

# **Cambria Heights**

## **Title I**

### **School-Wide Program**





## Cambria Heights Elementary School

138 East Campbell Street  
Carrolltown, Pennsylvania 15722

### **FEDERAL PROGRAMS OFFICE**

# Title I Parent Packet

August 19, 2022

Dear Parents,

Cambria Heights Elementary School receives Title 1 funding and is operating under a School-wide Title 1 program to provide quality reading and math services to all students. Funding provided by Title 1 is currently being used to provide supplemental reading instruction.

Under the regulations of the No Child Left Behind Act (NCLB), we are required to provide you with information in this packet.

Attached you will find a copy of the following documents:

- Cambria Heights Elementary School Parent Involvement Policy
- Federal Complaint Resolution Procedures
- Home School Compact

Copies of all of these documents and more information are also available on the school website ([www.chsd1.org](http://www.chsd1.org)) under Departments. Please feel free to contact me if you have any questions or comments regarding Title 1.

Have a great school year!

Sincerely,

Eric Nagel  
Federal Programs Coordinator  
[enagel@chsd1.org](mailto:enagel@chsd1.org)  
(814) 814-344-8506 Ext. 1016

Telephone: (814) 344-8506 – FAX: (814) 344-6274  
[www.chsd1.org](http://www.chsd1.org)



**Cambria Heights Elementary School**  
**138 East Campbell Street**  
**Carrolltown, PA 15722**



**Parent Right-to-Know Letter**

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)]

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

Your child attends Cambria Heights 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 **Cambria Heights 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.

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 Eric Nagel at Cambria Heights at 814-344-8506 or email me at [enagel@chsd1.org](mailto:enagel@chsd1.org)

Sincerely,  
Eric Nagel, Special Programs Coordinator



## **Title I Cambria Heights Parent and Family** **Engagement Policy**



The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116 requires each Title I School to develop a written parent and family engagement policy that describes the means for carrying out requirements of Section 1116. The school must ensure that information related to school and parent programs, meetings and other activities are sent to parents of Title I children in a format and in language the parents can understand. This policy was”

- Developed jointly with and agreed upon by parents and family members of Title I children;
  - Written in an understandable format and provided in a language parents can understand;
  - Distributed to all parents and family members of Title I children;
  - Made available to the local community; and
  - Updated annually to meet the changing needs of parents; family members, and the school.
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- 1) Parents and family members will be involved in the planning, review and improvement of the school’s Parent and Family Engagement Policy through Title I Parent Committee meetings and an end of the year survey.
  - 2) An annual meeting will be held to inform parents and family members of the schools Title I program and to explain the requirements of the program and the parents’ right to be involved. Invitations will be distributed by paper copy. A brochure describing the Title I program will be distributed to the parents each fall.
  - 3) Parents/family meetings and conferences will be offered at different times during the day. Meetings will be held in the morning, afternoon and/or evening.
  - 4) Parents and family members will be involved in the planning, review and improvement of the school Title I Program and the school’s Title I Parent and family Engagement Program through a meeting of the Title I Committee. Surveys will be distributed to those who cannot attend the meeting.
  - 5) Cambria Heights Title I program will provide parent/family members with timely information about Title I programs through monthly newsletters, a Title I brochure, and progress reports.
  - 6) Cambria Heights Title I Program will provide parents/family members with a description and the explanation of the curriculum in use at the school, the forms of academic assessment used to measure students’ progress, and the school’s achievement levels of the state’s challenging state academic standards through progress reports/



- 7) Cambria Heights will provide, if requested by family/parent 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 soon as practicably possible. This will include parent/ Teacher conferences, academic student support meetings (if needed), and regular home-school communication.
- 8) A school-parent compact will be jointly developed with parents and family members. The compact outlines how parent/family members, the entire school staff and students will share in the responsibility for improving student achievement. The compact will be reviewed at the Title I annual meeting and distributed in the fall or when students enter school.
- 9) Cambria Heights will address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum
  - a. Parent teacher conferences (Held in the Fall)
  - b. Frequent Classroom reports
  - c. Reasonable access to staff, opportunities to volunteer and participate/observe in their child's classroom
  - d. Ensuring two-way meaningful communication between family members and school staff to the extent practicable in a language that family members can understand.
- 10) Cambria Heights will provide assistance to parents and family members in understanding the challenging 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 through the classroom progress reports.
- 11) Cambria Heights will provide material and training to help parents, family members and foster parents work with their early childhood to improve their children's achievement.
- 12) Cambria Heights will educate teachers, support personnel and other staff, with the assistance of parent/family members, in the value and utility of contributions of parents and family members, and how to reach out to, communicate with, and work with parents and family members as equal partners.
- 13) Cambria Heights will to the extent feasible and appropriate coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs including preschool programs and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children. This will be accomplished through Kindergarten transition activities.
- 14) Cambria Heights will ensure that information related to school and parent programs, meetings and other activities are sent to the parent and family member in a format and to the extent practicable, in language the parent and family member can understand.



## **Cambria Heights Elementary School**

### **Family Engagement Policy**



The Cambria Heights Elementary School and the parents of the students participating in the activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this policy outlines how the parents and the entire school staff will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

#### **School Responsibilities:**

The Cambria Heights Elementary will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards.
2. Hold parent-teacher conferences during which this policy will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
  - In the fall at Parent-Teacher Conferences (held during a one day period – day and evening hours available)
  - Whenever a parent requests a conference with a teacher or vice versa.
3. Provide Parents with frequent reports on their child's progress.
  - At the end of each grading period(report cards)
  - PSSA results when received from the state
  - Mid-Term Progress Reports
  - Access to the Teacher Grade Books (Sapphire)
4. Provide parents reasonable access to staff. Staff Will be available for consultation with parents as follows:
  - From 7:30 AM-8:00 AM or 2:45-3:00 PM
  - Parents can set up an appointment to discuss their child's progress at any time throughout the year.
5. Provide parents opportunities to volunteer and participate in their child's activities and to observe classroom activities:
  - P.T.O
  - Grand Parents Day
  - 3<sup>rd</sup> Grade Projects
6. Involve parents in the planning, review, and improvement of schools parent involvement policy, the school-parent compact, and the schools Title I Schoolwide program:
  - At our annual Title I meeting the parent involvement policy will be addressed.
  - At our annual Title I meeting a brochure outlining the school's schoolwide program will be discussed.
  - At our annual Title I meeting the school parent compact will be discussed with parents.
  - At our annual Title I meeting the evaluation of the schools' Title I schoolwide plan.
7. Provide material and training to help parents work with their children to improve their children's achievement
8. Cambria Heights will provide translations of pertinent information for parents with limited English proficiency. Cambria Heights will also provide information in various forms (ex: audio, visual) for parents as needed.



## Parental Concern/Complaint Procedure



Dear Parent/Guardian:

The Cambria Heights School District is dedicated to meeting the educational needs of our students and is constantly working to ensure that your child receives the best possible education. To ensure that the educational needs of students are being met, a strong educational program and communication between school and home must be maintained for every student.

In the event that a concern or complaint arises, parents/guardians will follow the chain of command listed below to have the concern/complaint addressed:

**Step 1** – Meet with the teacher. If the concern/complaint is not resolved; **Step 2** –

Meet with the principal. If the concern/complaint is not resolved; **Step 3** – Meet with

the superintendent. If the concern/complaint is not resolved,  
the parent/guardian may then choose to address the Board of School  
Directors regarding the concern/complaint.