



PASSPORT ACADEMY
CHARTER SCHOOL

Passport Academy Charter School
Title I Parent LEA/School Level Involvement Policy (Reviewed 10/22/21)

The Passport Academy Charter School and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA)(participating children), agree that this policy 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 a partnership that will help children achieve the state's high standards.

LEA Plan

Passport Academy Charter School will perform the following to engage parents and families in the development of its LEA (District) plan:

1. Ensure parents will be invited to meet and provide input with the school staff to discuss:
 - a. Title I program, funding, purpose, and how the funds will be effectively used throughout the course of the school year.
 - b. Professional development needs.
 - c. Teacher resources.
 - d. Explain and agree upon the Parent School Compact (outlines responsibilities and duties for parent, school staff and student to ensure academic achievement).
 - e. Develop topics and parent workshops for Title I am programming.
2. Annual Parent/Family Engagement Meeting (Open House) to inform parents/families of their participation in the Title I requirements and their rights to be involved.
3. Annual review of Title I program and Parent School Compact and opportunity to make suggestions for change.
4. Passport Academy will provide assistance to parents and families of children serviced by Title I in the understanding of the following:
 - a. The PA Department of Education's Academic Achievement Standards
 - b. The PA Department of Education's Academic Content Standards
 - c. State and Local Assessments
 - d. How to Monitor Progress
5. Federal Programs Coordinator will participate with classroom teacher in scheduled parent - teacher conferences when they occur.
6. Parents can meet with Federal Programs Coordinator upon scheduled appointment.
7. Yearly evaluations will be provided to parents and students. The LEA will use the findings to design evidence-based strategies for a more effective parent involvement and, if necessary revise the Parent and Family Engagement Policy.
8. Parent Workshops will be provided on topics identified through parent feedback. Workshops and meetings will be held at various flexible times.

9. Parents may request suggestions for ways to help their child at home.
10. Title I Program plans and evaluations are addressed through faculty/parent meetings.
11. Parent involvement activities may take place outside the schools, in places convenient for parents, such as the local library or Hill House Association. Efforts will be made to the extent feasible and appropriate to coordinate and integrate parent involvement programs with other Federal, State, and local programs.
12. Every attempt will be made to eliminate barriers (such as disabilities, limited English proficiency, or limited literacy) to full participation by parents.
13. The parent involvement program will develop and promote coordination between the school district and other community programs in the City of Pittsburgh.
14. Parents are encouraged to utilize the SPAC website <https://www.spac.k12.pa.us/parent-and-family-engagement> as an additional resource.
15. The parent involvement program will be a coordinated effort of the entire school staff.
16. Parents of children in Title I schools may request and receive timely information regarding the professional qualifications of their child's classroom teachers.

SCHOOL LEVEL PLAN

Passport Academy is a charter school with only one building, thus many of the items in the school level plan are the same as the LEA plan above.

1. Ensure parents will be invited to meet at a convenient time and provide input with the school staff to discuss:
 - a. Title I program, funding, purpose, and how the funds will be effectively used throughout the course of the school year.
 - b. Professional development Needs.
 - c. Teacher resources.
 - d. Explain and agree upon the Parent School Compact (outlines responsibilities and duties for parent, school staff and student to ensure academic achievement).
 - e. Develop topics and parent workshops for Title I programming.
2. Annual Parent/Family Engagement Meeting (Open House) to inform parents/families of their participation in the Title I requirements and their rights to be involved.
3. Annual review of Title I program and Parent School Compact and opportunity to make suggestions for change.
4. Passport Academy will provide assistance to parents and families of children serviced by Title I in the understanding of the following:
 - a. The PA Department of Education's Academic Achievement Standards

- b. The PA Department of Education's Academic Content Standards
 - c. State and Local Assessments
 - d. School Curriculum
 - e. How to Monitor Progress
5. Federal Programs Coordinator will participate with classroom teacher in scheduled parent - teacher conferences when they occur.
 6. Parents have the opportunity to meet with Federal Programs Coordinator upon scheduled appointment.
 7. Yearly evaluations will be provided to parents and students. The school will use the findings to design evidence-based strategies for a more effective parent involvement and, if necessary, revise the Parent and Family Engagement Policy
 8. Parent Workshops will be provided on topics identified through parent feedback. Workshops and meetings will be held at various flexible times.
 9. Parents may request suggestions for ways to help their child at home.
 10. Title I Program plans and evaluations are addressed through faculty/parent meetings.
 11. Parent involvement activities may take place outside the schools, in places convenient for parents, such as the local library or Hill House Association. Efforts will be made to the extent feasible and appropriate to coordinate and integrate parent involvement programs with other Federal, State, and local programs.
 12. Every attempt will be made to eliminate barriers (such as disabilities, limited English proficiency, or limited literacy) to full participation by parents.
 13. The parent involvement program will develop and promote coordination between the school district and other community programs in the City of Pittsburgh.
 14. Parents are encouraged to utilize the SPAC website <https://www.spac.k12.pa.us/parent-and-family-engagement> as an additional resource.
 15. The parent involvement program will be a coordinated effort of the entire school staff.
 16. Parents of children in Title I schools may request and receive timely information regarding the professional qualifications of their child's classroom teachers.

If you or your family would like this information in another language, please reach out to the Federal Programs Coordinator, Sharon Merlack, at (412) 376-3724 or smerlack@hhpacs.org.