

# **Sycamore Park Parent and Family Engagement Policy and Procedures**

## **PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED**

### **COMPONENTS**

A. Sycamore Park will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.

- Policy updates will be shared with the Parent Advisory Committee (PAC) for feedback and will be finalized with all stakeholders by September of each year.
- The policy will be available on the school's website by August of each year.
- The policy will be discussed and reviewed with all stakeholders during school-wide events beginning in September and continuing throughout the school year.

B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

- Meet the Teacher and Back to School Night will include a presentation on Title 1 school-wide programs, requirements and parent rights. Pamphlets containing the information will be available to all parents in a language they can understand. This information will continue to be available to parents throughout the school year and will be posted on the school's website.

C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.

- Four (4) "*Teachers Involving Parents*" (TIP) meetings will offered at various times to accommodate parents. Topics will include, but not limited to, "Preparing Your Child for the Spring Virginia Standards of Learning Tests," "Helping Your Child with Homework," and "Reading to Your Child;" Translators will be available as necessary and child care will be provided for at least one of the evening events.

D. 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.

- Parent Advisory meetings (PAC) will occur four times a year.
  - August/September parents will give input on the Title I school-wide plan
  - October/November parents will give input on the school improvement plan
  - January/February parents will review progress on goals outlined in the Title I schoolwide plan and the school improvement plan
  - March/April/May- parents will give input on updating the school's Title I Parent and Family Engagement Policy and Procedures

E. Provide parents of participating children—

1. Timely information about programs under this part.
2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
3. 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 practically possible.

- In September the school will hold a back to school night to include a presentation on Title I school-wide programs, requirements and parent rights. Pamphlets containing the information will be available to all parents in a language they can understand. This information will continue to be available to parents throughout the school year and will be posted on the school's website.
- By October, parents, teachers and students will sign Title I school compacts.
- By October, families will be surveyed on workshops they would like to be offered during the school year to include time and location preferences.
- Annually, families will be invited to participate in the Title I, Part A survey.

F. If schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

- During the August/September PAC meeting, parents will be given the opportunity to offer feedback and approve the Title I school-wide plan. If a parent is not satisfied with the jointly developed plan, their comments will be included when the plan is submitted to the division.

#### PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

-Provide frequent reports to parents on their child's progress.

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

- 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.

- Compacts discussed and signed at Back to school Nights and Meet the teachers
- Annual Parent Teacher conferences
- According to CCPS regulations interims and report cards will be sent throughout the year.
- Open communication with parents throughout the year to discuss academic and / or behavior concerns
- Translation and interpretation services available as needed
- Parents are encouraged to volunteer by following the CCPS volunteer policy

#### BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

1) Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.

- Make school profile accessible through parent meetings, newsletters and websites
  - Parent/Teacher Conferences at least once a year
  - School Newsletters
  - SOL TIP Nights (Teachers Involving Parents)
  - Translation/ Interpretative services are available to families as needed
- 2) Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
- Quarterly Reading Newsletters
  - Reading and Math TIPs
  - Homework Bags
  - CCPS Family Resource Center
  - Culpeper County Library
  - STEM Nights
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
- Faculty Meetings--Embedded Pd
  - Partner with Community groups such as local 4H and Soil conservation to supplement academics
- 4) Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
- Family Resource Center
  - Culpeper County Library
  - TIP meetings
  - Division and School websites (Title 1 Tip of the Day)
  - Preschool transition to Kindergarten
  - VDOE Webpage - <http://www.doe.virginia.gov/families/index.shtml>
- 5) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
- School-wide newsletters shared in English and Spanish in clear and concise language for parents
  - Weekly or event based robo calls made in English and Spanish in clear and concise language for parents
  - Weekly or event based family emails sent in English and Spanish in clear and concise language for parents
  - All school flyers sent in English and Spanish in clear and concise language for parents

**The following are allowable activities:**

- 6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- Receive input from parents in PAC meetings
- 7) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.

- 8) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
  - School related training session such as: Trauma Informed Care, Behavior Interventions or Parenting skills associated with student academic needs
- 9) May train parents to enhance the involvement of other parents.
  - Networking through collaborative discussion is encouraged during PAC and TIP meetings to build a community where families support one another.
- 10) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
  - TIP Meetings at various times--morning and non-school hours
  - Home visits before and after school
  - Annual school-wide Parent Teacher Conferences
  - Individual conferences available upon request at times that will accommodate parent, family and teacher schedule
- 11) May adopt and implement model approaches to improving Parent and Family Engagement.
  - Offer family programs where the students and parents are able to interact together in hands-on activities to create strong comprehension of the subject.
  - Family programs in varying topics to include math, reading, STEAM , Homework help
  - Offer programs at varying times before and after school to increase more participation opportunities.
  - Evaluate participation of programs to improve attendance in future events.
- 12) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
  - Each school invites at least one parent representative from the school members to attend an annual district meeting and offer input and suggestions.
- 13) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.
  - STEAM nights have community organizations and businesses on-site working with the students and parents by providing engaging activities sponsored by their organizations
  - Local organizations such as Public Library, local 4-H, Soil and Water Conservation group, varying businesses participate in family engagement events throughout the year.

### PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall 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), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

Use of CCPS translators and /or United Language Group, telephone interpreting services.







