

**DIVINE REDEEMER
TITLE I PARENT AND FAMILY ENGAGEMENT SCHOOL LEVEL POLICY
2018-2019**

The Divine Redeemer School recognizes that Parent & Family Engagement contributes to the achievement of academic standards by students participating in the Title I Program. The Divine Redeemer School views the education of students as a cooperative effort among the school, parents, and community.

1. The Divine Redeemer School develops a Parent and Family Engagement Policy with Title I parents and family members using an understandable and uniform format that is updated periodically. The policy is developed to meet the changing needs of parents and the school as needed.
 - A Parent & Family Engagement and Policy Review meeting occurs at on Back to School Night at the beginning of each year. All Title I parents are invited and encouraged to attend. During this meeting, all parents are informed of Divine Redeemer's Title I program, the requirements of Title I, and the parents right to be involved. They receive a packet of information that includes all of the materials presented. This information is also sent home to the parents who are not in attendance.
 - 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 Clubs are held together with Lenape Elementary School's books clubs in the Spring and in the Fall. Grades 1-3 Book Club is held in the Fall; grades 4-6 Book Club and Kindergarten Book Club are held in the Spring. Parent/Teacher Conferences are held in the Fall and Spring during morning, afternoon, and evening times. Educational support meetings are held throughout the school year as needed. In addition, a District-wide family engagement opportunity 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.
 - Parents are involved in the organizing, planning, and improvement of the Title I program and the Parent and Family Engagement Plan.
 - Provide Title I parents with timely information about Title I programs.
 - a. The Divine Redeemer School sends participation letters to families within the first two weeks of school which includes a description of the Title I program.
 - b. Information about the annual Title Meeting will be sent home with the program participation letter.
 - c. 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.

- d. Surveys are sent to parents to find the most convenient times for parents 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 asked to respond.
 - e. Parents are invited to attend educational support meetings, if needed, and the classroom teacher notifies them of the time and date when this meeting is scheduled. Title I teachers attend these meetings to provide information about the Title I program and provide any training needed.
 - f. Parents are informed 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.
 - g. Parents are invited to an end of the policy review meeting. Title I teachers send a survey to the parents to find 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.
- The Divine Redeemer School provides parents with a description and explanation of the curriculum with an in-class presentation for each grade level on Back to School Night. The DIBELS Assessments are used to measure student progress and reports with proficiency levels that students are expected to meet are sent home at the beginning, middle, and end of the year. Individual ACT reports are sent home in the fall of each year.
 - 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 occur throughout the year through Back to School Night meetings, book clubs, Title I Annual End of Year Meeting, surveys, and Parent/Teacher Conferences. The Title I staff will be present at these conferences and ESS meetings to the extent that is practicable to discuss their child's progress and provide strategies to improve achievement.
 - Title I teachers meet with parents who have attended the Statewide Parent Advisory Council Conference at the beginning of each year. Parents are asked to share the information gained from this conference with the Title I staff. The Title I staff will then communicate to the school staff the importance of working with parents and family members as equal partners and the importance of building ties between them and the school.
 - The Divine Redeemer School's Title I teacher discusses the State's Academic Content Standards and Student Achievement Standards by providing a demonstration of where to locate these items on the PDE website. This presentation is typically 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.
 - 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, monthly collaboration meetings and an End of Year meeting between the Title I staff and the entire school staff. The compact is also discussed with students.

- 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 will be held in the fall, Grades 4-6 Book Club will be held in the Spring, Kindergarten Book Club will be held in the Spring as well. 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 will be held in the Spring. Title I students are provided with take home folders with literacy materials. Title I purchases the Lexia Core 5 program for each Title I student. Each family is given information on how to access this program at home.
- The Divine Redeemer School Title 1 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.
- 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 program TransAct is used to translate from English to the language that parents best understand.
- Divine Redeemer will use TransAct to translate needed documents so parents are 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.