



Title 1 - Parent Handbook

Chardon Local Schools

- ✓ Title I - A Parent Right to Know
- ✓ Title I - A Parent's Guide
- ✓ Title I - Parent - School Compact
- ✓ Title I - School Parent Family Engagement Policy





Chardon Local Schools A Parent's Right to Know Title I

A Parent's Right to Know - What is it?

As part of the requirements of the Every Student Succeeds Act (Public Law 114-95), Section 112 (e)(1)(A), any school district receiving Title I funds must notify the parents of each student attending any school receiving Title I funds that they may request, and the district will provide information regarding the professional qualifications of the student's classroom teachers.

The notice does not itself contain the teacher information; it simply tells parents the types of information that they may request.

At a minimum, if a parent requests it, LEA/school must report:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- Whether the teacher is under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree, major of the teacher, and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, if a child is assigned, or taught by, a teacher who is not "highly qualified" for four or more consecutive weeks, the parents must receive timely notice.

A parent may request policies regarding student participation in state mandated assessments as well as disseminating through public means information on each assessment required by the state.



Chardon Local Schools A Parent's Guide to Title I

A Parent's Guide What is Title I?

Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students.

The goal of Title I is to provide extra instructional services and activities which support students identified as failing or most at risk of failing the state's challenging performance standards.

What will Title I do for my child?

The program provides students extra educational assistance beyond regular classroom instruction.

Tutors

Title tutors are evaluated on a scheduled cycle and are all certified teachers, highly qualified for the grade levels and/or content areas in which they are assigned.

Which schools does Title I Serve?

The program serves students in elementary and secondary (middle) schools who have demonstrated that extra assistance is needed. *In our district this year, Chardon Early Learning Center, Park Elementary, Munson Elementary, and Chardon Middle School qualify for services.* Title I also serves students who attend private schools.

How does our school receive Title I money?

First, the federal government provides funding to each state. Then, each State Educational Agency sends money to its school districts. How much money each school receives is determined by the number of low-income students attending that school. Finally, Title I schools: Identify the students at their school who need the most educational assistance based on the criteria that school has chosen. Students do NOT have to be from low-income families to receive Title I services.

What do Title I programs offer?

- Title I programs generally offer small group instruction supports
- Additional tutors
- Opportunities for professional development for school staff
- Extra time for teaching Title I students the skills they need
- A variety of supplementary teaching methods
- Additional teaching materials

How can I get involved?

You can influence the success of your student in school more than any teacher or federal program. By becoming an active participant in the Title I parent involvement plan at your school, you will: Serve as a role model, showing your student that you support his/her education. Assure that you are aware of your student's educational progress; thereby demonstrating how important that progress is to you.



Chardon Local School District School Parent Compact

When school personnel, parents, and students all work together, student achievement increases. One of the required documents for the Title I Program is a School Parent Compact, listing the ways each of the parties will assist in student success. The following is the School Parent Compact for Chardon Local Schools.

School Responsibilities-

Chardon Early Learning Center, Munson Elementary School, Park Elementary School & Chardon Middle School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows: Teachers and tutors will use lesson plans that follow state standards. Teachers and tutors will consult about student needs and will use tutoring, intervention, and/or extended school day times, as appropriate, to preteach, reteach, and provide additional learning opportunities for children. Teachers and tutors will use research proven strategies to instruct students and provide parents frequent feedback on their children's progress.
2. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: during parent-teacher conferences held in the fall and spring, by telephone (during non-instructional times) during the teacher day and through appointments for individual conferences, arranged through the office, and through written communication to answer questions and address concerns.
3. Provide parents opportunities to volunteer and participate in their child's class, and observe classroom activities. Specifically, parents may, upon invitation of the teacher, attend classroom special activities, including parties, presentations, programs and field trips. Upon invitation of the teacher, parents may volunteer in child's classroom.

Parent Responsibilities -We, as parents will support our children's learning in the following ways: (Circle all that apply)

1. Monitor attendance.
2. Make sure homework is completed.
3. Monitor amount of television our children watch or screen time on other devices.
4. Volunteer for activities as available.
5. Participate, as appropriate, in decisions relating to my children's education.
6. Promote positive use of my child's extracurricular time.
7. Stay informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district responding, as appropriate.

Student Responsibilities -As a student, I will share the responsibility to improve my academic achievement and achieve the state's high standards. Specifically, I will: (circle all that apply)

1. Do my homework every day and ask for help when I need to.
2. Read at least _____ minutes every day outside of school time.
3. Give to my parents or the adult who is responsible for my welfare all notices and information received by me.
4. Pay attention to classroom lessons.

School	Parent(s)	Date	Student	Date
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School Parent and Family Engagement Policy

Chardon Early Learning Center

School Year 2023-2024
[Revision Date 8/23/2023]

In support of strengthening student academic achievement, **Chardon Early Learning Center (CELC)** receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

Chardon Early Learning Center (CELC) agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, 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 ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:
 - *Parent and family engagement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:*
 - *Parents play an integral role in assisting their children's learning;*
 - *Parents are encouraged to be actively involved in their children's education at school;*
 - *Parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; and*

- *Other activities are carried out, such as those described in Section 1116 of ESSA.*

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- **Jointly Developed**

Chardon Early Learning Center (CELC) will take the following actions to involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, 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.

Title I Parents are invited in the beginning of the year to join a Parent Feedback Forum. The Forum meetings in the spring to:

- provide feedback
- give suggestions
- be involved in the development of the school parent and family engagement policy
- review and improve parent and family engagement programs

Title I Parents are involved in the planning process through electronic and paper surveys.

- **Annual Title I Meeting**

Chardon Early Learning Center (CELC) will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Under the direction of the district Curriculum Supervisor, a Title I Annual Parent meeting for Chardon Early Learning Center (CELC) is scheduled in collaboration with building Title Tutors and administration.

The meeting is typically held by or before the second week of October. The meeting is held either in person or virtually and is recorded.

- **Communications**

Chardon Early Learning Center (CELC) will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement; and
- Information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

The parent and family engagement policy is distributed to parents annually along with the parent student school compact and parents' right to know. It is also posted on the district's website on

the Title I programming page.

The school communicates information with parents through paper flyers and letters, email communication, social media updates, and posted information on school/district websites.

In person meetings and events are recorded for those who cannot attend.

- **School-Parent Compact**

Chardon Early Learning Center (CELC) will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

Title I Parents are invited in the beginning of the year to join a Parent Feedback Forum. The Forum meetings in the spring to:

- provide feedback
- give suggestions
- be involved in the development and revision of the school-parent compact

Title I Parents are involved in the planning process through electronic and paper surveys.

- **Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)** If applicable, **Chardon Early Learning Center (CELC)** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

NA for Chardon Early Learning Center (CELC)

- **Coordination of Services**

Chardon Early Learning Center (CELC) 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, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

Chardon Early Learning Center (CELC) collaborates with local community partners such as the Geauga Public Library to provide ongoing parental and family support through events, literature, tutoring, and resources.

- **Building Capacity of Parents**

Chardon Early Learning Center (CELC) will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents 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;
- Provide materials and training to help parents 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 engagement; and

- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging state's academic standards;
 - The state and local academic assessments, including alternate assessments; ▪
 - The requirements of Title I, Part A;
 - How to monitor their children's progress; and
 - How to work with educators to improve the achievement of their children.

Chardon Early Learning Center (CELC) holds conference nights, provides online resources, curriculum events, screencast recorded video tutorials for parents, summer programming, and a Parent Institute Newsletter to support parents in helping their students achieve academic success.

• **Building Capacity of School Staff**

Chardon Early Learning Center (CELC) will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

Offering professional development
 Staff meetings
 Feedback Forums

Chardon Early Learning Center (CELC) offers training through staff meetings, virtual PD, guest speakers (ex: community agency counselors, SST), and through department chairs in how to reach out to, communicate with and work with parents as equal partners.

Chardon Early Learning Center (CELC) will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- offering wifi hotspots if and when needed
- providing individual assistance through conferences with administration and/or teachers



School Parent and Family Engagement Policy

Munson Elementary School

School Year 2023-2024
[Revision Date 8/23/2023]

In support of strengthening student academic achievement, **Munson Elementary School** receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

Munson Elementary School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, 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 ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:
 - *Parent and family engagement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:*
 - *Parents play an integral role in assisting their children's learning;*
 - *Parents are encouraged to be actively involved in their children's education at school;*
 - *Parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; and*
 - *Other activities are carried out, such as those described in Section 1116 of ESSA.*

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- **Jointly Developed**

Munson Elementary School will take the following actions to involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, 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.

Title I Parents are invited in the beginning of the year to join a Parent Feedback Forum. The Forum meetings in the spring to:

- provide feedback**
- give suggestions**
- be involved in the development of the school parent and family engagement policy**
- review and improve parent and family engagement programs**

Title I Parents are involved in the planning process through electronic and paper surveys.

- **Annual Title I Meeting**

Munson Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Under the direction of the district Curriculum Supervisor, a Title I Annual Parent meeting for Munson Elementary school is scheduled in collaboration with building Title Tutors and administration.

The meeting is typically held by or before the second week of October. The meeting is held either in person or virtually and is recorded.

- **Communications**

Munson Elementary School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement; and
- Information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

The parent and family engagement policy is distributed to parents annually along with the parent student school compact and parents' right to know. It is also posted on the district's website on the Title I programming page.

The school communicates information with parents through paper flyers and letters, email communication, social media updates, and posted information on school/district websites.

In person meetings and events are recorded for those who cannot attend.

• **School-Parent Compact**

Munson Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

Title I Parents are invited in the beginning of the year to join a Parent Feedback Forum. The Forum meetings in the spring to:

- provide feedback**
- give suggestions**
- be involved in the development and revision of the school-parent compact**

Title I Parents are involved in the planning process through electronic and paper surveys.

- **Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)** If applicable, **Munson Elementary School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

NA for Munson Elementary School

• **Coordination of Services**

Munson Elementary School 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, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

Munson Elementary School collaborates with local community partners such as the Geauga Public Library to provide ongoing parental and family support through events, literature, tutoring, and resources.

• **Building Capacity of Parents**

Munson Elementary School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents 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;
- Provide materials and training to help parents 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 engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:

- The challenging state's academic standards;
- The state and local academic assessments, including alternate assessments; ▪
- The requirements of Title I, Part A;
- How to monitor their children's progress; and
 - How to work with educators to improve the achievement of their children.

Munson Elementary School holds conference nights, provides online resources, curriculum events, screencast recorded video tutorials for parents, summer programming, and a Parent Institute Newsletter to support parents in helping their students achieve academic success.

• **Building Capacity of School Staff**

Munson Elementary School will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

Offering professional development
 Staff meetings
 Feedback Forums

Munson Elementary School offers training through staff meetings, virtual PD, guest speakers (ex: community agency counselors, SST), and through department chairs in how to reach out to, communicate with and work with parents as equal partners.

Munson Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- offering wifi hotspots if and when needed
- providing individual assistance through conferences with administration and/or teachers



School Parent and Family Engagement Policy

Park Elementary School

School Year 2023-2024
[Revision Date 8/23/2023]

In support of strengthening student academic achievement, **Park Elementary School** receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

Park Elementary School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, 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 ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:
 - *Parent and family engagement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:*
 - *Parents play an integral role in assisting their children's learning;*
 - *Parents are encouraged to be actively involved in their children's education at school;*
 - *Parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; and*
 - *Other activities are carried out, such as those described in Section 1116 of ESSA.*

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- **Jointly Developed**

Park Elementary School will take the following actions to involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, 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.

Title I Parents are invited in the beginning of the year to join a Parent Feedback Forum. The Forum meetings in the spring to:

- provide feedback
- give suggestions
- be involved in the development of the school parent and family engagement policy
- review and improve parent and family engagement programs

Title I Parents are involved in the planning process through electronic and paper surveys.

- **Annual Title I Meeting**

Park Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Under the direction of the district Curriculum Supervisor, a Title I Annual Parent meeting for Park Elementary school is scheduled in collaboration with building Title Tutors and administration.

The meeting is typically held by or before the second week of October. The meeting is held either in person or virtually and is recorded.

- **Communications**

Park Elementary School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement; and
- Information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

The parent and family engagement policy is distributed to parents annually along with the parent student school compact and parents' right to know. It is also posted on the district's website on the Title I programming page.

The school communicates information with parents through paper flyers and letters, email communication, social media updates, and posted information on school/district websites.

In person meetings and events are recorded for those who cannot attend.

- **School-Parent Compact**

Park Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

Title I Parents are invited in the beginning of the year to join a Parent Feedback Forum. The Forum meetings in the spring to:

- provide feedback
- give suggestions
- be involved in the development and revision of the school-parent compact

Title I Parents are involved in the planning process through electronic and paper surveys.

- **Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)** If applicable, **Park Elementary School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

NA for Park Elementary School

- **Coordination of Services**

Park Elementary School 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, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

Park Elementary School collaborates with local community partners such as the Geauga Public Library to provide ongoing parental and family support through events, literature, tutoring, and resources.

- **Building Capacity of Parents**

Park Elementary School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents 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;
- Provide materials and training to help parents 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 engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging state's academic standards;

- The state and local academic assessments, including alternate assessments; ▪
- The requirements of Title I, Part A;
- How to monitor their children's progress; and
 - How to work with educators to improve the achievement of their children.

Park Elementary School holds conference nights, provides online resources, curriculum events, screencast recorded video tutorials for parents, summer programming, and a Parent Institute Newsletter to support parents in helping their students achieve academic success.

• **Building Capacity of School Staff**

Park Elementary School will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

Offering professional development
 Staff meetings
 Feedback Forums

Park Elementary School offers training through staff meetings, virtual PD, guest speakers (ex: community agency counselors, SST), and through department chairs in how to reach out to, communicate with and work with parents as equal partners.

Park Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- offering wifi hotspots if and when needed
- providing individual assistance through conferences with administration and/or teachers



School Parent and Family Engagement Policy

Chardon Middle School

School Year 2023-2024 [Revision Date 8/23/2023]

In support of strengthening student academic achievement, **Chardon Middle School** receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

Chardon Middle School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, 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 ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:
 - *Parent and family engagement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:*
 - *Parents play an integral role in assisting their children's learning;*
 - *Parents are encouraged to be actively involved in their children's education at school;*
 - *Parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; and*
 - *Other activities are carried out, such as those described in Section 1116 of ESSA.*

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- **Jointly Developed**

Chardon Middle School will take the following actions to involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, 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.

Title I Parents are invited in the beginning of the year to join a Parent Feedback Forum. The Forum meetings in the spring to:

- provide feedback**
- give suggestions**
- be involved in the development of the school parent and family engagement policy**
- review and improve parent and family engagement programs**

Title I Parents are involved in the planning process through electronic and paper surveys.

- **Annual Title I Meeting**

Chardon Middle School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Under the direction of the district Curriculum Supervisor, a Title I Annual Parent meeting for Chardon Middle school is scheduled in collaboration with building Title Tutors and administration.

The meeting is typically held by or before the second week of October. The meeting is held either in person or virtually and is recorded.

- **Communications**

Chardon Middle School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement; and
- Information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

The parent and family engagement policy is distributed to parents annually along with the parent student school compact and parents' right to know. It is also posted on the district's website on the Title I programming page.

The school communicates information with parents through paper flyers and letters, email communication, social media updates, and posted information on school/district websites.

In person meetings and events are recorded for those who cannot attend.

• **School-Parent Compact**

Chardon Middle School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

Title I Parents are invited in the beginning of the year to join a Parent Feedback Forum. The Forum meetings in the spring to:

- provide feedback
- give suggestions
- be involved in the development and revision of the school-parent compact

Title I Parents are involved in the planning process through electronic and paper surveys.

- **Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)** If applicable, **Chardon Middle School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

NA for Chardon Middle School

• **Coordination of Services**

Chardon Middle School 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, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

Chardon Middle School collaborates with local community partners such as the Geauga Public Library to provide ongoing parental and family support through events, literature, tutoring, and resources.

• **Building Capacity of Parents**

Chardon Middle School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents 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;
- Provide materials and training to help parents 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 engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging state's academic standards;

- The state and local academic assessments, including alternate assessments; ▪
- The requirements of Title I, Part A;
- How to monitor their children's progress; and
 - How to work with educators to improve the achievement of their children.

Chardon Middle School holds conference nights, provides online resources, curriculum events, screencast recorded video tutorials for parents, summer programming, and a Reading Connection Newsletter to support parents in helping their students achieve academic success.

• **Building Capacity of School Staff**

Chardon Middle School will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

Offering professional development
 Staff meetings
 Feedback Forums

Chardon Middle School offers training through staff meetings, virtual PD, guest speakers (ex: community agency counselors, SST), and through department chairs in how to reach out to, communicate with and work with parents as equal partners.

Chardon Middle School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- offering wifi hotspots if and when needed
- providing individual assistance through conferences with administration and/or teachers