



## **917 Title I LEA and School Parent and Family Engagement Policy**

Circle of Seasons Charter School ("COS") is dedicated to the philosophy that parent/guardian involvement is integral to the success of each student, and that forging a strong partnership between school and the home is essential in order to provide a quality education to all students.

Therefore, COS will implement programs, activities, and procedures for the involvement of parents/guardians in accordance with Title I of the Elementary and Secondary Education Act of 1965 (ESEA). This federal statute defines "parent and family engagement" as the participation of parents/guardians in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- that parents/guardians play an integral role in assisting their child's learning
- that parents/guardians are encouraged to be actively involved in their child's education at school
- that parents/guardians 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
- that other activities, such as those described in Section in 1118 of the ESEA, are carried out

COS has developed this Title I School Parent and Family Engagement Policy to inform our school community. This policy will be posted on COS's website for accessibility to parents/guardians and members of the community, will be distributed at the annual Title I meeting.

### **School Responsibilities**

In order to involve parents/guardians in the Title I Program, COS will:

- Convene an annual Title I meeting to inform parents/guardians of COS' participation in the Title I Program, the Program's requirements, and parents'/guardians' involvement and rights.
- Coordinate annually with Community Services for Children and collaborate with local public libraries and other community organizations to strategize family engagement practices and advertise each others' public events.



- Hold stakeholder meetings at various times throughout the school year in order to familiarize the community with COS' Title I Program and to gather input as needed.
- Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improved implementation of the Title I Program, Parent Compact, and Parent Involvement Policy.
- Communicate with parents/guardians through multiple channels, including fliers, calendars, student folders, website postings, letters/notices, and electronic means.
- Provide assistance to parents/guardians in understanding the State's academic content standards and student achievement standards, academic assessments, and how to monitor a child's progress, with encouragement to work with teachers to improve the achievement of their children.
  - Our Assessment Plan is distributed to families annually via email
  - Families are informed, via email, that they may request conferences with teachers or administrators regarding questions about academic content standards/assessments
- Provide materials and training to help parents/guardians work with their children to improve their academic achievement and, as appropriate, to facilitate and foster parent/guardian involvement.
- Disseminate to parents/guardians: data regarding their child's achievement, progress reports, classroom and standardized assessment results. The purpose of disseminating this information is to enable parents/guardians to be informed and to remain actively engaged in their child's educational progress.
- Provide, if requested by parents/guardians, opportunities for additional meetings for solicitation of suggestions from parents/guardians and to participate, as appropriate, in decisions relating to the education of their child. COS will respond to any such suggestions as soon as practically possible.
- Provide a written agreement (School-Parent Compact) explaining the roles of parent/guardian, student, and staff to be signed by all parties responsible for academic achievement.



- Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet State academic standards.
- Inform parents/guardians in writing if their children will be taught for four or more consecutive weeks by a teacher who is not highly qualified, should the need arise.
- Employ teachers who meet Pennsylvania’s statutory and regulatory requirements, will be provided with professional development, and will continually update resources and maintain an environment that facilitates learning.
- With regard to professional development, provide training to school staff to strengthen parental involvement efforts relating to:
  - The value and utility of contributions of parents/guardians
  - How to reach out to, communicate with, and work with parents/guardians as equal partners
  - Implementing and coordinating parent/guardian programs
  - Building ties between parents/guardians and COS
- Ensure full opportunities for participation of all parents/guardians, regardless of whether or not their children have disabilities, migratory status, or limited English proficiency, by providing information about COS’ Title I Program and other programs, school meetings, and associated activities to all participating families in an understandable and uniform format and language that parents/guardians can understand.
  - COS will ensure this by communicating with classroom teachers and ELL Teacher regarding students who have another language spoken in the home.
  - All Title I programming information is shared with all COS families, most often via email communication.



## **Parent/Family Involvement**

- Parents/guardians will be involved in the planning, review, and improvement of COS' Title I Program and the Parent and Family Engagement Policy through feedback, suggestions, the Annual Title I Parent Meeting, additional parent meetings, and parent-teacher conferences.
- Parents/guardian representatives will serve on a committee to review, develop, and update the Title I policies, Schoolwide Improvement Plan, forms, and the Title I Program.
- A Title I Parent/Community Survey will be conducted annually to evaluate the effectiveness of the Title I Program, and to assess levels of parent/guardian involvement and barriers. The evaluation findings will serve as the basis for planning and the improvement of the Program.
- Report cards will allow parents/guardians to monitor their child's progress and take steps to improve individual academic achievement level as needed.
- Periodic parent/guardian workshops will provide recommendations, materials, and training to help parents/guardians work with their child to improve academic achievement and to help parents/guardians better understand the State's academic standards and results of local assessments.
- COS will provide programs or activities throughout the year to encourage parents/guardians to become active participants in increasing student achievement and learning such as: Parent/Teacher Evenings, Parent/Teacher Conferences, Board of Trustee Meetings (virtual + in-person), and Parent Circle Meetings (virtual & in-person.)

## **School-Parent Compact**

COS distributes the School-Parent Compact via email annually. The Compact outlines how parents/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways that COS and families will partner to help children achieve the State's high academic standards. It addresses not only items suggested by parents/guardians of Title I students, but also the following legally required items:

- Parents/Guardian responsibilities for supporting their child's learning



- The importance of ongoing communication between parents/guardians and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; opportunities for parents/guardians to volunteer and participate in their children's class; and opportunities to observe classroom activities.

This policy was adopted by the COS Board of Trustees for the 2025-2026 school year, and will be in effect for the period of one year. This policy will be placed on the school website so that all parents/guardians have access to it. Please direct any questions to our Federal Programs Coordinator, Erin Orben, at [eorben@circleofseasons.org](mailto:eorben@circleofseasons.org).

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this 24 day of July, 2025

 Valerie Farrow

President

 David Churchill

Secretary