

Punxsutawney Area Elementary School (PAES)

Title I Parent and Family Engagement Policy

2018 -2019

PAES is committed to the goal of providing quality education every period, for every student, every day. We want to establish partnerships with parents and with the community that promote high achievement. PAES understands parents play a crucial role in their child's education and everyone gains if both the school and home work together. The goal is a school-home partnership that will help all students succeed.

The Title I Parent and Family Engagement section of Every Student Succeeds Act (ESSA), Section 1116 requires each school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to school and parent programs, meeting, and other activities are sent to all parents in a format and language the parents can understand. This policy was:

- Developed jointly with and agreed upon by parents and family members for all PAES students;
- Written in an understandable format and provided in a language parents can understand;
- Distributed to all parents and family members;
- Made available to the local community;
- Updated annually to meet the changing needs of parents, family members, and the school.

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| 1) Each school year, parents and family members will jointly develop/revise with PAES the Parent and Family Engagement policy/procedures. This policy will be reviewed and improved by the Title I Parent Advisory Council (PAC) and through an end of year survey. This information will be distributed by paper copy, as well as, displayed on the school website for all members of the community. (ESSA, Section 1116) |
| 2) An annual meeting will be held to inform all parents and family members of the school's Title I program and to explain the requirements of the program and the parents' right to be involved. This meeting will be held in the fall of each year during open house. Invitations are sent by mail prior to the start of each school year. A brochure describing the Title I program is available to all parents. All information presented at the orientation meeting will be made available on the school website for parents to access at their convenience. (ESSA, Section 1013 (3)(C)(1)) |
| 3) Parent/family meetings and conferences will be offered at different times during the day. The first report card will be distributed at parent/teacher conferences held at PAES at a time mutually decided upon by each parent and teacher. Meetings may be held in the morning, afternoon, and/or evening. The PAES staff will continue to be flexible when establishing meeting times with parents to discuss child progress/concerns. Additional conferences can be held to discuss the student's progress when necessary. Informational workshops for parents will also be held throughout the school year at various times to encourage parent attendance. (ESSA, Section 1013 (3)(C)(2)) |
| 4. PAES Title I Program will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116. (ESSA, Section 10101(4)(c)). Each spring, PAES will invite all parents to join the Parent Advisory Council (PAC) for the upcoming school year. The school's PAC will include all parents who choose to volunteer to join. The Title I staff will invite the PAC volunteers to review and update all Title I documents including the PAES School Wide Plan at the beginning of each school year. Parent input for improvements is also gathered each year through surveys. |

5. **The PAES Title I Program will provide parents and family members with timely information about the Title I program through our orientation presentation, Title I brochures, and parent conferences.** Parent invites with the date, time, & place of programs will be sent home with all students. The Remind app is used by teachers to send reminders as needed to parents. Important dates and information about Title I Events will be posted on the Title I website link on the Punxsutawney Area School District page. **(ESSA, Section 10101(3)(4c))**
6. **The PAES Title I Program will provide parents/family members of students with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the school's proficiency levels of achievement based on the challenging state academic standards.** The PAES has a curriculum that is aligned to the PA Core Standards. These standards are available on the www.pdesas.org website. At the beginning of the school year, all Title I orientations include a power point shared with parents about the current curriculum and all assessments given in each grade and their purpose. Workshops are offered throughout the year to discuss state academic standards. **(ESSA, Section 1010(3) (C)(4B))**
7. **PAES will provide, if requested by the parents/family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. This will include parent/teacher conferences, academic student support meetings (if needed), and regular home- school communications.** Any parent may request a conference throughout the school year if there are concerns. If there is parent or teacher concern with student progress, IST meetings and MDE meetings are held. **(ESSA, Section 1010(3)(c)(4c))**
8. **A home-school compact will be jointly developed with the parents and family members. The compact outlines how the parents/family members and the entire school staff and students will share the responsibility for improved student achievement. The compact will be reviewed at the Parent Advisory Council meetings and distributed each fall.** After the PAC reviews and updates the Home/School Compact, one will be sent to each student. The intent of the compact is for each parent to discuss it with their child, sign, and hang it in an easily accessible place at home to remind students and parents that the home and the school will work together as a team to strive for academic success for their child. **(ESSA, Section 10101(5)(d))**
10. **PAES will address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum**
- a. Yearly Parent teacher conferences
 - b. Parents are encouraged to join the PAES PTO and attend monthly meetings
 - c. Frequent reports to parents
 - d. Reasonable access to staff via phone and email
 - e. Each year all students receive a daily agenda to serve as a communication log if necessary
 - f. Opportunities for parents to volunteer and participate in their child's classroom
 - g. Ensuring two-way meaningful communication between family members and school staff to the extent practicable in a language that family members can understand. The Title I program will utilize various interpreting services including TransAct to meet this requirement. There are translators available from Clarion University and Indiana University of Pennsylvania if needed for parents to engage in meetings with teachers about their child's progress and needs. Due to serving students who need Deaf Support services, there is Deaf Support teacher available to translate if parents have this need. **(ESSA, Section 10101(5)(d2)(A-C))**

11. PAES will provide parents and family members with assistance to understand the challenging state academic standards, state and local assessments and how to monitor a child's progress and work to improve the achievement of their children through the Standards based STAR progress report and various assessments. (ESSA, Section 1010(6)(c)(e1))

12. PAES will provide materials and training to help parents, family members, and foster parents work with their child to improve their achievement.

- a. Parent lending library -available to all students – fun academic materials to help support student growth.
 - b. Magazines- *Humpty Dumpty* - Grade K, *Little Kids National Geographic* -Grade 1, *Highlights*- Grade 2, *ChickaDee*- Grade 3, *Ask*- Grade 4, *Muse*- Grade 5, *OWL*- Grade 6
 - c. All families of children will receive two Title I monthly newsletters titled - *Math Connections* and *Reading Connections* with tips for parent to use at home to promote practice of skills
 - d. Workshops- planned in response to needs on a parent survey and one- to -one trainings on how to use materials
 - e. Literacy Events: Reading Under the Lights, STEM night, Bingo for Books, KSRA reading calendar
 - f. Resources will be available from IU 4 upon request - school will act as a liaison between the parents and the IU requesting and returning materials
 - g. Think-Stretch activity booklets provided to each student to promote summer retention of skills
- (ESSA, Section 1010(6)(c)(e1))**

13. PAES will provide professional development to teachers, support personnel, and other staff in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners. Each summer a meeting is held with the elementary principal, teachers, and parents to create a calendar for PTO activities that coordinate with the school year events and share ideas with PAES to encourage parent involvement. Parent input will be part of the agenda for the Title I Parent Advisory Council meetings. Teachers are required to watch SPAC training videos and encouraged to attend educational conferences. **(ESSA, Section 1010(6)(e3))**

14. PAES will coordinate and integrate parent and family engagement programs and activities with other Federal, State, and Local programs including public preschool programs and conduct other activities that encourage and support parents and family members to more fully participate in the education of their children. This will be accomplished through the district's planned Kindergarten transition activities. **(ESSA, Section 1010(6)(e4))**

15. PAES, to the extent practicable, will provide opportunities for the informed participation of all parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parent and family members of migratory children) in the Title I program. All families will receive invitations to all Title I parent and family engagement events through paper copies. The Remind app will also be used to provide information. Title I will provide parents with the dates of the SPAC conference to encourage parent attendance and involvement. Parents who attend can then bring information back to other parents. **(ESSA, Section 1010(7)(f))**

This Parent and Family Engagement Policy will be in effect for the 2018-2019 academic school year. It will be distributed to the parents of all PAES students and available to the community on the PAES Title I website.



Signature of Title I Authorized Representative



Date

NOTICE OF NONDISCRIMINATION

The Punxsutawney Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or disability in its admission procedures, educational programs, activities, or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Gerald G. Gigliotti (Title IX Coordinator) at Punxsutawney Area High School, 500 North Findley Street, Punxsutawney, PA 15767. Telephone: (814) 938-5151, ext. 6531, or Kate Shaffer (Section 504 Coordinator) at District Administration Offices - Punxsutawney Area School District, 300 Center Street, Punxsutawney, PA 15767. Telephone: (814) 938-5151, ext. 6520.