Poca Elementary School

Title 1 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 family participation in the development of our parent engagement plan, and in continuing to improve our family engagement 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 high concentrations of low-income students. The money is utilized to improve academic achievement in both Reading and Math. Title I funds are used to hire paraprofessionals, improve curriculum, enhance parent engagement, 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: *Kim Paxton, Terri Arbes, 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 develop with input from parents, school staff, and the students. This compact does the following:

- Links to our Strategic 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 families of the policy in an understandable and uniform format and, to the extent practicable, in a language the families can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of families and school.

3. In carrying out the Title I, Part A, family engagement requirements, to the extent practicable, the school will provide full opportunities for the informed participation of family members (including family members with limited English proficiency, families with disabilities, and families 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 families 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 families of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for family engagement activities. The school will build its own and the family's capacity for strong family engagement, in order to ensure effective engagement of families and to support a partnership among the school, families, and the community to improve student academic achievement.

6. The school will provide family engagement activities under sections 1116 of the ESEA in the areas of improving student academic achievement, child development, child rearing and additional topics families 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 families in the joint development and review of its school Family Engagement Policy under section 1116 of the ESEA:*
2. ○ Share Title I Family Engagement Policy and review contents annually for family input
3. ○ Monitor the school to ensure that the following documents are in place:
    - ▯ Family Engagement Policy
    - ▯ Families 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 families in our Title I school

4. *Poca Elementary School shall take the following actions to involve 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 with and working with families as equal partners in their child's education
    - ○ Survey teachers, families, and students to assess areas of strength and identify barriers to family engagement. Use this assessment in making recommendations to our individual school, specialists, teachers, etc.

5. *Poca Elementary School shall hold an annual meeting to inform families 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 families participating in Title I, Part A programs to this meeting:*
    - ○ Family Engagement meetings will be held at a date and time that best suites the families that sit on the School Support Team
    - ○ Encourage family participation in the school through volunteering
    - ○ Encourage family participation by offering scheduled activities at a variety of times to amplify engagement.

6. *Poca Elementary School shall provide families 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 or WVASA individual scores will be dispersed the fall of the following year

7. *Poca Elementary School shall, at the request of famlies, provide opportunities for regular meetings, held at flexible times, for families 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 by:*
   - Letter of invitation to Title I family gatherings
   - Continue to collect family participation data using family Sign-ins for engagement sessions, meetings, and conferences
   - Survey teachers, families, and students to assess areas of strength and identify barriers to parental engagement. Use this assessment in making recommendations to our individual school, specialists, teachers, etc.

8. *Poca Elementary School shall provide each family 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 Schoology
   - WVGSA & WVASA 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 ELR (Early Learning Report) will be sent home
   - Grades 1st through 5th will have report cards sent home every 9 weeks
   - Teachers will share information and access with families through Schoology, so that families can track their child's attendance, grades, and progress
   - Share our school's website where parents can access the following information:
     - Teacher contact information
     - School calendar
     - Directions and school contact information
   - Poca Elementary will connect with families through our Schoology App and Class Dojo

9. *Poca Elementary School shall take the following actions to provide each family 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

10. *Poca Elementary School shall help families of children served by the school, as appropriate, in understanding topics by undertaking the actions described below:*

- Open House held annually
- MTSS Letters
- Student Assistance Team meetings
- Family Engagement meetings
- Family-Teacher Conferences held bi-annually unless otherwise needed by either the parent or teacher

11. *Poca Elementary School shall provide materials and training to help families 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 family materials and training to support engagement in their child's academic achievement
- Provide resources for building family understanding of child development and academic strategies which are designed to support family as partners in their child's education

12. *Poca Elementary School shall, with the assistance of its family, 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 family as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate family programs and build ties between families and schools, by:*

- Survey teachers, families, and students to assess areas of strength and identify barriers to family engagement. Use this assessment in making recommendations to our individual school, specialists, teachers, etc.
- Literacy Events
- Math Events

13. *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 family 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
- Family Resource Center located in the school cafeteria
- Family (Parent) Liaison

14. *Poca Elementary School shall take the following actions to ensure that information related to the school and family-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 families can understand:*

- Schoology App
- Class Dojo app
- Classroom newsletters-weekly

DISCRETIONARY SCHOOL FAMILY ENGAGEMENT POLICY COMPONENTS

1. Engaging families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training

2. Providing necessary literacy training for families 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 family engagement activities, including transportation and childcare costs, to enable families to participate in school-related meetings and training sessions

4. Training families to enhance the engagement of other families

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 families who are unable to attend conferences at school in order to maximize family engagement and participation in their children's education

6. Adopting and implementing model approaches to improving family engagement

7. Establishing a school family advisory council to provide advice on all matters related to family engagement in Title I, Part A programs

8. Developing appropriate roles for community-based organizations and businesses in family engagement activities

9. Providing such other reasonable support for family involvement activities under section 1116 as parents may request

ADOPTION

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

This policy was adopted by Poca Elementary School on June 5, 2026 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, 2026

___*Lisa S. Raines, Principal*_____ _____10/1/2026_____

(Signature of Authorized Official) (Date)