

SCHOOL PARENT AND FAMILY ENGAGEMENT

POLICY/PLAN AND PROCEDURES

KIPTOPEKE AND OCCOHANNOCK ELEMENTARY SCHOOLS

2021-2022

Kiptopeke and Occohannock Elementary Schools' Parent and Family Engagement Policy

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY REQUIRED COMPONENTS

A. Kiptopeke and Occohannock Elementary Schools will jointly develop in consultation with parents, community members, and school personnel, the schools' Parent and Family Engagement Policy. The policy will be distributed to parents of participating children and, to the extent practicable, provided in a language the parents can understand. The Parent and Family Engagement policy will be made available to the local community by including it on the schools' website.

B. During the first quarter of school, Kiptopeke and Occohannock will convene an Annual Title I Night, 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 Title I, Part A, and to explain the requirements of Title I, Part A, and the right of the parents to be involved.

During the first quarter of the school year, Kiptopeke and Occohannock Elementary Schools will hold their Annual Title I Night to inform parents of the requirements of Title I and the schools' participation as well as the parents' rights to be involved.

C. Offer flexible meeting times and provide, with funds provided under Title I, Part A, transportation, childcare, or home visits, as such services related to Parent and Family Engagement.

Meetings will be held in the evenings for parents when they get off work, as this is most flexible for parents to attend.

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school-wide under Section 1114, and the process of the school review and improvement under Section 1116.

At the beginning of the school year, Kiptopeke and Occohannock Elementary Schools will meet with parents and other stakeholders. During this meeting, parents will receive information about the schools' parent and family engagement plans and will be informed of their parental right to be involved in the planning and development of the plans through meetings, surveys and questionnaires. If the program plans are not satisfactory to parents, they may submit comments on the plans to the schools' administrators.

E. Implement an effective means of outreach to parents of English Learners, in a language the parents can understand, to inform them regarding how they can-

- be involved in the education of their children; and
- be active participants in assisting their children to-
 - attain English proficiency;
 - achieve at high levels within a well-rounded education; and
 - meet the challenging State academic standards expected of all students.

F. Provide parents of participating children—

- Timely information about programs under Title I, Part A at the Annual Title I Night.
- 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.
- 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.

The Kiptopeke and Occohannock Elementary Schools' Parent and Family Engagement Policy will also be discussed with parents during the Parent and Family Engagement Committee meeting at the beginning of the school year. The policy will be assessed each year based on the number of participants, the number of volunteers, and the responses to the parent questionnaires and/or surveys.

Parents will be involved in planning, reviewing, and improving the policy through a yearly review. All parents will have the opportunity and will be encouraged to participate in this review.

G. If the Kiptopeke or Occohannock 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.

Any comments/concerns can be emailed to the Coordinator of Grants, Paige Ford, at pford@ncps.k12.com or phone at 757-678-5151 extension 2305.

PART II- REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

- SCHOOL COMPACT

As a component of the school-level Parent and Family Engagement Policy, Kiptopeke and Occohannock shall jointly develop with its 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.

- The school compact shall be reviewed with parents during the Annual Title I Night.
- 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.

Kiptopeke and Occohannock Elementary Schools will hold a Parent Engagement Committee Meeting to review and discuss any needed changes to the jointly developed School-Parent Compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the schools' responsibility in providing high-quality instruction and curriculum but also the student and parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.

BUILDING CAPACITY FOR PARENTS AND STAFF- REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Kiptopeke and Occohannock Elementary Schools **must**:

- Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
- 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).
- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.
- 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.
- 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.

Kiptopeke and Occohannock Elementary Schools will offer parent workshops, seminars and book studies on an as needed basis. The schools will also continue to encourage parents to use online resources such as Reading Eggs, Imagine Learning English, Imagine Learning Math, and Achieve 3000. Both schools

have also purchased brochures and other reading materials to assist parents in supporting their child's academic success. Ongoing partnerships will be maintained with the schools' local PTA, community business stakeholders, and preschool programs to provide optimal educational experiences for students.

Various professional development opportunities and professional learning communities will be extended to teachers and other instructional staff to increase student academic achievement. VTSS (Virginia Tiered Systems of Support) and PBIS (Positive Behavioral Interventions and Support) models will continue to be implemented at both elementary schools.

The following are allowable activities:

1. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
2. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
3. May provide necessary literacy training from funds received under Title I, Part A if the district has exhausted all other reasonably available sources of funding for such training.
4. 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.
5. May train parents to enhance the involvement of other parents.
6. 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.
7. May adopt and implement model approaches to improving Parent and Family Engagement.
8. May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under Title I, Part A.
9. May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

Parent volunteers will be asked to work within the community to garner support for events such as Career Day, Book Fairs, Family Literacy, Math, or S.T.E.M. Nights, Parents as Educational Partners (PEP) Events, PTA Meetings, parent conferences, and various other parent events. Surveys will be sent out to parents to gather input regarding topics of need and to identify barriers to parent participation. Meetings designed to improve student achievement will be held in the evenings for parents when they get off work, as this is the most flexible for parents to attend.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of Title I, Part A, 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.

An interpreter will be available to assist with non-English speaking parents and/or parents with disabilities to encourage parental involvement in academia. Family and community persons will be made aware of the training sessions through resources such as newsletters, use of the school sign, media, and the school website.

PART IV-ADOPTION

This Kiptopeke and Occohannock Elementary Schools' Parent and Family Engagement Policy has been developed jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy was developed/revised by Kiptopeke and Occohannock Elementary Schools and will be in effect for the 2021-2022 school year. The schools will distribute these Parent and Family Engagement Policies in the Elementary Student Handbook to all parents of participating Title I children and make it available to the community on each school's website.



Signature of Title I Authorized Representative

August 9, 2021

Date