

## **TIOGA SCHOOL DISTRICT-SCHOOLS PARENT AND FAMILY ENGAGEMENT POLICY**

In support of strengthening student academic achievement, the District which receives Title I, Part A funds, hereafter referred to as “District-Schools”, must jointly develop with, agree on with, and distribute to parents and family members of participating children a written Parent and Family Engagement Policy that contains information required by the Every Student Succeeds Act (ESSA). The policy establishes the district-school’s expectations and objectives for meaningful parent and family engagement and describes how the District will implement a number of specific parent and family engagement activities.

### **Definitions**

This policy defines the following:

- *Parent* means a biological, adoptive, step or foster father or mother, or any other individual who stands in loco parentis to the student.
  
- *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. Parents play an integral role in assisting their child’s learning;
  - b. Parents are encouraged to be actively involved in their child’s education at school;
  - c. Parents are full partners in their child’s education and are indeed, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
  - d. Other activities are carried out, such as those described in ESSA.
  
- *Family/family members* are adults living in a student’s household who are related to the student and/or adult relatives living outside the student’s household who, based on school administrator’s knowledge, play a direct and active role in the student’s education (e.g., volunteer in school, attend meetings).

### **District-Schools Parent and Family Engagement Policy Requirements**

The District-Schools agree to implement the following requirements as outlined in law:

1. The District-Schools shall put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures must be planned and operated with meaningful consultation with parents and family members of participating children;
2. The District-Schools shall work to ensure that the required District-Schools Parent and Family Engagement Policy meets the Title I, Part A requirements, and includes as a component, a school-parent compact;
3. The District-Schools shall incorporate this District-Schools Parent and Family Engagement Policy into its district plan;

4. The District-Schools shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the District-Schools Parent and Family Engagement Policy and the joint development of the targeted assistance or schoolwide program plan;
5. The District-Schools shall update the District-Schools Parent and Family Engagement Policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the Parent and Family Engagement Policy available to the local community.
6. The District-Schools shall provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand; and
7. If the District-Schools plan for Title I, Part A is not satisfactory to the parents of participating children, the District shall submit any parent comments with the plan when the District submits the plan to Department of Public Instruction.

### **Required District-Schools Parent and Family Engagement Policy Components**

The District-Schools Parent and Family Engagement Policy includes a description of how the school may implement or accomplish each of the following components:

#### **1. Joint Development**

The District-Schools shall take the following actions to involve parents and family members in jointly developing its district-school plan, and in the development and review of support and improvement plans:

- Tioga School District #15 utilizes its Cognia Committee in the evaluation of its parent-involvement plan.
- The Cognia Committee will be composed of parents, parents of Title I students, educators, and community members who work together in a shared decision-making process. The Committee will meet a minimum of once a year. The Committee will determine if more meetings are needed. Parental involvement will be reviewed and evaluated at the annual fall meeting where suggestions/input will be discussed by the Cognia Committee.
- Include parents in the annual evaluation of the parental involvement policy. The evaluation shall identify barriers to greater participation by parents and use the results to design more effective strategies for parental involvement as noted on the annual survey sent to the parents of Title I students.
- Coordinate and integrate parental involvement strategies under Title I with parent involvement strategies under other programs, including extension agencies, parent volunteer programs, district participation in Imagination Library, and special education preschool services.

**Central Elementary School shall:**

- Involve parents in the planning, review, and improvement of Title I, Part A programs, including the school parental involvement policy and school-parent compact.
- Ensure that communications are sent home quarterly, in a language that the parent can understand, and using a variety of media including phone, school website and app, student handbooks, and letters and/or handouts.

**Tioga High School** shall transition students receiving Title I services when moving from grade 6 to grade 7. Those students will meet with the high school instructional aide the first nine weeks when they will be informally evaluated as to their need to continue with assistance. If those students still require help, arrangements will be determined by the appropriate staff.

**2. Annual Title I, Part A Meeting**

Each district school who receives Title I, Part A funds shall take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the District-Schools Parent and Family Engagement Policy, the schoolwide plan, and the school-parent compact.

Central Elementary will conduct an annual Open House/Title I schoolwide meeting during the fall semester to explain the requirements of Title I, to list strategies used in the program, and to receive input/feedback concerning the Title I program.

**3. Technical Assistance**

The District-Schools shall provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

- Provide information to parents with limited English proficiency, to the extent practicable, in a language parents can understand. The district will utilize a translator; documents that are easily understood; translated documents, when practicable; formal meetings held in the evening; meetings held in an accessible environment; and, information published on the school website and the Tioga app.

- Provide the coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. Title I data will be used in the data collection and analysis. The Cognia team will provide recommendations concerning the allotment of resources deemed for training.

#### **4. Annual Evaluation**

The District-Schools shall take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this District-Schools Parent and Family Engagement Policy in improving the academic quality of its Title I, Part A schools. The evaluation must include identifying barriers to greater participation by parents in 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 evaluation must also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The District may use the findings of the evaluation about its District-Schools Parent and Family Engagement Policy to design evident strategies for more effective parental involvement, and to revise, if necessary, its District-Schools Parent and Family Engagement Policy.

Each year, the Cognia Committee (led by the School District's Superintendent and made up of parents, parents of Title I students, educators, and community members) will review data collected from various sources in evaluating the parent-involvement plan – ways to involve parents in their child's/children's education.

#### **5. Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)**

If applicable, the District-Schools shall involve the parents and family members of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the one percent reserved goes directly to Title I schools.

With the annual Cognitive Committee meeting, the Title I budget will be shared. This will allow members to give input on where the funds are expended.

## **6. Coordination of Services**

The District-Schools shall, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other relevant Federal, State, and local laws and programs that encourage and support parent resource centers, and other programs that encourage and support parents in more fully participating in the education of their children by being a resource for parents and students as much as possible. For example, both elementary school and high school have a school counselor that is aware of Federal, State, and local resources available. In addition, school personnel will continue to work with local businesses and residents in aiding students, parents, and staff members.

## **7. Building Capacity of Parents and Family Members**

The District-Schools shall build the schools' and parents' capacity for strong parent and family engagement by providing materials and training on such topics as literacy training and using technology to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- a. The challenging State academic standards;
- b. The State and local academic assessments including alternate assessments;
- c. The requirements of Title I, Part A;
- d. How to monitor their child's progress; and
- e. How to work with educators to improve the achievement of their child.

Tioga Schools will continue to schedule parent-teacher conferences throughout the school year. In addition, meetings for students on an Individual Education Plan or 504 plan will be held as required or requested by the parent. Parents will also be informed of any online resources, conferences, and workshops that become available throughout the year. In addition, parents will be provided assistance in understanding the following topics:

- a. State academic standards
- b. State and local assessments, including alternative assessments,
- c. How to monitor their child's progress in PowerSchool.

The District-Schools shall provide parent and family engagement of participating children, if requested, 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 request as soon as practically possible. Parents merely need to reach out to school personnel to request such a meeting.

## **8. Building Capacity of District Staff**

The District-Schools shall, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between

parents and schools by: providing professional development from the district to staff members, along with encouraging staff members to attend additional trainings outside the district that are relevant to district needs i.e., Reading, Writing, and Math conferences.

The District-Schools shall provide other reasonable support for parent and family engagement activities as parents may request by:

#### **9. School-Parent Compact**

Each district school who receives Title I, Part A shall take the following actions to jointly develop with parents of participating children a school-parent compact (KAB-E) that outlines how parents, the entire school staff, and students may share the responsibility for improved student academic achievement and the means by which the school and parents may build and develop a partnership to help children achieve the state's high standards. Each year during the annual Cognitive Committee meeting, Tioga Public School-Parent Compact (KAB-E) will be reviewed.

#### **10 Communications**

Each district school who receives Title I, Part A shall take the following actions to provide parents of participating children the following:

- a. Timely information about the Title I programs;
- b. Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement; and
- c. 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.

Currently, Tioga Schools utilize the Thrillshare program from Apptegy, which allows administrators and teachers to upload information to the district's website, along with the capability to send information directly to parents via text message, twitter, and/or facebook.

#### **Building Capacity for Engagement**

The District-Schools Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the District, in meaningful consultation with its parents, choose to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed in ESSA. The District shall implement the following District-Schools Parent and Family Engagement Policy components to improve family-school partnerships.

1. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;

2. Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available resources of funding for the training;
3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;
4. Train parents to enhance the engagement of other parents;
5. Maximize parent and family engagement and the participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school;
6. Adopt and implement model approaches to improving parent and family engagement;
7. Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs; and
8. Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

## Policy Adoption and Dissemination

The Board shall annually review this policy and any associated policy templates. The District-Schools will distribute this policy annually to all parents of participating Title I, Part A students.

**End of Tioga School District #15 Policy KAB ..... Adopted:**

**[02/24]**

