

Booker T. Washington Elementary Title I Family Engagement Policy

Booker T. Washington Elementary believes that the education of each student is a responsibility shared by the school and parents. The school recognizes that a constructive partnership provides for two-way communication and fosters educational support for students and parents. It is important to recognize that the term “parent” can also include guardians, grandparents, and other members of a student’s family who are involved in the student’s education.

In keeping with these beliefs, it is the intention of the school to cultivate and support active family engagement and to set realistic goals for parent-supported student learning.

The implementation of this policy is achieved through the following Family Engagement Plan:

GENERAL EXPECTATIONS

Booker T. Washington Elementary agrees to implement the following state requirements:

- Put into operation programs, activities, and procedures for family engagement in the school with Title I, consistent with *Section 1118 of the Elementary and Secondary Education Act (ESEA)*. These programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- Consistent with *Section 1118(b)*, the school will work with parents to ensure that the required school-level family engagement policy meets the requirements of *Section 1118(b)* of the *ESEA*, and includes, as a component, a School-Parent Compact consistent with *Section 1118(d)* of the *ESEA*.
- In carrying out the Title I, Part A family engagement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with Limited English Proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under *Section 1111* of the *ESEA* in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the school Family Engagement Plan for Title I developed under *Section 1112 of the ESEA* is not satisfactory to the parents, their comments will be included along with the plan for review when Suffolk Public Schools submits the plan to the State Department of Education.
- The school will be governed by the following statutory definition of family engagement, and will carry out program, activities and procedures in accordance with this definition:

Family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring —

- (A) that parents play an integral role in assisting their child’s learning;
- (B) that parents are encouraged to be actively involved in their child’s education at school;
- (C) that parents 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;
- (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.

**DESCRIPTION OF HOW THE TITLE I SCHOOL WILL IMPLEMENT REQUIRED
PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Consistent with *Section 1118(c)* of the *ESEA*, Booker T. Washington Elementary will take the following actions to involve parents in the joint development, review, and improvement of the school's family engagement, in an organized, ongoing and timely way:
 - Encourage at least two parents to serve on Districtwide Title I Parent Advisory Council.
 - Establish a school-based Parent Advisory Council, consisting of at least two parents that will meet 3 times per year to establish a framework to assist parents in the education of their children.
 - Hold Parent Advisory Council Meetings at convenient times for parents, and convene during hours that are flexible for parental involvement, such as in the morning or evening, so that as many parents as possible are able to attend.
 - Convene an annual meeting in the fall to inform parents of the school's participation in Title I and to explain the Title I, Part A program requirements, and the right of parents to be involved in the Title I program. The school will invite all parents to this meeting, and will encourage them to attend.
 - Offer multiple opportunities to parents to attend the Title I Parent Advisory meetings at the districtwide and school level.
 - Make curriculum and assessment measures available to parents at the annual meeting.
 - Have agendas and minutes from the Title I Parent Advisory meetings available to parents for review in the school's administrative office, Title I teacher's classroom and Suffolk Public Schools Parent Resource Center.

2. Booker T. Washington Elementary will involve parents in the process of review and improvement of the school's parental involvement policy:
 - The Title I Parent Advisory Council meetings will be open to parents.
 - Opportunities will be made available for Council members to review data with school staff and provide input to assist the school in modifying and updating its school improvement plan.
 - The Council will provide ongoing communication to parents concerning the progress made toward meeting goals and objectives outlined in the school improvement plan.

3. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I staff in planning and implementing effective family engagement activities to improve student academic achievement and school performance:
 - Booker T. Washington Elementary will receive a budget for family engagement activities that is supported through Title I funding.
 - The school will operate a school-level Parent Resource Center that is accessible to parents and open during school hours and during family engagement activities to accommodate the parents' work schedules.
 - The Title I staff will provide training, technical assistance and outreach materials to parents to promote family engagement and improve student achievement.
 - At the Parent Advisory Council meetings, parents will be advised of the resources and support offered by the district at the Suffolk Public Schools Parent Resource Center that is located on the campus of Elephant's Fork Elementary School.
 - The Suffolk Public Schools Parent Resource Center will provide support and serve as a resource to the schools and parents for literacy, homework assistance, and technology.

4. The school will coordinate and integrate family engagement strategies in Title I under the following other programs: Early Start, Book Buddies, and a Tutoring Program.

- Booker T. Washington Elementary will host a series of family engagement activities that will be supported with Title I Family Engagement funds.
5. Booker T. Washington Elementary will provide information to Title I students' parents in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the best of our ability, in a language that parents can understand.
- Title I Program Requirements
 - Parental Involvement Policies- Districtwide and School-level
 - Home/School Compact
 - Complaint Procedure
 - Booker T. Washington School Improvement Plan – Family Engagement Strategies
 - *Parents' Right To Know*
 - *Annual Measurable Objectives (AMOs)* and Informational Meetings
6. The school will provide parents with information in a timely manner about the Title I program that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels that students are expected to meet.
- Newsletters and materials from the Parent Resource Center will be distributed to parents monthly.
 - The School Report Card and *Annual Measurable Objective (AMO)* status will be shared with parents at the beginning of the academic school year.
7. Booker T. Washington Elementary will provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as possible.
- Parent Teacher Conferences
 - Strategies Offered for Success (SOS) Meetings
 - Student Support Team and Eligibility Meetings
 - Districtwide Title I Parent Advisory Council meetings will convene quarterly
8. Booker T. Washington Elementary will provide each parent with an individual student report about the performance of their child on the State assessment in Math and Reading.
- The administration will mail the State *SOL* scores to parents annually.
9. To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the school will:
- Notify parents of the school's participation in the Early Start and *SOL* Remediation Programs operating within the school, the district, and the contact information.
 - Work with the LEA in addressing problems, if any, in implementing family engagement activities in *Section 1118 of Title I, Part A*.
 - Notify parents regarding school information on the school website, newsletters, and phone calls.
 - The school will conduct an annual evaluation the content and effectiveness of the family engagement policy, and address identified barriers for greater participation. The findings will be used to design strategies for effective family engagement and make revisions as necessary.

Booker T. Washington Elementary Title I Parent Advisory Council has been established to provide advice on all matters related to family engagement in the Title I program. The school will arrange parent workshops and Title I meetings at various times to provide for parents' needs.

ADOPTION

Booker T. Washington Elementary Title I Family Engagement Policy has been developed jointly with, and agreed upon with parents, as evidenced by the minutes of the Parent Advisory Council Meeting and sign-in sheet.

*This policy was adopted by the Booker T. Washington Elementary Title I Parent Advisory Council and will be in effect for the one year. The school will distribute the policy to all parents for the 2016-2017 academic year.

Lori Mounie

Signature of Authorized Administrator

January 18, 2017

Date