

**Title I Parent Involvement Policy**  
**Lackawanna Trail School District/**  
**Lackawanna Trail Elementary Center**

**PART I. GENERAL EXPECTATIONS**

The Lackawanna Trail School District/Lackawanna Trail Elementary Center agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. **(See attached School-Parent Compact.)**
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will 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 required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will 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 parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II. DESCRIPTION OF HOW DISTRICT/SCHOOL WILL IMPLEMENT REQUIRED DISTRICT WIDE/SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Lackawanna Trail School District will take the following actions to involve parents in the joint development of its district wide/school parental involvement plan under section 1112 of the ESEA:

**Conduct an annual spring parent meeting where discussions will be held for any revisions to the current plan, including the School-Parent Compact, as it now stands.**

2. The Lackawanna Trail School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

**Conduct an annual spring parent meeting where discussions will be held for any revisions to the current program as it now stands and where improvement can be made for the future. Results of the annual spring survey assist in the revisions, if needed. (Refer to #5.)**

3. The Lackawanna Trail School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

**Conduct an annual fall parent meeting and verbally survey parents to inform us of topics, etc. for future meetings. Planning for the year is based on this valued parental input. Questions and concerns are addressed concerning the program and the school-parent compact, including its importance, during this meeting.**

4. The Lackawanna Trail School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, and State-operated preschool programs, by:

**Informing parents of activities conducted by Wyoming County H.A.N.D.S. (Helping Area Needs for Diverse [Early Child Care/Education] Services Kindergarten Readiness Project when notified.**

5. The Lackawanna Trail School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

**An annual spring survey will be conducted. The survey will be sent to all Title I parents. The results will be presented at the end-of-year meeting for discussion with parents and possible program adjustments. A tally of survey results will also be sent home to those parents who could not attend the meeting but would like to be informed.**

6. Lackawanna Trail School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,

- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

**The above information is part of what parents sometimes request as items for discussion at our school meetings. Information concerning local workshops with information based on state standards, regional meetings, and state conferences such as SPAC are distributed to parents, along with handouts of web resources of special interests to parents. The building has scheduled yearly Curriculum Nights at the start of each school year where each grade level teacher explains the curriculum and expectations for the coming year. During Parent Conferences, Title I teachers partner with classroom teachers to discuss student progress on both state and local assessments.**

- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

**Offering the following workshops/services at the school level: Kid Writing and Literacy and/or Math Strategies (upon parental request).**

- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

**Providing a means for attending staff development programs that address these issues such as state parent conferences. Also, the Teacher Induction process addresses parents as partners in the education of their children. New Teacher In-service topics shall include but not be limited to the following: Communication Skills, especially related to working cooperatively with parents (e.g., written and verbal communication skill development).**

- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:

**We coordinate through H.A.N.D.S of Wyoming County. The school staff also invites pre-school teachers to the local parent workshops conducted in the district when applicable.**

- E. The school district will take the following actions to ensure that 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:

**All notices to parents, including permission slips and school-parent compacts, go out in easy-to-read fashion—clearly stating time, date, and purposes. Permission slips also include information about Title I as an introduction to this federal program. School-Parent Compacts are also distributed at this time, along with the Parent Involvement Policy. In an effort to accommodate as many parents as possible, we vary the times of the Title I meetings—offering morning and/or evening sessions—and offering at least two (2) per year. Since services are now offered to Kindergarten students, a special Kindergarten meeting is scheduled during February to introduce the program to those parents. Title I staff also piggyback on the school’s Parent-Teacher Conference time, held in the afternoons and evenings twice a year, in order to meet with parents and elaborate on their children’s progress.**

### **PART III. ADOPTION**

This District wide/School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the sign-in sheet from the annual spring meeting.

**Located in the Curriculum Director’s Office. Available upon request.**

This policy was adopted by the Lackawanna Trail School District on May 6, 2014 and will be in effect for the period of three years. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 30<sup>th</sup>.

*Janice R Joyce*

---

*(Signature of Authorized Official)*

---

May 6, 2014

(Date)