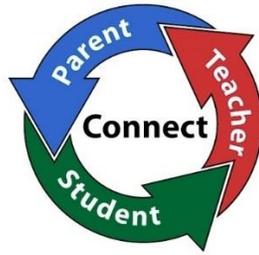


Poca Elementary School

Title 1 Parent and Family Engagement Policy



Poca Elementary School is committed to the development and promotion of family participation in our Title I program. In accomplishing this goal, our school will encourage parent participation in the development of our parent involvement plan, and in continuing to improve our family involvement activities in accordance with Section 1116 of the Elementary and Secondary Education Act (ESEA).

What is Title I?

Poca Elementary School receives federal money for our enrollment of free and reduced lunch numbers. The money is utilized to improve academic achievement in both Reading and Math. Title I funds are used to hire para-professionals, improve curriculum, enhance parent involvement, and extend learning time for students who need additional help. Poca Elementary School is a school-wide Title I program, which means that these opportunities are provided to every student throughout the school.

Title I Staff

The Title I staff at Poca Elementary School is made up of three highly-qualified Reading and Math Specialists: *Kayla Craigo, Debbie Hackett, and Leighann Strickland*. These specialists work with small or whole groups of students daily and collaborate with each student's teacher frequently to ensure the best education for each child. Each specialist collects and analyzes data from various assessments to better plan instruction and support.

What is a School-Family-Student Compact?

This compact is designed to explain how the school staff, families, and students can work together to help all students reach their learning potential and to reach their learning goals. This compact was developed with input from parents, school staff, and the students. This compact does the following:

- Links to our School Improvement Plan
- Focuses on Student Learning
- Describes how teachers will help students develop College and Career Readiness Skills

GENERAL EXPECTATIONS

Poca Elementary School agrees to implement the following statutory requirements;

1. Consistent with section 1116, the school will ensure that the required school level parent and family engagement policy meets the requirements of section 1116 of the ESEA, and includes, as a component, a school-parent compact consistent with section 1116(d) of the ESEA.
2. Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
3. In carrying out the Title I, Part A, parent and family engagement requirements, to the extent practicable, the school will provide full opportunities for the informed participation of parents and family members (including parents and family members 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, to the extent practicable, in language parents understand.
4. If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local education agency (school district).
5. The school will involve the parents of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for parent and family engagement activities. The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
6. The school will provide parental involvement activities under sections 1116 of the ESEA in the areas of improving student academic achievement, child development, child rearing and additional topics parents may request.

DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

1. *Poca Elementary School shall take the following actions to involve parents and family in the joint development and review of its school Parent and Family Engagement Policy under section 1116 of the ESEA:* Share Title I Parent-Involvement Policy and review contents annually for parent input Monitor the school to ensure that the following documents are in place:
 - Parent Involvement Policy
 - Parents are offered flexible meeting times to conference with Title I staff and the regular classroom teacher to monitor their child's progress
 - Use of School-Family-Students Compacts
 - Engagement sessions for all parents in our Title I school

2. *Poca Elementary School shall take the following actions to involve parents and family members in the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA:*
 - Enhance the awareness and continue to develop the skills of teachers, service personnel, principal, and staff in communicating and working with parents as equal partners in their child's education
 - Survey teachers, parents, and students to assess areas of strength and identify barriers to parental involvement. Use this assessment in making recommendations to our individual school, specialists, teachers, etc.

3. *Poca Elementary School shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents and children participating in Title I, Part A programs to this meeting:*
 - Parent and Family Engagement meetings will be held at a date and time that best suites the parents that sit on the School Support Team
 - Encourage parent participation in the school through volunteering
 - Encourage family participation by offering scheduled activities at a variety of times in order to amplify involvement

4. *Poca Elementary School shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards:*
- Putnam County Schools Title I Packet
 - Poca Elementary School Title I Packet
 - WVGSA individual scores will be dispersed the fall of the following year
5. *Poca Elementary School shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, 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 practicable possible by:*
- Letter of invitation to Title I family gatherings
 - Continue to collect parent participation data through the use of parent Sign-ins for engagement sessions, meetings, and conferences
 - Survey teachers, parents, and students to assess areas of strength and identify barriers to parental involvement. Use this assessment in making recommendations to our individual school, specialists, teachers, etc.
6. *Poca Elementary School shall provide each parent an individual student report about the level of academic achievement and academic growth performance of their child on the State academic assessment by:*
- Provide access to their child's attendance and live academic standing through Live Grades
 - WVGSA individual scores will be dispersed the fall of the following year
 - Allot flexible time for Parent-Teacher Conferences and meetings at different times during the day
 - Kindergarten report cards will be sent home bi-annually
 - Grades 1st through 5th will have report cards sent home every 9 weeks
 - Teachers will share information and access with parents through the online live grading system, Live Grades, so that families can track their child's attendance, grades, and progress
 - Share our schools website where parents can access the following information:
 - Teacher contact information
 - School calendar
 - Directions and school contact information
 - Poca Elementary will connect with parents through our monthly school newsletter and Title I newsletter

7. *Poca Elementary School shall take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade the level and subject area in which the teacher has been assigned:*
- Title I School-Family-Students Compact
 - Letters to be sent home with individual students
8. *Poca Elementary School shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below:*
- Open House held annually
 - Student Assistance Team meetings
 - Parent Involvement meetings
 - Parent-Teacher Conferences held bi-annually unless otherwise needed by either the parent or teacher
9. *Poca Elementary School shall provide materials and training to help parents work with their children in the areas of improving student achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster the achievement of their children, by:*
- Provide parent materials and training to support involvement in their child's academic achievement
 - Provide resources for building parent understanding of child development and academic strategies which are designed to support parents as partners in their child's education
10. *Poca Elementary School shall, with the assistance of its parents, educate its teachers, specialized instructional support personnel, principal, and other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:*
- Survey teachers, parents, and students to assess areas of strength and identify barriers to parental involvement. Use this assessment in making recommendations to our individual school, specialists, teachers, etc.
 - Literacy Events
 - Math Events
 - Bring your Parent to School day
 - Leading with Character
 - Kids Read Now Night

11. Poca Elementary School shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Putnam County Title I Back to School Bash
- Putnam County Title I Reading Festival
- Parent Resource Center located in the school cafeteria
- All Pro Dads/Partners
- Parent Liaison

12. Poca Elementary School shall take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format and, to the extent practicable, in a language the parents can understand:

- Remind app
- Class Tag app
- Class Dojo app
- Title I and school newsletters-monthly
- Classroom newsletters-weekly

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

1. Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
2. Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
3. Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
4. Training parents to enhance the involvement of other parents
5. Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with

parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education

6. Adopting and implementing model approaches to improving parental involvement
7. Establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
8. Developing appropriate roles for community-based organizations and businesses in parent involvement activities
9. Providing such other reasonable support for parental involvement activities under section 1116 as parents may request

ADOPTION

This School Parent and Family Engagement Involvement has been developed jointly with, and agreed on with, parents and family members of children participating in Title I, Part A programs, as evidenced by ___PES Parent Adv. Committee____.

This policy was adopted by Poca Elementary School on May 20, 2019 and will be in effect for the period of one year. The school will distribute this policy to all parents of participating Title I, Part A children on or before August 30, 2019.

___Lisa S. Raines, Principal_____

(Signature of Authorized Official)

_____5/20/19_____

(Date)