

**NORTHGATE SCHOOL DISTRICT  
TITLE I PARENT AND FAMILY ENGAGEMENT POLICY  
HOLY CROSS ACADEMY / RHEMA CHRISTIAN SCHOOL**

**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 the former Non-Public 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.

**Components**

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

1. Involve parents and family members in the planning, review and improvement of the school's Parent and Family Engagement Policy:
  - The Northgate Title I Program recognizes that parent and family engagement involvement contributes to the successful achievement of participating students. Numerous opportunities for parents to be involved occur throughout the year in order to accelerate ongoing student achievement.
  - The Northgate Title I Program will engage parents and families in an organized way in the planning, review and improvement of the instructional programs. This will be accomplished through an annual fall meeting, conferences, and evaluation questionnaires. The findings will be utilized to generate more effective parent and family engagement and help improve the academic quality of the Title I programs. The Title I Parent Resource room is available for all parents to obtain information and check out materials to work with their child at home.
  - A Parent Advisory Council meeting is held annually representing kindergarten through sixth grade. Parents are invited to participate and provide feedback about the programs and services provided. If you are interested in participating on the Parent Advisory Council, please notify your Title I teacher.
  - Surveys are sent home to parents and families who are not in attendance at conferences, as well as the annual October and January meetings.
2. Convene an annual meeting, at a convenient time:
  - To which parents and family members of participating children shall be invited, and encouraged to attend;
  - To which parents and family members of their school's participation as a Title I school; and

- To explain the requirements and the rights of parents and family members to be involved.
  - The Northgate Annual Meeting will be convened in October. The format will consist of a business meeting where parents are informed of the need for their participation in Title I, the Title I parent involvement requirements, and their rights to be involved.
3. 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.
- As students qualify for services, parents will receive the School-Parent Compact, the Parent and Family Engagement Policy and the Title I Description of Services brochure that describes the goals of the various programs. Parents will immediately be informed when their child qualifies for Title I services. All parents are encouraged to contact the building level Title I team to discuss their child's placement in the Title I Program. Parent conferences will be offered on a regular basis throughout the year.
  - The Northgate Title I Program will involve parents and families in an organized way in the planning, review and improvement of the instructional programs. This will be accomplished through an annual fall meeting, conferences, and evaluation questionnaires. The findings will be utilized to generate more effective parent and family engagement and help improve the academic quality of the Title I programs. The Title I Parent Resource room is available for all parents to obtain information and check out materials to work with their child at home.
  - A Parent Advisory Council meeting is held annually representing kindergarten through sixth grade. Parents are invited to participate and provide feedback about the programs and services provided. If you are interested in participating on the Parent Advisory Council, please notify your Title I teacher.
  - Parent-teacher conferences are held twice a year, in November and April, and per parent/guardian and teacher requests. Parent teacher conferences are offered during both evening and daytime hours.
4. 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:
- Primary and intermediate grade levels will be progress monitored using assessments including DIBELS Next and classroom assessments. The progress monitoring components and various assessment results will be shared at conferences throughout the year. Materials and training to help parents work with their children to improve their child's achievement will be provided in a variety of formats during the school year. These will include parent workshops, sending materials home to reinforce learning, and parent conferencing. Information on the various programs will be shared and explained to parents as their child qualifies for Title I services.

- The Northgate Title I Program will involve parents and families in an organized way in the planning, review and improvement of the instructional programs. This will be accomplished through an annual fall meeting, conferences, and evaluation questionnaires. The findings will be utilized to generate more effective parent and family engagement and help improve the academic quality of the Title I programs. The Title I Parent Resource room is available for all parents to obtain information and check out materials to work with their child at home.
  - A Parent Advisory Council meeting is held annually representing kindergarten through sixth grade. Parents are invited to participate and provide feedback about the programs and services provided. If you are interested in participating on the Parent Advisory Council, please notify your Title I teacher.
  - The Northgate Title I staff value progress demonstrated and communicate the gains made by students. Celebrations of success and progress towards proficiency will occur throughout the school year. Parents will be encouraged to assist in planning and to attend these celebrations to show support for and understanding of the progress shown by their child. Parent support is vital in closing the gaps in achieving reading success for your child.
  - Parents and families are sent surveys at the beginning and end of the school year to gather information for the planning, review, and improvement of the Title I program and the school's parent and family engagement program.
5. Provide parents and family members of participating children with timely information about the Title I program:
- As students qualify for services, parents will receive the School-Parent Compact, the Parent and Family Engagement Policy and the Title I Description of Services brochure that describes the goals of the various programs. Parents will immediately be informed when their child qualifies for Title I services. All parents are encouraged to contact the building level Title I team to discuss their child's placement in the Title I Program. Parent conferences will be offered on a regular basis throughout the year.
  - The Northgate Title I Program will involve parents and families in an organized way in the planning, review and improvement of the instructional programs. This will be accomplished through an annual fall meeting, conferences, and evaluation questionnaires. The findings will be utilized to generate more effective parent and family engagement and help improve the academic quality of the Title I programs. The Title I Parent Resource room is available for all parents to obtain information and check out materials to work with their child at home.
6. 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:
- As students qualify for services, parents will receive the School-Parent Compact, the Parent and Family Engagement Policy and the Title I Description of Services brochure

that describes the goals of the various programs. Parents will immediately be informed when their child qualifies for Title I services. All parents are encouraged to contact the building level Title I team to discuss their child's placement in the Title I Program. Parent conferences will be offered on a regular basis throughout the year.

- Through ongoing conferences and the yearly Open House, descriptions of the curricula used at the school, the forms of assessments used to measure student progress, and the proficiency levels students are expected to meet, will be provided to the parents. Opportunities for parental input in decisions related to the education of their child will be offered.
7. 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:
- As students qualify for services, parents will receive the School-Parent Compact, the Parent and Family Engagement Policy and the Title I Description of Services brochure that describes the goals of the various programs. Parents will immediately be informed when their child qualifies for Title I services. All parents are encouraged to contact the building level Title I team to discuss their child's placement in the Title I Program. Parent conferences will be offered on a regular basis throughout the year.
  - Primary and intermediate grade levels will be progress monitored using assessments including DIBELS Next and classroom assessments. The progress monitoring components and various assessment results will be shared at conferences throughout the year. Materials and training to help parents work with their children to improve their child's achievement will be provided in a variety of formats during the school year. These will include parent workshops, sending materials home to reinforce learning, and parent conferencing. Information on the various programs will be shared and explained to parents as their child qualifies for Title I services.
  - A Parent Advisory Council meeting is held annually representing kindergarten through sixth grade. Parents are invited to participate and provide feedback about the programs and services provided. If you are interested in participating on the Parent Advisory Council, please notify your Title I teacher.
8. 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]:
- Northgate School District does not operate a Schoolwide Program at Non-Public Schools.
9. 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.

At Northgate School District:

- The Northgate Title I Program recognizes that parent and family engagement contributes to the successful achievement of participating students. Numerous opportunities for parents to be involved occur throughout the year to accelerate ongoing student achievement.
- As students qualify for services, parents will receive the School-Parent Compact, the Parent and Family Engagement Policy and the Title I Description of Services brochure that describes the goals of the various programs. Parents will immediately be informed when their child qualifies for Title I services. All parents are encouraged to contact the building level Title I team to discuss their child's placement in the Title I Program. Parent conferences will be offered on a regular basis throughout the year.
- Through ongoing conferences and the yearly Open House, descriptions of the curricula used at the school, the forms of assessments used to measure student progress, and the proficiency levels students are expected to meet, will be provided to the parents. Opportunities for parental input in decisions related to the education of their child will be offered.

- Primary and intermediate grade levels will be progress monitored using assessments including DIBELS Next and classroom assessments. The progress monitoring components and various assessment results will be shared at conferences throughout the year. Materials and training to help parents work with their children to improve their child's achievement will be provided in a variety of formats during the school year. These will include parent workshops, sending materials home to reinforce learning, and parent conferencing. Information on the various programs will be shared and explained to parents as their child qualifies for Title I services.
- A Parent Advisory Council meeting is held annually representing kindergarten through sixth grade. Parents are invited to participate and provide feedback about the programs and services provided. If you are interested in participating on the Parent Advisory Council, please notify your Title I teacher.
- The Northgate Title I staff value progress demonstrated and communicate the gains made by students. Celebrations of success and progress towards proficiency will occur throughout the school year. Parents will be encouraged to assist in planning and to attend these celebrations to show support for and understanding of the progress shown by their child. Parent support is vital in closing the gaps in achieving reading success for your child.

10. 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:

- This component does not apply to the Non-Public Schools.

11. 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:

- Primary and intermediate grade levels will be progress monitored using assessments including DIBELS Next and classroom assessments. The progress monitoring components and various assessment results will be shared at conferences throughout the year. Materials and training to help parents work with their children to improve their child's achievement will be provided in a variety of formats during the school year. These will include parent workshops, sending materials home to reinforce learning, and parent conferencing. Information on the various programs will be shared and explained to parents as their child qualifies for Title I services.
- The Northgate Title I Program will involve parents in an organized way in the planning, review and improvement of the instructional programs. This will be accomplished through an annual fall meeting, conferences, and evaluation questionnaires. The findings will be utilized to generate more effective parent and family engagement and help improve the academic quality of the Title I programs. The Title I Parent Resource room is available for all parents to obtain information and check out materials to work with their child at home.

12. 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:
  - Primary and intermediate grade levels will be progress monitored using assessments including DIBELS Next and classroom assessments. The progress monitoring components and various assessment results will be shared at conferences throughout the year. Materials and training to help parents work with their children to improve their child's achievement will be provided in a variety of formats during the school year. These will include parent workshops, sending materials home to reinforce learning, and parent conferencing. Information on the various programs will be shared and explained to parents as their child qualifies for Title I services.
13. 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:
  - Head Start, DART, and Pre-K Counts Programs are located within Northgate School District. Title I staff participate in annual parent and family engagement transition events and meetings to familiarize parents/guardians and families to kindergarten.
14. 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:
  - As students qualify for services, parents will receive the School-Parent Compact, the Parent and Family Engagement Policy and the Title I Description of Services brochure that describes the goals of the various programs. Parents will immediately be informed when their child qualifies for Title I services. All parents are encouraged to contact the building level Title I team to discuss their child's placement in the Title I Program. Parent conferences will be offered on a regular basis throughout the year.
  - All communication with parents and family members is done in parent-friendly language and encourages parents or family members to contact the Title I teacher and Title I Coordinator by phone, email, or in person with questions or concerns.
15. 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):
  - The Title I Coordinator and Coordinator of Student Services register an account with Transact yearly, so that any and all documents can be translated into a language that parents and families in need of translation can understand, if applicable.
  - Title I funds may be used to pay reasonable and necessary expenses associated with parent and family involvement activities, to enable parents and families to participate in school-related meetings and training sessions.

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

- As students qualify for services, parents will receive the School-Parent Compact, the Parent and Family Engagement Policy and the Title I Description of Services brochure that describes the goals of the various programs. Parents will immediately be informed when their child qualifies for Title I services. All parents are encouraged to contact the building level Title I team to discuss their child's placement in the Title I Program. Parent conferences will be offered on a regular basis throughout the year.

### **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.