



**Provo City School District
Policy Series 7000: Community Relations**

7130 P1

Procedures for Title I – Every Student Succeeds Act

ESSA Section 1116

Annual School-Parent Compact

Annually, Title I school principals will organize a parent advisory committee including parents/guardians of students in their school, teachers, support staff and other community members. This committee will be provided materials and training needed by the LEA to develop, review and evaluate the school-parent compact.

The school-parent compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall—

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children served under this part to meet the challenging State academic standards, and the ways in which each parent 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 extra-curricular time; and
2. Address the importance of communication between teachers and parents on an ongoing basis through, at minimum-
 - a. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - b. Frequent reports to the parents on their children's progress;
 - c. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 - d. Ensuring regular two-way, meaningful communication between family members and schools staff, and, to the extent practicable, in a language that family members can understand.

Schools should select one of the approved templates for the compact, which include assurances for required components (*see PCSD 7130 F2 or F3*).

All communication, meetings, assessments of needs and other applicable documentation regarding school-parent compact will be maintained in digital files by the school Title I coordinator.

Building Capacity

To ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each Title I school and LEA shall—

1. Provide assistance to parents of children in understanding such topics and academic standards, State and local assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
3. Educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value 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;
4. Coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs that encourage and support parents in more fully participating in the education of their children;
5. Ensure that information related to school and parent programs, meetings and other activities is sent to the parents in a format and, to the extent practicable, in a language the parents can understand.

Annual School Meeting

Title I schools must convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements as well as the rights of the parents to be involved.

The District Title I department will provide assistance to schools in planning, executing and evaluating the Annual School Meeting.

Required Topics:

1. Provide information about the school's specific Title I program.
 - a. Provide a brief overview of Title I, Part A;
 - b. Explain school program (i.e. Schoolwide or Targeted Assist);
 - c. Share the goals from the school improvement plan;
 - d. Review academic performance, curriculum, and assessment;

- e. Share how the school uses Title I funds.
2. Provide information about what Title I schools are required to do and information they are required to distribute to parents and families.
 - a. Explain the importance of family engagement;
 - b. Share the school-parent engagement policy;
 - c. Review how parents/families can be engaged in the academic success of their student(s).
3. Inform parents and family members of their right to be involved.
 - a. Share how parents/family can communicate with the school (i.e. email, phone);
 - b. Explain parents' rights to request professional qualifications of their child's teachers;
 - c. Review how the school will share information on whether their child is provided services by a paraprofessional and, if so, their qualifications.

Additional Planning Requirements:

1. Offer flexible meeting times, such as morning or evening.
2. For families unable to attend the Title I meeting, provide another way for them to access the information (i.e. record the meeting and post on website, record the presentation, send links in an email to parents).
3. Provide information, to the extent possible, in a language parents and families can understand.
4. Provide accommodations for parents and family members with disabilities.
5. Consider providing childcare and transportation.
6. If food is provided at the annual Title I meeting, it must be "necessary and reasonable."