

## **W. L. CALLAHAN SCHOOL TITLE 1 PARENT AND FAMILY ENGAGEMENT POLICY**

Title 1 regulations require that each school served under Title 1 jointly develop with and distribute to parents of participating children a written parent and family engagement policy agreed on by the parents.

This requirement supports the mission of W. L. Callahan School, which states that our school community will:

*...create a stimulating, secure learning environment where all students are empowered to take responsibility for learning while actively engaged in acquiring the knowledge and skills necessary to become lifelong learners and contributing members of society.*

### **POLICY INVOLVEMENT**

W. L. Callahan School is a Title I targeted assistance school and as such will:

Convene an orientation at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements, and the right of parents to be involved.

- This occurs formally in the fall and the spring of the current school year. Parents are invited to participate in this session, which enables them to provide feedback on the Title I program.
- In addition to the orientation, families have multiple opportunities to provide feedback on the services provided to their children. Parents are accommodated in this process through before and after school meetings, as well meetings during the school day as requested, and parent surveys and questionnaires.

Parents are involved in an organized, ongoing, and timely way, in the planning, review and improvement of Title I Programs. This takes place through:

- Emails
- Monthly Title I newsletters
- Parent/teacher conferences
- Personal contact by Title 1 teachers
- Title I information on our school website
- W.L. Callahan Learning Celebration
- Title I Parent Group that includes monthly meetings to address relevant topics for today's families.

Parents of participating children are provided timely information about the Title I Program, as well as a description and explanation of the curriculum in use at the

school, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

This will be done through:

- Parent friendly progress reports each trimester
- Report Cards
- Parent Teacher Conferences
- Title I Learning Suggestions

## **SHARED RESPONSIBILITIES FOR HIGH EXPECTATIONS OF ALL STUDENTS**

As a component of the parent and family engagement policy, Callahan School has jointly developed with parents a compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This commitment will be demonstrated through:

- Annual parent orientation at the start and the middle of the school year
- Evidence the policy has been sent home to all families (sign and return requirement)
- Frequent reports of student progress to parents
- Reasonable access to staff and opportunities to volunteer or observe classroom activities
- Surveys to gauge the effectiveness of the annual policy (Title I Family Satisfaction Survey) and evidence that the surveys have impacted subsequent policies.

## **BUILDING CAPACITY FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership between the Callahan School Community and the parent community to improve student academic achievement, our school will:

- Provide assistance to the parents of our children in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children. This will be accomplished through:
  - Parent orientations at the start and the middle of the school year.
  - Distribution of Title I Parent Information Folders
  - Parent events on literacy expectations and how to choose "just right books" when visiting the public library.
  - PTF meetings
  - School Improvement Team meetings
  - Parent conferences
  - One-on-one parent meetings
  - Open House

- School Report Night
- Coordination with other school and community groups to maximize opportunities for parents to become involved.

## **ACCESSIBILITY**

In carrying out Callahan School's parental involvement commitment, the school shall 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 in a format and, to the extent practicable, in a language such parents can understand.

Callahan will ensure that parent involvement activities are accessible to all parents by providing the following:

- Varied meeting times and locations
- Translated documents for families with limited English proficiency

This policy was developed and adopted by the W. L. Callahan School Improvement Team and it will be in effect for the 2017-2018 school year.

This policy was reviewed and amended on March 2, 2017.

Policy Review Committee Members:

Julie Mayhew, Director of Curriculum, Assessment, and Professional Development; Title I Director; and Chairperson

Lisa Harpin, Title I Coordinator

Candis Boucher, Title I Parent and Family Engagement Coordinator and Title I Parent

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