



# C.M. Musser Elementary

500 Cedar Avenue • Sharon, PA 16146



## Parental and Family Engagement Policy

The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

The policy will be:

- developed jointly with and agreed upon by parents and family members of Title I children;
- written in an understandable format and provided in a language parents can understand;
- distributed to all parents and family members of Title I children;
- made available to the local community; and
- updated annually to meet the changing needs of parents, family members, and the school.

### DESCRIPTION OF HOW C.M. MUSSER ELEMENTARY WILL IMPLEMENT REQUIRED PARENT AND FAMILY ENGAGEMENT PLAN COMPONENTS

1. C.M. Musser Elementary School will take the following actions to involve parents and family member in the planning, review, and improvement of the school's Parent and Family Engagement Policy (*ESSA, Section 1116(b)(1)*):
  - *Send invitations to all families to join policy review committee*
  - *Conduct of review of policy during committee meeting*
  - *Incorporate results of committee meeting*
  - *Distribute policy to all families*
2. C.M. Musser Elementary School will convene an annual meeting, at a convenient time;
  - *which all parents and family members of participating children shall be invited and encouraged to attend;*
  - *to inform parents of their schools' participation as a Title I school; and*
  - *to explain the requirements and the rights for parents to be involved (ESSA, Section 1116(c)(1)).*
3. C.M. Musser Elementary School will offer a flexible number of meetings in the morning and/or the evening (*ESSA, Section 1116(c)(2)*)
  - *Parent conference sign-up sheet with desired time*
  - *Parent workshops scheduled during day and evening*
  - *Parent conferences scheduled during morning, afternoon, evening hours*
4. C.M. Musser Elementary School may spend Title I funds to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.
  - *Explanation of Title I Parent Involvement Funds at annual meeting*
5. C.M. Musser Elementary School will involve parents, 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 (*ESSA, Section 1116(c)(3)*).
  - *Parental participation in surveys to collect feedback, comments, and suggestions regarding the Title I program*
  - *Review survey results*
  - *Parental participation in developing plan for improvement*
6. C.M. Musser Elementary School will provide parents of participating children with timely information about the Title I program (*ESSA, Section 1116(c)(4)(A)*).

- *Annual Title 1 meeting*

7. C.M. Musser Elementary School will provide parents 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 challenging state academic standards (*ESSA, Section 1116(c)(4)(B)*).
  - *Curriculum Description*
  - *Reading Expectation Charts*
  - *Acadience Reading Benchmark Goals*
  - *PSSA Student Reports*
  - *Progress Reports*
  - *Report Cards*
8. C.M. Musser Elementary School will provide, if requested by parents, 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 as soon as practicably possible (*ESSA, Section 1116(c)(4)(C)*).
  - *Regular communication and/or meetings either in person or virtually as requested*
9. C.M. Musser Elementary School will involve parents and family members in the joint development of the Schoolwide Program Plan under Section 1114 per ESSA (*ESSA, Section 1116(5)*).
  - *Formation of Schoolwide plan development committee*
  - *Review needs assessment*
  - *Revise plan*
10. C.M. Musser Elementary School's will develop the school-parent compact jointly with parents and family members. The compact outlines how parents, 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 will build and develop partnerships to help children achieve the state's high standards.
  - *Send invitations to all families to join school-parent compact review committee*
  - *Conduct of review of compact during committee meeting*
  - *Incorporate results of committee meeting*
  - *Distribute school-parent compact to all families*

The compact shall:

- *describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging state academic standards, and the ways in which each parent 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 (ESSA, Section (d)(1));*
  - *address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:*
    - *parent-teacher conferences 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 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 family members and school staff, and, to the extent practicable, in a language that family members can understand (ESSA, Section 1116(d)(2)(A-D))*
11. C.M. Musser Elementary School will provide assistance to parents and family members in understanding the challenging 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 (ESSA, Section 1116(6)(e)(1)).

- *Classroom Newsletters/ClassDojo/Google Classroom*
- *Acadience Reading Parent Reports*
- *Parent Conferences*
- *Synergy Parent Portal*

12. C.M. Musser Elementary School will provide materials and training to help parents 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 involvement (ESSA, Section 1116(6)(e)(1)).

- *Parent survey and results to generate workshops offered during the day and in the evening*
- *District Website*
- *Monthly Newsletters*
- *PSSA Preview – (Math and ELA – Grades 3 – 6)*
- *Title I Family Events*
- *Head Start – Transition Workshop*
- *Open House*
- *Student Council Projects*
- *Literacy Festivals/Promotions*
- *Sharon School District Family Center*
- *Parent Tips*

13. C.M. Musser Elementary School will educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, 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 (ESSA, Section 1116(6)(e)(3))

- *Conducting parent surveys (including beginning of the year and school climate surveys)*
- *Tallying results*
- *Parent feedback during Title I meetings/workshops*
- *Staff meetings relating to the results of parent surveys and parent feedback*

14. C.M. Musser Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent 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 (ESSA, Section 1116(6)(e)(4))

- *Mercer County Behavioral Health Commission*
- *Mercer County Head Start Transition meeting*
- *Sharon Family Center*
- *Sharon READ Program*
- *Sharon COOL Program*
- *Annual Title I Meeting*
- *Parent Workshops*

15. C.M. Musser Elementary School will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand (ESSA, Section 1116(6)(e)(5)).

- *Translation of documents and handouts*
- *ELL Teacher communication*

16. C.M. Musser Elementary School will provide opportunities to the extent practicable 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) (ESSA, Section 1116(7)(f)).

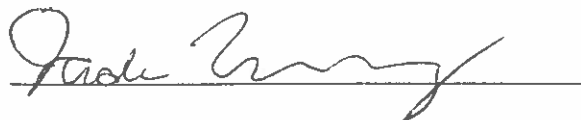
- *Translation of documents and handouts*
- *Classroom messaging apps*
- *Parent communication log*

17. C.M. Musser Elementary School will ensure distribution of the policy to all parents and family members using multiple methods of communication (regular mail and website)

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### **PART III    ADOPTION**

This C.M. MusserElementary School 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 Jade Detwiler.



*Parent Representative*

This policy was adopted by C.M. MusserElementary School on August 30, 2023 and will be in effect for the period of **1 year**.



*Jeff DeJulia, Principal*