

# ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

## Board Policy

CATEGORY: Students

POLICY NUMBER: 317

TITLE: Title I School Parent Involvement Policy

ADOPTED: June 4, 2018

REVISED: January 23, 2020

### **PART I      GENERAL EXPECTATIONS**

Purpose: The Board recognizes that parental involvement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents/guardians and community.

Arts Academy Elementary Charter School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, 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.
- Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.
- The school district will incorporate this District Wide Parental Involvement Policy into its LEA plan developed under Section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools 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.

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- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one 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.
- 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;*
- (D) *the carrying out of other activities, such as those described in Section 1118 of the ESEA.*

### **PART II DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Arts Academy Elementary Charter School will take the following actions to involve parents in the development of our school's Parent & Family Engagement Policy parental involvement plan (ESSA, Section 1116(b)(1)):
  - Hold an annual meeting of parents/guardians of participating Title 1 students to explain the goals and purposes of the Title 1 program
  - Provide parents with the opportunity to participate in the design, development, operation and evaluation of the program

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1. Arts Academy Elementary Charter School will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:

- Creating a welcoming school environment
- Hold a “Back to School Night” prior to the school opening at which parents can meet their children’s teachers, other parents and tour the school building and provide an outline of the goals set out for the year.
- Have teachers make personal contact with families through e-mail and phone calls
- Provide a personal greeting and welcome packet for all parents visiting the school, including important school contact information and school calendar
- Schedule a special orientation day to introduce Kindergarteners to their teachers and tour the school building
- Establish effective school to home and home to school communication
- Clearly communicate school policies to all families
- Gather all available contact information to be able to post letters, make phone calls, send emails and texts
- Establish formal means for families to communicate to administrators and teachers as needed (e.g. direct phone numbers and email addresses)
- Engage families in school planning, leadership and meaningful volunteer opportunities
- Conduct a survey of parents to assess volunteer interests, talents and availability, matching these resources to school programs and staff support meetings
- Share with parents their rights for participation in the process of developing the School Wide Parent \* Family Engagement Policy (ESSA, Section 1116(c)(1)).

1. Arts Academy Elementary Charter School will offer a flexible number of meetings in order to provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance (ESSA, Section 1116(c)(2)):

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- Each year a survey will be conducted to assess the effectiveness of the policy
  - Each year a survey will be conducted to allow parents to voice their opinions
  - Each year update the policy and distribute to parents
  - Introduction of the Title I Program, a workshop, or a welcome night annually
  - Provide opportunities for parents/guardians to meet with classroom and Title 1 teachers to discuss their child's progress.
  - Provide guidance for parents/guardians as to how they can assist at home in the education of their child(ren).
  - The school will provide resource materials for parent meetings, workshops, conferences and take-home learning activities.
  - Offer parent meetings in mornings, afternoons and evenings to best engage all parents and stakeholders.
1. Arts Academy Elementary Charter 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 parents and family engagement program (ESSA, Section 1116 (c)(3)):
- Providing information during an annual fall meeting, parent teacher conference, and on the school's website
  - Organize Title 1 presentations for parents presented by the Title teachers and administration
  - Providing workshop opportunities for parents to explore Title 1 options and assist with the revising of the Parent & Family Engagement policy
  - Providing materials, resources and training to help parents work with their children to improve academic achievement.
  - Communicating regularly with parents on clear and understandable terms. This will include opportunities for parents to participate in decision making roles, volunteer opportunities, and annual parent survey and parent teacher conferences, parent teacher meeting will be scheduled any time as requested by parents

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- Designating a “Moving-Up Day” for Kindergarten which parents assist with organizing and implementing
  - Open House event especially designed for Kindergarten parents and students
  - Collaborate with local middle schools to share their program(s) with our graduating fifth grade students
  - Moving-Up Day/Graduation for Grade 5 students moving on to middle school
1. Arts Academy Elementary Charter School will provide parents of participating children with timely information about the Title I program (ESSA, Section 1116(c)(4)(A)):
    - Hold an annual meeting at the school and invite the parent body to learn about the Title I program
    - Send home announcement/approval letters (in English & Spanish) to inform parents of their child’s participation in the Title I program
    - Invite the parents of qualifying students to a meeting specifically focused on how the Title I program involves their child
    - Provide observation time for parents in the Title I classroom
    - Seek out feedback from parents in regard to their insights into the program and look for suggestions to improve
  1. Arts Academy Elementary Charter 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 1118(c)(4)(B)):
    - Providing parents with a meeting at the school focused specifically on the Title I program and a description of the assessments used to qualify for instruction in the program
    - Providing parents insight into the curriculum resources used for the Title I program
    - Discuss with parents the qualifying status for the Title I program as well as how a student exits from the program
    - Share insight into how placement into the Title I program assists students with

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achievement on the State academic standards; Title I teachers will share the use of student data to achieve this goal

7. Arts Academy Elementary Charter School will, if requested by parents, provide 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)):

- Establishing a Parent/Title I committee that meets regularly to discuss the program
- Formulate a plan for parents to monitor their child's progress.
- Charge the Parent/Title I committee with creating a rubric for parents to use when evaluating their child's progress

8. Arts Academy Elementary Charter School will involve parents and family members in the joint development of the Schoolwide Program Plan under (ESSA, Section 1116(5)) in the following manner:

- Parents will be invited to volunteer to discuss ideas for and develop the Schoolwide Program Plan
- Parents and family members will be asked to review the Schoolwide Program Plan on a yearly basis to ensure it represents the needs of our children.

9. Arts Academy Elementary Charter School will jointly develop with parents and family members a School-Parent Compact. Parents, school staff and students share in the responsibility for improved student academic achievement. To achieve this, AA ECS and its parents will build and develop partnerships to help children achieve the State's high standards. The compact shall:

- Identify the school's responsibility in providing high-quality instruction in an appropriate learning environment
- Engage teacher trainings to create, review and revise curriculum as needed

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- Align curriculum with challenging PA State standards
- Ensure our school is a safe learning environment
- Use achievement data to set specific learning goals
- Organize parent-teacher dialogues to assist with understanding what children are learning in class and how
- Hold parent-teacher conferences twice yearly
- Provide parents with frequent reports on their child's progress
- Provide reasonable access to staff
- Provide parents opportunities to volunteer and participate in their child's class
- Provide meaningful communication between family members and school personnel in a language that family members understand (ESSA, Section 1116(d)((A-D))).

10: There is no Question #10 provided.

11. Arts Academy Elementary Charter School will assist parents and family members in understanding the challenging State academic standards, state assessments, as well as how to monitor their child's progress. Parents will be encouraged to work with teachers to improve the achievement of their children (ESSA, Section 1116(6)(e)(1)). These tasks will be accomplished by:

- Holding a parent workshop specifically designed to discuss the PA Common Core Standards and how they are used to guide the development of units of study and lesson plans
- Providing opportunities for Grade Level parents to become acquainted with learning expectations in regard to academic subjects
- Hosting parents for Mathematics workshops where students and teachers collaborate to provide parental insight into Mathematics learning

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12. Arts Academy Elementary Charter School will provide materials and training to assist parents 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 involvement (ESSA, Section 1116(6)(e)(1)) by:

- Hosting parent workshops focused on academics, technology, the arts and how these are integrated at AA ECS
- Using community resources to guide parents with appropriate use of social media by children
- Securing parent presentations for the school community (parents, teachers, students) which focus on an identified need(s)

13. Arts Academy Elementary Charter School 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 ready 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)) by:

- Developing a workshop for teachers and support personnel specifically focused on valuing parental input and participation in our school community
- Inviting parents to participate in school activities that include teacher participation
- Design parent/student activities, such as a Mother's Day Tea, which students and teachers organize and parents participate with teachers
- Inviting parents to chaperone Grade Level field trips and co-lead with teachers
- Inviting parents to present on topics of interest to students which are connected to Grade Level academics or Arts



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14. Arts Academy Elementary Charter 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)) by:

- Creating and maintaining a welcoming environment in the school
- Having a translator consistently available for parents whose first language is not English
- Providing, when available, home academic materials that are dual language
- Inviting parents and perspective Kindergarten students to tour the school and learn about the academic and Arts programs
- Inviting parents and perspective (older) students to tour the school and learn about the academic and Arts programs

15. Arts Academy Elementary Charter 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)) by:

- Communicating regularly with parents and families
- Providing written communication of materials such as administrative letters and permission forms in both English and Spanish
- Translating often-used pamphlets focused on home-school support services in parent familiar language(s)
- Having an employee available that is fluent in parents' first language

16. Arts Academy Elementary Charter School will provide, as able, 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) (ESSA, Section 1116(7)(f)) by:

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- Providing resources through the Carbon-Lehigh Intermediate Unit #21 to secure translators and provide translated documents
- Providing any accommodations necessary for equal participation in communication or parent/family engagement activities
- Disseminating information through a variety of methods to reach all parents/families

### **PART III SCHOOL WIDE PARENTS & FAMILY ENGAGEMENT INVOLVEMENT POLICY COMPONENTS**

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 district has exhausted all other reasonably available sources of funding for that training;
3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
4. Train parents to enhance the involvement of other parents;
5. In order to maximize parental involvement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
6. Adopt and implement model approaches to improving parental involvement;
7. Establish a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
8. Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
9. Provide other reasonable support for parental involvement activities under Section 1118 as parents may request.

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**PART IV     ADOPTION**

This 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 documentation.

This policy was adopted by Arts Academy Elementary Charter School on 6/12/2017 and will be in effect for the period of the 2017/2018 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before 4/20/2017.

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*Principal*

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*Date*