

## TITLE I PARENT & FAMILY ENGAGEMENT LEA/ SCHOOL POLICY 2022/2023

*In support of strengthening student academic achievement, Independence Charter School West 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 LEA/school’s expectations for parent and family engagement and describes how the LEA/school will implement a number of specific parent and family engagement activities. This document is incorporated into Independence Charter School West’s Annual Schoolwide Plan submitted to the Pennsylvania Department of Education, Division of Federal Programs.*

The Independence Charter School West (ICSWest) Schoolwide Title I Program promotes the belief that all children can learn. and acknowledges that parents share the school’s commitment to educational success for all students. Independence Charter School West recognizes that a student’s education is a responsibility shared by school, family, and community.

Under the ESEA/Every Student Succeeds Act (ESSA), Independence Charter School West, a recipient of Title I-A funds, shall:

- Jointly develop with and distribute to parents of participating children, a written parental involvement policy, agreed on by such parents that shall describe the means for carrying out the following requirements / components of the school’s Title I Program.
- Notify parents of the policy (TITLE I PARENT & FAMILY ENGAGEMENT LEA/SCHOOL POLICY) in an understandable and uniform format and, to the extent practical, provide information in a language that parents can understand.

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- Make available to the local community (may be placed on the school website, sent out via e-mail blast, and mailed out in hard copy format) the TITLE I PARENT & FAMILY ENGAGEMENT LEA/SCHOOL POLICY.
- Update / review the TITLE I PARENT & FAMILY ENGAGEMENT LEA/SCHOOL POLICY and COMPACT periodically to meet the changing needs of parents and the school.
- Share Independence Charter School West's current Title I Schoolwide Plan with parents.

### **Independence Charter School West agrees to implement the following statutory requirements:**

- Independence Charter School West will put into operation programs, activities and procedures for the involvement of Title I, Part A parents, 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.
- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, The school will submit any parent comments on the plan when the school makes the plan available to the ICSWest stakeholders.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practical, Independence Charter School West 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.*
- Independence Charter School West will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent.
- Consistent with section 1118, Independence Charter School West will ensure that it will meet the requirements of federal and state laws, and include, as a component, a school-parent compact consistent with these requirements. All information will be provided to stakeholders in a timely manner.

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- Independence Charter School West will be governed by the following statutory definition of parental and family engagement, and expects that its school 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) that parents and staff have consistent, meaningful, and open communication.*

**Independence Charter School West will actively implement its' Parental and Family Engagement Policy components/ Independence Charter School West and will take the following actions to involve parents in the joint development of its Title I parental LEA/School Policy under section 1112 of the ESEA:**

- A Title I parent workshop and/or ZOOM meeting will be held each spring/early summer. At this time the administration/staff and parents will work collaboratively to review and revise the Parent and Family Engagement Policy and the school's current Parent Compact. Information will be distributed to parents via e-mail and web posting to attend the workshop and/or ZOOM meeting.

Independence Charter School West will take the following actions to involve parents in the process of school planning/review, improvement, and implementation under section 1116 of the ESEA:

At the annual Fall Title I parent meeting (ZOOM 2020), Title I requirements will be explained by the CEO/Title I Federal Programs

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Coordinator via a PowerPoint presentation and Q&A period. The reading/language arts, mathematics, and science programs will be fully explained. Opportunities for parents to formulate suggestions for school improvement will be provided.

**Independence Charter School West will adhere to all requirements regarding the use of Title I funding—including the minimum 1% set-aside for parent engagement and parent trainings/materials/communications:**

- ICSWest parents will be consulted regarding the use of Title I funds and any required set-asides.
- The 1% set-aside for parent involvement will be used to fund the activities included in the Parent and Family Engagement Policy.
- The activities included in the Parent and Family Engagement Policy will be aligned with the school’s student achievement goals as outlined in the Title I Schoolwide Plan.

**Independence Charter School West will do the following in order to plan and implement effective parental involvement activities to improve student academic achievement and school performance:**

- Conduct a needs assessment in the spring of school year.
- Arrange a parent meeting each fall to address results of needs assessment and plan accordingly.
- Implement “Back-to-School Nights” (on-line / on-site) to provide strategies and techniques to help parents work with their child in all subject areas as well as provide an experience for parents to actively engage in their child’s education.
- Plan a Spring Parent Workshop to provide strategies and techniques to help parents work with their children throughout the summer months. At this time, the Parent Involvement Policy and School Parent Compact will be reviewed and revised.
- Provide on-going information in via letters, Class Dojo, Google Classroom, e-mail blasts, web updates, and informational flyers.

**Independence Charter School West will coordinate and integrate parental engagement strategies with:**

- Independence Charter School West Parent’s Association
- Ongoing Staff / Parent Communications (documented)
- Parent/Guardian – Conferences, and availability of additional conferences as needed
- “Meetings” with the principal, teachers and staff, as needed, to facilitate open communication (on-line / on-site)
- Transition Plan
- Other contacts by e-mail, phone, or letter

**Independence Charter School West 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 school will be completed. This 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 will use the findings of the evaluation about its engagement policy and activities to design strategies for more effective parental engagement, and to revise, if necessary (and with the feedback/input of parents) its Parent/Family Engagement Policy based on current needs.

- A parent evaluation form will be conducted in the spring by the school principal and the CEO.
- Results will be tabulated by the school principal/CEO/Federal Programs Coordinator/Reading Specialist
- Results will be reviewed by the Title I Coordinator, school administration, school instructional staff, and the Parent’s Association/Parent Advisory Board.
- Parent suggestions will then be shared at the Annual Fall Meeting and at administrative leadership meetings. Feedback and suggestions will be encouraged.

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Independence Charter School West will build the schools’ and parent’s capacity for strong parental engagement, in order to actively support effective involvement of parents and to maintain a strong partnership with Independence Charter School West, parents, and the community so as to improve student academic achievement.

**Independence Charter School West will provide assistance to parents of children served by the Title I Schoolwide Program 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 and benchmarks,
- the State and local academic assessments including alternate assessments,
- the requirements of Title I, Part A,
- how to monitor their child(ren)’s progress, and
- how to work with educators:

**Independence Charter School West will provide instructional materials (and technology as needed) and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, using technology, and as appropriate, to foster parental engagement.**

<b>TITLE I REQUIREMENT</b>	<b>ACTIVITIES / STRATEGIES</b>	<b>PARTICIPANTS</b>	<b>TIME / DATE</b>	<b>EVIDENCE OF COMPLIANCE</b>
Include parents in the development and implementation of the school’s <i>Title I Parent/Family Engagement LEA/School Policy/Plan</i> . This plan can	~Invite parents to the Title I Parent Open House at the beginning of the school year  ~Provide parents a draft of the plan for their	~ Parents  ~ Staff  ~ CEO / School Administration	August 2022	Invitation to parents  Attendance form  Draft of Parent Involvement Plan

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<p>be found on the Independence Charter School West website and will be sent to parents via an e-mail blast.</p>	<p>comments and approval at the Title I Parent Open House and/or ZOOM Meeting</p>	<p>~ Federal Programs Administrator  ~ICSWest Board of Trustees</p>	<p>Fall/Winter 2022</p>	<p>Evidence of distribution to parents for review  Board of Trustees minutes addressing the approval of this document.  Evidence of distribution of Board Approved Copy of LEA/School Policy to Parents</p>
<p>Offer parent meetings/workshops at different times of the day.</p>	<p>~Back-to-School Night  ~Title I Parent Meeting (Annual)  ~Via Springboard Collaborative  ~ZOOM Meetings</p>	<p>~ Parents  ~ Staff  ~ CEO / School Administration</p>	<p>~Ongoing (On-line / On-site)</p>	<p>~Invitations sent to all parents  ~Attendance forms</p>
<p>Provide parents with:  Timely information about Title I Schoolwide program.  The opportunity for open communication with</p>	<p>~Title I Compact  ~Program Updates provided a minimum of two times per year.</p>	<p>~ Parents  ~ Independence Charter School West Staff  ~ CEO / School Administration</p>	<p>~Compacts home beginning of school year  ~Student progress (ongoing) shared with parents</p>	<p>~E-mail and proof of distribution  ~School website posting  ~Communication Logs (if applicable)</p>

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<p>Independence Charter School West staff and administration.</p> <p>If requested by parents, input in planning and/or developing meeting &amp; workshop topics</p>	<p>~Title I newsletter sent to parents. (planning year)</p> <p>~Classroom Dojo</p> <p>~Google Classroom</p>	<p>~ Teachers</p> <p>~ Federal Programs Coordinator</p> <p>~Parent Advisory Board</p>	<p>(report cards, staff contacts)</p> <p>~Title I newsletters and updates sent home during the school year</p>	
<p>Provide parents with assurances that core curricular staff are certified/qualified and receive continued PD training</p>	<p>~Right-to-Know Letter</p>	<p>~Parents</p> <p>~ Independence Charter School West Staff</p> <p>~CEO / School Administration</p>	<p>August, 2022</p> <p>Ongoing</p>	<p>~Attendance Sheet and/or Log-in Data</p> <p>~Handout materials</p> <p>~Web posting</p>
<p>Develop a school – parent compact that addresses how parents, staff, &amp; students will share responsibility for improved academic achievement and proactively foster a true working partnership.</p>	<p>~Compact distributed at beginning of school year, provided in native language if necessary (via e-mail and web posting)</p>	<p>- Parents</p> <p>- Independence Charter School West Staff</p> <p>- CEO / School Administration</p>	<p>August 2022 and/or Beginning of school year</p>	<p>~Web posting of Title I Compact</p> <p>~E-mail and proof of distribution</p>
<p>Plan effective involvement of parents and staff.</p>	<p>~Back-to-School Night/Open House</p>	<p>- Parents</p> <p>- Independence Charter School West Staff</p> <p>- School Administration</p>	<p>Ongoing -- throughout school year and summer</p>	<p>~Invitations to all workshops, Open Houses, and on-line</p>



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TITLE I REQUIREMENT	ACTIVITIES / STRATEGIES	PARTICIPANTS	TIME / DATE	EVIDENCE OF COMPLIANCE
	<p>~Parent Involvement School Plan</p> <p>~LEA/School Parent and Family Engagement Policy available for review on the Independence Charter School West website</p> <p>~Parents provided with multiple points of contact with staff, including email addresses and telephone contact information</p> <p>~Parents offered training through Back-to-School / Individual Conferences</p> <p>~Staff participates in ongoing Program Staff Meetings</p>	<p>~Workshop facilitators</p>		<p>ZOOM meetings and trainings</p> <p>~All communication between parents and staff (email, documentation of telephone calls, and written communication) in each student's file</p> <p>~District Parent Involvement Policy posted on CHAD website</p> <p>~Staff participation in regular Staff Meetings</p> <p>~Staff included in workshops throughout the school year</p>

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Provide yearly professional development, both intentional and embedded, in ways to appropriately engage with students and/or parents/guardians to build capacity, student self-efficacy and enhance the self-esteem of such children to administration and instructional staff.	~Staff orientation program  ~Ongoing professional development programs throughout the school year and summer	~ALL Independence Charter School West staff	Ongoing	
Integrate parent /family engagement programs into the school's master plan for academic accountability.	~ICSWest annually develops a Schoolwide Plan for Student Achievement which includes goals, actions, strategies, and expenditures for family engagement in addition to goals to improve academic achievement and the learning environment.	- Parents  - Independence Charter School West Staff  - School Administration  ~Workshop facilitators  ~Federal Programs Coordinator	Ongoing	ICSWest Mission and Vision  ICSWest Annual Schoolwide Plan  ICSWest Comprehensive Plan

**Schoolwide Program Overview:**

- ~ Meet Federal and State laws and guidelines and provide parents and staff with appropriate documentation that includes the Right-to-Know Letter, the Parent/Staff Compact, and the LEA/School Policy.
  
- ~ Continue to review the school’s Math, Language Arts, and Science curriculum as it relates to the PA Core Standards, update curriculum guides for all subjects, provide targeted professional development in Wonders, Investigations, TCI, iReady, formative assessments, and implementing a standards-aligned curriculum in all core content areas.
  
- ~ Provide targeted professional development that actively supports quality instruction.
  
- ~ Establish and implement a comprehensive benchmarking system to identify struggling students for interventions and additional supports. Benchmarks will be used to address specific deficits in Mathematics and Reading/Language Arts.

Independence Charter School West’s Title I Schoolwide Program will implement:

- an in-class or on-line support
  
- intervention opportunities
  
- technology accessibility

~ Independence Charter School West incorporates special education teachers in at least one class for every subject. Reading and math specialists and an EL teacher provide additional needed instructional supports.

~ Key parent/staff information will continue to be distributed on Independence Charter School West's website, e-mail blasts, ZOOM meetings, mailings, personal communications, etc.

**School-Parent Compact:**

Incorporated as a component of the Independence Charter School West Title I Program, the school distributes to parents/guardians the current School-Parent Compact. This School-Parent Compact outlines how parents/guardians, staff/administration, and students will share the responsibility for improved and consistent academic achievement and describe specific ways that Independence Charter School West and families will partner to actively support students as they strive to achieve the benchmarks of the State and the school's high academic standards. It addresses not only items suggested by parents/guardians and staff members, but also the following legally required items:

- Independence Charter School West's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet State academic standards;
- The ways that parents/guardians will be responsible for supporting their student's learning; and
- The importance of ongoing communication between parents/guardians and staff through, at a minimum, annual parent-teacher conferences, frequent reports on classroom progress/report cards, Classroom Dojo, ZOOM meetings, additional conferencing (on-line and/or in-person), and opportunities for parents/guardians to participate in school programs and activities.
- Independence Charter School West's Title I Schoolwide Program welcomes and encourages input/feedback from parents and guardians.
- The LEA/School works to build capacity through parent/guardian training and support and actively works with staff members to consistently communicate (and document) parent/staff communications and contacts and value their contributions/feedback.

**Community Outreach/Collaboration:**

The LEA/School staff and families at Independence Charter School West will seek ideas, suggestions, opportunities, and partnerships from/with, and seek to develop appropriate roles for, community-based organizations and/or businesses, and will coordinate parental involvement with such community outreach efforts.

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