



## TITLE I LINCOLNWAY PARENT AND FAMILY ENGAGEMENT POLICY

The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116 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 1 children in a format and in a language the parents can understand. The policy was:

- developed jointly with and agreed upon by parents and family members of Title 1 children;
- written in an understandable format and provided in a language parents can understand;
- distributed to all parents and family members of Title 1 children;
- made available to the local community; and
- updated annually to meet the changing needs of parents, family members, and the school.

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| 1) Parents and family members will be involved in the planning, review and improvement of the school's Parent and Family Engagement Policy through Title 1 Schoolwide Committee meetings and through annual questionnaires. Questionnaires should be made available electronically and/or paper copies. (ESSA, Section 1116)   |
| 2) An annual meeting will be held to inform parents and family members of the school's Title I schoolwide program at the school's Back to School Night and to explain the requirements of the program and the parents' right to be involved. This meeting will be held in the fall of each year. Invitations will be distributed by electronic communication and paper copies. A brochure describing the Title 1 program will be distributed to parents at the beginning of each school year or when students enter Lincolnway. (ESSA, Section 1116) |
| 3) Parent/family meetings, events, and conferences will be offered at different times during the day including morning, afternoon, and/or evenings. (ESSA, Section 1116)   |
| 4) Parents and family members will be involved in the planning, review, and improvement of the school's Title I schoolwide program and the school's Title 1 Parent and Family Engagement Program through a meeting of the Title 1 Schoolwide Committee, surveys at the end of year, and phone conversations with Title 1 staff. (ESSA, Section 1116)   |
| 5) Lincolnway will provide parents/family members of participating children with timely information about the Title I program through school newsletters, school Dojo, school progress reports distributed four times during the year that contain an update on student progress, and an annual brochure. (ESSA, Section 1116)   |
| 6) Lincolnway will provide parents/family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the school's achievement levels of the state's challenging state academic standards through a Standards based progress report, Lincolnway newsletters, and a Title 1 pamphlet. (ESSA, Section 1116)  |
| 7) Lincolnway will provide, if requested by parents/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 as soon as practicably possible. This will include parent / school meetings, student support meetings (if needed), and regular home – school communication. (ESSA, Section 1116)   |

8) As a Title 1 school-wide program, Linconway will involve parents and family members in the joint development of the School-wide Program Plan under Section 1116. (ESSA, Section 1116)
9) A school-parent compact will be jointly developed with parents and family members. The compact will outline how parents, the entire school staff and students will share in the responsibility for improved student achievement. The compact will be reviewed at Title 1 Schoolwide Committee meetings and distributed in the fall or when a child enters Lincolnway. (ESSA, Section 1116)
10) Lincolnway will address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum <ul style="list-style-type: none"> <li>• parent teacher conferences (Held in the fall)</li> <li>• frequent reports to parents (Progress reports will be distributed four times during the school year.)</li> <li>• reasonable access to staff, opportunities to volunteer and participate/observe in their child's classroom, and</li> <li>• ensuring two-way meaningful communication between family members and school staff to the extent practicable in a language that family members can understand. (The Title 1 program uses interpreting services to provide this communication.) (ESSA, Section 1116)</li> </ul>
11) Lincolnway 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 through Standards based progress reports. (ESSA, Section 1116)
12) Lincolnway will provide materials and training to help parents, family members, and foster parents work with their children in grades 2 and 3 to improve their children's achievement, such as literacy training and using technology. This will be accomplished through Title 1 family events, materials from Title 1 teachers, and newsletters. The activities will be developmentally appropriate for students in grades 2 and 3. Title I funds may be used to pay reasonable and necessary expenses associated with parent/family engagement activities. This may include transportation, childcare, literacy supplies, books appropriate for students in grades two and three, snacks, and games. (ESSA, Section 1116)
13) Lincolnway will educate teachers, 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. Parent input will be part of the agenda for Title 1 Schoolwide Committee Meetings. (ESSA, Section 1116)
14) Lincolnway will to the extent feasible and appropriate coordinate and integrate parent and family engagement 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. Lincolnway will work collaboratively with Wallace Elementary on pre-school to Kindergarten transition initiatives as Wallace houses the district's Kindergarten classrooms. (ESSA, Section 1116)
15) Lincolnway 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. The Title 1 program will utilize various interpreting services to meet this requirement. (ESSA, Section 1116)
16) Lincolnway, to the extent practicable, will 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) in the Title 1 Schoolwide Program. Lincolnway families will receive invitations to all Title 1 parent and family engagement events and all Title 1 communication through paper copies or electronic communication. (ESSA, Section 1116)