**Brockway Area Elementary
Title I Family Engagement Policy 23-24**

Date Reviewed: October 24, 2023

**General Expectations**

The Brockway Area Elementary School agrees to implement the following requirements:

* Work with parents/guardians to complete an annual review of the Family Engagement Policy and School-Parent Compact.
* Provide opportunities for full participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory children.
* Conduct an annual Parent/Guardian Survey to seek feedback on the Title I program to be included in the Title I application.

**Parent Involvement Policy Components**

* Stakeholder engagement meetings will be held at least twice a year in the school library to discuss items that are part of the consolidated application, school review and improvement, the Family Engagement Policy, the School-Parent Compact and other Title information. (Summer/Fall)
* Title I Family Nights/parent workshops. (We will hold the first one during the first semester.)
* School-Parent Compact, reviewed with stakeholder input at the stakeholder meeting and Title Family Night annually.
* Family Engagement Policy, reviewed with stakeholder input at the stakeholder meeting and Title Family Night annually.
* Title I parent surveys to evaluate the effectiveness of the parent & family engagement policy and other Title areas.
* Once surveys are collected, data is used to make decisions on improving the Title I program/parent engagement.
* Provision of a Title I Parent Resources, with online materials parents/guardians can order and school resources parents can borrow at the parent/guardian’s request.
* Sharing information through social media (Facebook page, note home and the Remind app.)
* Sharing information in writing with parents/guardians without access to technology/internet.
* Parent/teacher conferences as requested. Parents/guardians may call or email to request a meeting.
* Regular ongoing communication between parents/guardians and teachers via writing, phone, text, social media and in-person contact.
* Parents/guardians will be notified about the annual SPAC conference. If a parent/guardian would like to attend, we will help them complete the application and funding paperwork. This parent/guardian will also be invited to speak about the conference to other parents/guardians at a Title family night.

**Agency, Federal, State, and Local Program Coordination**

The Brockway Area Elementary School will coordinate and integrate parent/guardian involvement strategies with other agencies, Federal, State and Local Programs, such as:

* Mengle Memorial Library –monthly library visits by Title I students/parents/guardians
* Head Start, Pre-K Counts and IU programs – obtaining information about incoming Kindergarten students, providing parents/guardians with information on these programs at Kindergarten registration
* Programs at other local districts – Communication and dialog is kept between local districts to compare programs and strategies ideas to improve our Title program. Visits are made to see successful programs.
* Programs around the state – The annual Title conference is attended to network with other districts around the state to gather information and learn for other successful programs.

**Parental Assistance**

The Brockway Area Elementary School will aid parents/guardians in understanding topics such as the following:

* The state’s curriculum, academic content and standards
* State and local academic assessments such as PSSAs and Star Testing
* How to monitor their child’s progress
* How to work with their child’s teacher(s)

\* All of these items are discussed at the fall Title night. Parents/guardians may also call / email with questions any time.

The Brockway Area Elementary School will provide the following materials and training to help parents/guardians work with their children to improve academic achievement:

* Title I parent workshops
* Dollar book table at the fall school book fair
* Regular progress reports
* Title I parent resource materials available to help at home

**Professional Development**

The Brockway Area Elementary School Administration and Title I Teachers will educate the rest of the staff on how to reach out to, communicate with and work with parents/guardians as equal partners through:

* Attendance at conferences and workshops
* Attendance at annual state Federal Programs conference
* Regular faculty meetings
* SPAC online training for staff yearly

**Communication**

The Brockway Area Elementary School will take the following actions to ensure that information related to the school and parent programs, meeting and other activities is available to parents/guardians in an understandable format, including alternative formats upon request, and to the extent practicable, in a language the parents/guardians can understand:

* Weekly note home from the school
* Written communication on an individual basis with parents/guardians via note or email
* Use of local media to disseminate information
* Use of social media (Team Title) to dispense information
* Use of the Remind app to inform parents/guardians of upcoming events
* Regular progress reports
* Invitations to parent/guardian meetings
* Information dispensed through the weekly all-school email blast
* Information provided in written form to parents/guardians who do not have access to technology
* Information shared on the Brockway Area School District website
* Parent-School communication notebook for younger students
* Timely responses to parent/guardian questions and suggestions
* Phone calls or in-person meetings as needed
* Annual Title Family Night
* Annual School open house
* All documents can be translated into different languages for any ESL students and parents/guardians
* ESL parents/guardians are invited to meetings and may request a parent/guardian/teacher conference where translator earbuds can be used to communicate.

\*The school will distribute this policy to all parents/guardians of participating Title I students on an annual basis. This policy will be reviewed/revised each year at the first Title I parent meeting. It will then be approved by the board.