers Book Clubs in an effort to foster parent and family involvement. Book clubs are offered in the fall for primary students.
and in the spring for intermediate students. Materials, books, and internet resources are modeled to and provided for parents and families. A Parent Resource Center is housed in the office of Divine Redeemer School where literacy games and materials can be borrowed for parents to use with their child/children.

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:

- The Divine Redeemer School Title I program participates in the Armstrong School District’s District-wide Family Fun Night where students, parents and community organizations are welcome to participate and provide information on their programs. The Divine Redeemer School offers the opportunity for parents to attend the SPAC conference each year. The participant then is asked to present the information to fellow Title I parents on Back to School Night. These opportunities build ties between the school and parents and family members.

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:

- The Divine Redeemer School Title I program provides parent meetings multiple times throughout the year. The first meeting is held on Back to School night. Grades 1-3 Book Club is held in the fall, Grades 4-6 Book Club is held in the Spring. Parent/Teacher Conferences will be held in the Fall and Spring during morning, afternoon, and evening times. Educational support meetings will be held throughout the school year as deemed necessary. A District-Wide family engagement opportunity, Family Fun Fair, is held in the Spring. At the beginning of the year, Title I students are provided with take home folders to carry literacy materials and information on progress between school and home. This folder is also used as a convenient way for parents to communicate with the Title I teacher. Parents are invited to utilize the Remind app to facilitate communication, as well. Title I purchases the Lexia Core 5 program for each Title I student. All families are given information on how to access this program at home.

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:
• Divine Redeemer will, when necessary, utilize the TransAct website to translate necessary documents in an effort to assist parents whose first language is not English so that they can remain informed and able to participate. When the need arises, Title I staff and administration will meet to discuss and plan specific ways to make Title activities accessible to parents with disabilities, parents who have limited English proficiency, and parents with migratory children.

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):

• When the need arises, Divine Redeemer’s Title I staff and administration will meet to discuss and plan specific ways to make Title activities accessible to parents with disabilities, parents who have limited English proficiency, and parents with migratory children.

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:

• The Divine Redeemer School’s Title One teacher ensures that all information related to school and parent programs, meetings, and other activities is sent to the parents and family members of students participating in the Title I program in a language that parents and family members can understand. Take home folders are sent home with information needed about meetings, events, activities, and progress. The school’s website provides easy access to the Divine Redeemer School’s Title I web page where parents can find information on the Title I program. The website TransAct is used to translate from English to the language that parents best understand.

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.