Pine Grove Area School District
Pine Grove Area Elementary School
Title I School Parent and Family Engagement Policy

The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I 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, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

The policy must be:

- developed jointly with and agreed upon by parents and family members of Title I children;
- written in an understandable format and provided in a language parents can understand;
- distributed to all parents and family members of Title I children;
- made available to the local community; and
- updated annually to meet the changing needs of parents, family members and the school.

The policy describes how parents and family members will be involved in the planning, review and improvement of the school's Parent and Family Engagement Policy *(ESSA, Section 1116(b)(1)).*

- PGA will send a notification to all parents of students in grades PreK-4 asking for volunteers for the Title I Parent Advisory Committee in April if the parent representation falls below 3 members.
- The Title I Parent Advisory Committee will meet at a minimum twice per year (once in the fall and once in the spring).
- Annually the Title I Parent Advisory Committee will review and revise the LEA and School Parent and Family Engagement Policy using the results from the annual Parent Survey.

The policy states that the school will convene an annual meeting, at a convenient time which all parents and family members of participating children shall be invited, and encouraged to attend; to inform parents of their schools' participation as a Title I school; and to explain the requirements, and the rights for parents to be involved *(ESSA, Section 1116(c)(1)).*

- Pine Grove Area Elementary School parents will have the opportunity to participate in a Title I Session during Meet the Teacher Night held by the Reading Specialists during which parents will learn about the school participation in Title I, the requirements, and their parental rights.
- Parents will be directed to the school district website where the Federal Programs page is found along with all program information.

The policy states that the school will offer a flexible number of meetings, in the morning and/or the evening (*ESSA, Section 1116(c)(2)).*

Pine Grove Area School District
Pine Grove Area Elementary School
Title I School Parent and Family Engagement Policy

- Pine Grove Area Elementary School will provide the Title I Parent Advisory Committee with the flexibility of meetings determined by the committee members.
- Meetings will be held based on the availability of parents, school, and community members.
- Meetings for parents with teachers will be flexible both during parent/teacher conferences (some during the day and others at night) as well as individual parent/teacher meetings during the school year.

The policy states that the school will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program (*ESSA, Section 1116(c)(3)).*

- Annually the Parent Survey will be shared via online format to all parents of Pine Grove Area Elementary School students.
- The parents will receive notification for them to complete the form in order to help with the planning, review, and improvement of Pine Grove Area Elementary School's parent and family engagement programs.
- The results of the Parent Survey will be used by the Title I Parent Advisory Committee with regards to improvement of the parent and family engagement program during the fall meeting.
- In a means to increase participation in the survey, there could be a competition where the class with the most returned surveys in each grade level will earn a movie reward.

The policy describes how the school will provide parents of participating children with timely information about the Title I program *(ESSA, Section 1116(c)(4)(A)).*

- Pine Grove Area Elementary School takes part in a schoolwide program; therefore, all parents will be provided with information concerning Title I during Meet the Teacher Night, Parent/Teacher Conferences, Title I events, and online/take home information for parents.
- Parents will also be directed to the Federal Programs page on the school district website where all information can be found for parents and families.

The policy describes how the school will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards *(ESSA, Section 1116(c)4)(B)).*

- Pine Grove Area Elementary School posts all curriculum on the district website under the Curriculum Department page which will be shared with parents and families during Meet the Teacher Night.
- Pine Grove Area Elementary School will create a Welcome Packet for parents of incoming Kindergarteners to help in understanding school resources, requirements, events, and any other pertinent information.

Pine Grove Area School District
Pine Grove Area Elementary School
Title I School Parent and Family Engagement Policy

- Pine Grove Area Elementary School parents will be informed of the academic assessments used to determine student needs during Meet the Teacher Night and/or via online recorded presentations and other information on the Federal Programs page.
- All information concerning state academic standards and achievement levels of PSSA exams will be shared with parents during Meet the Teacher Night, Parent/Teacher conferences, and/or information send home to parents. This information will also be shared on the district website.

The policy states that the school will provide, if requested by parents, 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 *(ESSA, Section 1116(c)(4)(C)).*

- Parents requesting a meeting with teachers, the principal, reading specialists, or the curriculum director will be addressed and scheduled as soon as mutually appropriate.

The policy states how the school will involve parents and family members in the joint development of the Schoolwide Program Plan under Section 1114 per ESSA *(ESSA, Section 1116(5))*. Applies only to Title I schools operating a Schoolwide Program.

- Members of the Title I Parent Advisory Committee will meet in the spring prior to the development of the Schoolwide Program to review data and share ideas during discussions.
- All suggestions from the committee will be discussed and the most appropriate ideas will become part of the Schoolwide Program Plan.
- Once the Schoolwide Program Plan is completed, using parent and family members suggestions by the Federal Programs Coordinator, the Title I Parent Advisory Committee will receive the plan via email and asked to review and suggest any revisions in a timely manner.
- Once the Title I Parent Advisory Committee members all have signed off on the plan, the plan will be signed and submitted.

The policy states that a home-school compact will be jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State's high standards. The compact shall describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time *(ESSA, Section (d)(1));* and address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—

- **parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;**
- **frequent reports to parents on their children's progress;**
- **reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand (*ESSA, Section 1116(d)(2)(A-D)).***

- The Title I Parent Advisory Committee will review and revise the Home-School Compact annually in the spring. This committee includes stakeholders from both school and home.
- The Home-School Compact will be distributed to parents through the Finalsite all access resource the district uses to send texts and emails to all parents.
- The Home-School Compact includes teachers, parents, and students. All are expected to read the document.
- Send home a flyer through PTO at the beginning of the year with all school events listed so parents can offer to sign-up for specific ones. This should include events, dates, and time commitments so parents can make an informed decision. The flyer will include being part of the parent advisory board.
- After each screening session (BOY, MOY, EOY) parents will receive a letter and their child's data report in order to see their child's progress.
- Parents requesting a meeting with teachers, the principal, reading specialists, or the curriculum director will be addressed and scheduled as soon as mutually appropriate.

The policy states how the school will provide assistance to parents and family members in understanding the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children *(ESSA, Section 1116(6)(e)(1)).*

- Pine Grove Area Elementary School will provide assistance to all Title I parents and families as appropriate in the following ways:
  - the State's student academic achievement standards
    - During Meet the Teacher Night teachers will share with parents the curriculum and state standards as found on the school district website.
  - the State and local academic assessments
    - During Meet the Teacher Night the reading specialists and/or curriculum director will present a session to parents focused on understanding the state assessments as well as the local assessments.
    - Pine Grove Area Elementary will create screener resource guides for district Assessments and a FAQ documents concerning assessments.
  - how to monitor their child's progress

        - During Meet the Teacher Night while reviewing the State and local assessments, parents will be shown how to monitor their child's progress.
        - During Parent/Teacher conferences, parents will discuss their child's progress.
        - Reading specialist will create and share via the school district website resources based on deficits in student screenings. This may include, "What can I do at home" resources based on items such as fluency, sight words, math fluency, etc.
    - how to work with educators
        - Classroom teachers will share with parents the ways in which they can work collaboratively in the best interest of their child.
- PGA will provide parents and families with PDE websites and Department of Ed websites specific to academic standards, assessments, ESSA, and Title I Part A on the district website.

The policy states how the school will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to foster parent involvement (*ESSA, Section 1116(6)(e)(1)).*

- Pine Grove Area Elementary School will provide parent sessions in-person or online recordings in such topics as literacy and technology.
- Reading specialists will share information with parents and families focused on literacy topics per grade level at Meet the Teacher Night and other events.
- The elementary computer teacher will share resources with parents and families throughout the school year. These resources will be sent home with the students from computer class.
- Technology sessions will also be shared by the technology department on the district website.

The policy states how the school will educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, 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, implement and coordinate parent programs, and build ties between parents and family members and the school (*ESSA, Section 1116(6)(e)(3)).*

- During the spring meeting, the Title I Parent Advisory Committee will create a list of ways Pine Grove Area Elementary School personnel can communicate and work with parents and families through the use of programming to help build relationships.
- These ideas will be shared with all personnel during the in-service days in August by the Federal Programs Coordinator.

Pine Grove Area School District
Pine Grove Area Elementary School
Title I School Parent and Family Engagement Policy

The policy states how the school will, to the extent feasible and appropriate, coordinate, and integrate parent involvement 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 in more fully participating in the education of their children *(ESSA, Section 1116(6)(e)(4)).*

- Pine Grove Area Elementary School will work with both Pre-K Counts (in partnership with IU29) and other local daycares and preschools to involve their students and parents/family members as much as possible to aid in the education of those students.

The policy states how the school will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand (*ESSA, Section 1116(6)(e)(5)).*

- Pine Grove Area Elementary School will share all information concerning school programs, meetings or other activities via the school district website and all social media outlets.
- Pine Grove Area Elementary School will also send home flyers for students and parents for the Title I events in order to ensure this information is being received by parents and families.

The policy states how the school, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) (*ESSA, Section 1116(7)(f)).*

- EL or migratory students at Pine Grove Area Elementary School will receive information in the language understood by the student, parent, family or translator.
- Documents will be translated when necessary.
- Parents and family members with disabilities will be given information in language understandable by those members.

Revised May 20, 2026