



# HANOVER PUBLIC SCHOOL DISTRICT

## CLEARVIEW ELEMENTARY SCHOOL

801 Randolph Street · Hanover, PA 17331  
Telephone (717) 637-9000 · Fax (717) 630-4637

Mr. Jay A. Czap  
Principal

[www.hpsd.k12.pa.us](http://www.hpsd.k12.pa.us)

*918 Attachment*

## **TITLE I PARENT AND FAMILY ENGAGEMENT POLICY**

Clearview Elementary School

2021-2022

### **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 Clearview Elementary 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.

The school complies with federal law related to the engagement of parents and family members by detailing how the school will:

### **Components**

Hanover Public School District involves parents in the joint development of the Title I Plan through surveys, parent interviews, and consultation during parent involvement meetings and events.

1. description of how the LEA provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent involvement and described in Section 1116 parent and family involvement activities to improve student academic achievement and school performance

HPSD provides technical assistance through reading specialists meetings and PTO meetings as well as through consultation with the Assistant to Superintendent and district intervention specialist. The goal is to provide capacity-building to effectively improve family involvement and improve student achievement.

2. description of how the LEA coordinates and integrates parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, with other relevant Federal, State, and local laws and programs

HPSD holds semi-annual stakeholder meetings to integrate Federal, State and local engagement education and input. Additionally the Parent Advisory Committee meets 4 times per to coordinate engagement opportunities.

3. description of how the LEA conducts with parents an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all school served under Title I, Part A, including identifying:
  - o barriers to greater participation in activities,
  - o the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers
  - o strategies to support successful school and family interactions

HPSD conducts written surveys, in-person meetings, and online surveys to evaluate the effectiveness of the parent and family engagement policy. An interpreter is available for our Spanish speaking families and all documents are provided in the parents' home language. Parents provide parent involvement education at PTO meetings. Strategies to support parent engagement with school personnel and teachers as well as strategies to support positive interactions are included in this education and in the evaluation tools.

4. description of how the LEA uses the findings of the evaluation to design evidence-based strategies for more effective parental involvement, and how to revise, if necessary, the parent and family engagement policies, and

The LEA uses the findings to add or delete or revise current practices and policies. Additionally best practice and technical assistance through PDE and the Regional Coordinators is used to guide decision-making. Evidenced-based strategies such as anonymous surveys, rapport-building, and community outreach are utilized to improve policies.

5. description of involvement of parents in the activities of the Title I schools.

Parents are involved in the Parent Advisory Meetings, Federal engagement meetings, building-based meetings, as well as consultation with the reading specialists and teachers throughout the parent conferences and actual parent education events, such as the Winter Engagement and School Fairs.

6. Involve parents and family members in the planning, review and improvement of the school's Parent and Family Engagement Policy:

- **Parents and family members will be involved through Title 1 meetings and surveys whether in person or virtual.**
- **Materials will be provided to help parents and family members improve their children's achievement**

7. 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;
- To explain the requirements and the rights of parents and family members to be involved.
  - **December - District Title 1 Event - will either be in person or virtual**

8. 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.

- **Clearview Elementary School's Title 1 Events:**
  - **September - Title 1 Information Video**
  - **September - Kindergarten Reading Make and Take Night (weekday/evening) - might be done virtually**
  - **December - District Title 1 Event (Saturday/morning) - either in person or virtual**
  - **February - Title 1 Night at Science Fair Night (weekday/evening) - either in person or virtual**

9. 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:

- **Clearview Elementary School's Title 1 Events:**
  - **September - Title 1 Information Video**
  - **September - Kindergarten Reading Make and Take Night**
  - **December - District Title 1 Event**
  - **February - Title 1 Night at Science Fair Night****All meetings will be held either in person or virtual**

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

- **Parents and family members are informed about the Title 1 program at the beginning of every school year, at the Title 1 meetings and when the child enters and/or exits the program.**
- **Parents and family members are provided an explanation of the programs their children will be involved in.**
- **At these times the Parent and Family Engagement Policy and School-Parent and Family Compact are distributed.**
- **All information is translated for EL families.**

11. 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:

- **Parents and family members will be informed at back to school night and parent teacher conferences about the curriculum that the school uses.**
- **Teachers may provide websites and informative videos about the curriculum and activities the students can use at home.**
- **Reading Specialist will provide progress monitoring sheets for the Tier 2 and Tier 3 students in Third and Fourth Grades, these will be given 4 times a year with report cards.**

12. 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:

- **Parent-Teacher Conferences are held in November of each school year.**
- **Additional times for parents to meet with teachers will occur throughout the school year as needed.**
- **Assistance is provided to parents and family members in understanding the academic standards and assessments.**

13. 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]:

- **Parents and family members participate in the development of the Schoolwide Program Plan in accordance to federal law.**

- **March - May**

14. 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.

- **The school will provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables children in the Title 1 program to meet academic standards.**
- **Each parent and family member will be responsible for supporting their child's learning; participating , as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.**
- **Parent and family member communication will include but not be limited to; parents conferences, email communication, phone calls, Firefly gradebook, district website, progress reports, report cards and additional meetings as needed.**
- **Reading Specialist will provide progress monitoring sheets for the Tier 2 and Tier 3 students in Third and Fourth Grades, these will be given 4 times a year with report cards.**

15. 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:

- **Parent-Teacher Conferences are held in November of each school year.**
- **Additional times for parents to meet with teachers will occur throughout the school year as needed.**
- **Assistance is provided to parents and family members in understanding the academic standards and assessments.**

16. 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:

- **Clearview Elementary School's Title 1 Events:**
  - **September - Title 1 Information Video**
  - **September - Kindergarten Reading Make and Take Night**
  - **December - District Title 1 Event**
  - **February - Title 1 Night at Science Fair Night**

**All meetings will be held either in person or virtual**

17. 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:

- **Professional development for teachers, grade level meetings, monthly faculty meetings, will educate the staff in the implementation and coordination of programs to meet student needs.**

18. 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:

- **Imagination Library from the Hanover Foundation provides free books for children age 0-5 in the district.**
- **Headstart meets with the district to transition children to elementary school.**
- **Elementary principals provide local pre-schools with curriculum ideas.**

19. 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:

- **All parent and family member communication are translated for EL families.**

20. 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):

- **All parent and family member communication are translated for EL families.**

21. Ensure distribution of the policy to all parents and family members with a child participating in a Title I program by the following means:

- **Parents and family members are informed about the Title 1 program at the beginning of every school year, at the Title 1 meetings and when the child enters and/or exits the program.**
- **Parents and family members are provided an explanation of the programs their children will be involved in.**
- **At these times the Parent and Family Engagement Policy and School-Parent and Family Compact are distributed.**
- **All information is translated for EL families.**

### **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.