

## ***Title I School Parent and Family Engagement Policy***

***Date reviewed 09/19/2023***

*Cranberry Elementary will conduct, at minimum, an annual meeting to review the existing family engagement policy seeking input for revisions and updates. The policy will also be presented to the Home and School organization for further discussion. A family survey will be sent via School Messenger in the hopes of hearing from those families who do not choose to attend a meeting. The school-parent compact will be reviewed at the same time as the family and parent engagement policy.*

*Families will be invited to the annual meeting for the specific purpose of program review and discussion of areas of need. Parent input as to school strengths and needs will also be gathered each spring using a survey to all families. This information will be used in determining goals for the following year's plan. The school wide plan committee will contain parents and community members as representatives of the larger population.*

*Families will be informed of our school wide Title I program at the start of each school year via a handout at open house and/or a school wide emailing. Reading Specialists send information directly to the families of students they are working with each year.*

*Open House will be held during the evening hours usually within the first two weeks of school. Parent teacher conferences will be held over a day and a half in early November. Conference times are available morning and afternoon through scheduling directly with the teacher. Home and School meetings are held the third Tuesday of each month in the evening.*

*Parents may request a meeting at any time through communication with their child's teacher or building administrator. The request will be carried out in whatever manner best works for the parent be it phone, virtual zoom, or face to face. If applicable, the concern may initiate the instructional support process which prompts a team approach to the situation.*

*Cranberry Elementary has a pdf document summarizing the mission and philosophy for each elementary subject. This document includes the main textbook resource used in each content area. The PSSA assessment is explained utilizing the parent letter guide provided by the Pennsylvania Department of Education. Local assessment measures will be explained at parent-teacher conferences as necessary for the grade level and personalized reports will be provided. Report cards are given each quarter to all students with mid-progress reports occurring minimally for any student*

*experiencing difficulties. Teachers may print them for all students. Parents are invited and encouraged to contact their child's teacher at any time a concern or question arises.*

*Cranberry Elementary will provide the handout, Parents Make the Difference, and the Character Strong Family Involvement handout monthly to all families via mass email. Teachers will provide grade level/class specific resources for individual content areas. The Google Classroom, ER, is offered to parents with links for websites and ideas to support their child's learning. Reading Specialists provide take home materials and summer learning opportunities.*

*Building administrators will utilize State Parent Advisory Council resources during professional development meetings to engage staff in training by parents. These resources may additionally be included as links in faculty newsletters for personal review as needed. Parents may also be invited to share on a particular topic.*

*Cranberry Elementary coordinates with public preschools and other local programs through the sharing of resources when desired. Each spring the instructional support teacher makes visits to our local programs to meet the students coming to kindergarten in the fall. In partnership, we reach out to all families eligible for kindergarten and support the completion of paperwork and the invitation to registration held each June.*

*In order that all families may receive communication in their language of choice, Cranberry Elementary will utilize Google translate for documents needed in a language other than English. When appropriate, the Pennsylvania Department of Education Translation library will be utilized for common forms. If required, the services of an interpreter/translator will be acquired through the local intermediate unit.*

*Family members of English language learners are invited and encouraged to participate in all school activities. Invitations and information will be sent in the preferred language. If necessary, every effort will be made to have a translator present for the event.*