

WEST FOREST ELEMENTARY SCHOOL

Title I Parent and Family Engagement Policy

Date Reviewed/Revised: 6/24/2026, 12 PM

West Forest Elementary School believes that strong partnerships among families, educators, and the community contribute directly to student success. The school is committed to engaging parents and family members as active participants in their children's education and meeting all requirements of Section 1116 of the Every Student Succeeds Act (ESSA).

Development and Annual Review of the Policy

West Forest Elementary School will jointly develop, review, and revise this Parent and Family Engagement Policy annually with parents and family members. Family input will be gathered transparently through surveys, parent meetings, Title I events, the State Parent Advisory Council (SPAC), and school improvement discussions.

Annual Title I Parent Meeting

West Forest Elementary School will hold its annual Title I meeting each summer at a convenient time for families prior to the start of the new school year. Under the direction of the Federal Programs Coordinator, Mrs. Lisa Banner, and school leadership, families attending this summer meeting will:

- Learn about the school's Title I program, eligibility, and services.
- Review ESSA parent rights and opportunities for involvement.
- Receive information about academic programs and student support services.
- Provide feedback regarding family engagement activities.

Flexible Family Engagement Opportunities & School Events

West Forest Elementary School will offer multiple opportunities for family participation throughout the school year, including morning, afternoon, evening, and virtual events when appropriate.

In strict alignment with our school-parent-student compact commitments, West Forest will host key annual community and academic events to build capacity, including:

- The Annual Fall Open House
- Official Parent-Teacher Conference Days
- The Annual Carnival
- The Spring Family Luncheon
- Academic workshops, family literacy nights, and parent information sessions.

Participation in Planning and School Improvement

Parents and family members will be encouraged to participate in the planning, review, and evaluation of the Title I program, the Parent and Family Engagement Policy, family engagement activities, and the Schoolwide Program Plan. Input will be gathered collaboratively through meetings, surveys, parent committees, and individual consultations.

Information About Title I Services

West Forest Elementary School will provide timely information about Title I services through newsletters, school communications, the district website, family events, and direct communication from school staff.

Curriculum, Standards, and Assessments

The school will help families understand:

- Pennsylvania Academic Standards and grade-level learning expectations.
- Core curriculum and instructional materials used in classrooms.
- State (PSSA) and local diagnostic assessments.
- Student progress monitoring practices.

Teachers and staff will discuss student progress and achievement data during conferences, workshops, and parent meetings.

Parent Input and Meeting Requests

Parents may request meetings with teachers, Title I staff, counselors, or administrators to discuss concerns, recommendations, or educational decisions affecting their children. The school will respond promptly and work collaboratively with families to address questions.

Schoolwide Program Participation

As a Title I Schoolwide Program school, West Forest Elementary School will involve parents and family members in the joint development, review, and evaluation of the Schoolwide Plan through annual meetings, surveys, and committee participation.

Shared Responsibility: The School-Parent Compact

In accordance with Section 1116(d) of ESSA, West Forest Elementary School jointly develops and maintains a School-Parent-Student Compact outlining the team framework for shared academic achievement.

To fulfill the specific communication promises in our compact, progress tracking and dialogue between home and school will include:

- At least one annual parent-teacher conference to directly discuss the compact's actionable commitments.
- Frequent access to student progress updates, including tracking grades in the digital CSIU system, midquarter reports, quarterly report cards, and targeted email or telephone communication.
- Reasonable access to staff and clear opportunities for family participation, classroom visits, and volunteering.
- Ongoing, two-way communication in a language families can understand via the district all-call system, Remind app, and professional emails.

Building Family Capacity & Staff Training

West Forest Elementary School will support families by providing literacy and learning resources for home use, training on educational technology tools (including monitoring grades via the CSIU system), and family workshops focused on academic support strategies.

School personnel will receive training on effective family engagement practices, centering around treating each child with dignity, creating a safe and positive learning environment, and striving to meet individual academic needs.

Coordination with Other Programs & Inclusion

West Forest Elementary School will coordinate parent involvement activities with local preschool programs, community organizations, special education services, and other federal, state, and local programs. Meaningful participation opportunities will be provided for all parents, including families with limited English proficiency, families of students with disabilities, migratory families, and families requiring additional accommodations.

This policy was jointly developed with parents and family members. It will be distributed annually to all participating families and made available to the local community.

School Administration & Federal Contacts:

- **Superintendent:** Mrs. Amy Beers | abeers@forestareaschools.org | 814-755-4491
- **Principal:** Mr. Luke Alex | lalex@forestareaschools.org | 814-755-3302
- **Head Teacher:** Mrs. Leann Sharrar | lsharrar@forestareaschools.org
- **Federal Programs Coordinator:** Mrs. Lisa Banner | lbanner@forestareaschools.org
- **Reading Specialist Teacher:** Mrs. Keli Kosmiski | kkosmiski@forestareaschools.org
- **District Website:** www.forestareaschools.org