



HOLLY W. SAYRE
Superintendent of Schools

MEG DUFFY
Principal

**Carbondale Area Elementary School Parent and
Family Engagement School Policy
2021-2022**

Carbondale Area Elementary School jointly developed this Title I Parent and Family Engagement Policy in consultation with parents, as outlined by the Every Student Succeeds Act (ESSA). This policy will be distributed to parents at the beginning of each school year through the student handbook and will also be available to the community via the District's webpage. The Title I School Level Parent and Family Engagement Policy will be updated annually to meet the changing needs of parents, family members and the school.

In accordance with this policy, Carbondale Area Elementary School agrees to the following:

1. Parents and family members will be involved in the planning, review and improvement of the school's Parent and Family Engagement Policy (ESSA, Section 1116 (b) (1)) during the end of year meeting. At this time both the school level Parent and Family Engagement Policy and the School/Parent/Student Compact will be reviewed and agreed upon by parents.
2. Convene an annual meeting at the beginning of each school year to inform parents and family members of the school's participation in the program and to explain the requirements of the program and their right to be involved.
3. Offer a flexible number of meetings per school year.
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 policy and the joint development of the school wide program.
5. Provide parents and family members with timely information about Title I programs.
6. Provide parents and family members a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet.
7. As requested by parents, provide 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 soon as practicably possible.
8. Parents will be asked to participate in the joint development of the School wide Program Plan.
9. Engage parents and family members in the planning and review of the School-Parent Student Compact. The Compact outlines how parents, the entire school staff, and students will share in the responsibility for improved academic achievement and the means by which the school and the



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parents will build and develop partnerships to help children achieve the State's high standards. The Compact:

- describes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children 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 extracurricular time.
 - Addresses the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - Parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; o Frequent reports to parents on their child's progress o Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and o Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
10. Provide assistance to parents and family members in understanding the challenging Pennsylvania 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.
 11. Provide materials and training to help parents and family members work with their children to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster family engagement.
 12. Educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, in the value and utility of contributions of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build times between parents and the school.
 13. Coordinate and integrate, to the extent feasible and appropriate, parent involvement programs and activities with other federal, state, and local programs including public preschool programs; conduct other activities that encourage and support parents and family members in more fully participating in the education of their children.
 14. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable, in a language the parents can understand.
 15. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children in a format that is practicable and in a language that parents can understand.



**CARBONDALE AREA
SCHOOL DISTRICT**

**CARBONDALE AREA
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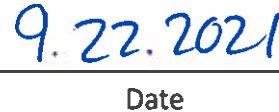
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This Carbondale Area Elementary School's Parental and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children attending the Carbondale Area Elementary School, as evidenced by this document and the sign-in sheet.

The District will distribute this policy to all parents of children attending our school on or before September 30, 2021 by posting it to our CAES website and also by sharing at our elementary school open house held on September 23, 2021.



Signature of Authorized Official



Date



Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA)

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

September 20, 2021

Dear Parent(s)/Legal Guardian(s):

Your child attends Carbondale Area Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Carbondale Area Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:



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- subject matter tested,
- purpose of the test,
- source of the requirement (if applicable),
- amount of time it takes students to complete the test, and
- time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Ms. Meg Duffy at Carbondale Area Elementary School at 1-844-330-2273.

Sincerely,
Ms. Meg Duffy



Carbondale Area Elementary School School/Parent/Student Compact 2021-2022

Carbondale Area Elementary School administration, faculty, staff and parents of students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop partnerships to help children achieve the State's high standards. This school-parent compact is in effect during school year 2021-2022.

School Responsibilities

The Carbondale Area Elementary School understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards.
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - Parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - Frequent reports to parents 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 family members and school staff, and, to the extent practicable, in a language that family members can understand.
- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of their child and school.
- Provide a safe, positive and healthy learning environment.



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- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance to both students and parents.

Parent Responsibilities

As parent/guardian, I understand that participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- Volunteer in my child's classroom.
- Support my child's learning.
- Participate, as appropriate, in decisions relating to the education of my child and positive use of extracurricular time.
- Create a home atmosphere that supports learning.
- Send my child to school on time and well-rested on a regular basis
- Attend school functions and conferences.
- Encourage my child to show respect for all members of the school community and school property.
- Review all school communications and respond promptly.

Student Responsibilities

As a student, I realize education is important. I am responsible for our own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Get to school on time every day.
- Develop a positive attitude toward school.
- Be responsible for completing homework on time.
- Be cooperative by carrying out the teacher's instructions and ask for help when needed.
- Do daily work that is neat and reflects the student's best effort.
- Be respectful to all school members and to school property.
- Review all school communications and respond promptly.