

La interpretación de este documento está disponible. Llame a Dannah Card, especialista en EL, al 540-643-0919.

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## **Dublin Elementary School**

### Parent and Family Engagement Policy/Plan and Procedures

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

- A. Dublin Elementary School 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.
- Schedule annual meeting with parents virtually or in person as permitted to collect feedback and finalize the policy
  - Make policy available to community through school website
  - Make policy available to community through copies in main office
- 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.
- A meeting will be held before 10/31/2022.
- 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.
- Title I meetings will be held virtually or in person as permitted.
  - Meetings will be recorded and made available upon request.
- 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.
- Parents will be invited to participate in planning, reviewing, and providing feedback on the schoolwide plan.
- 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
- EL teachers will work with parents to discuss student progress.  
Further assistance is available upon request to explain plans/policies.

- F. 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 virtually or in person as permitted.
    - Assessments and corresponding proficiency levels are explained to parents during the annual meeting and parent/teacher conferences.
    - Provide copies of pacing guides upon request
    - Provide directions to access Parent Portal
    - Opportunities for suggestions and comments will be available for parents at the annual meeting.
- G. 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.
- Parent comments about the Schoolwide Plan will be face-to-face and Google Forms.

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

As a component of the school-level Parent and Family Engagement Policy, 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) virtually or in person as permitted:

- Parent/Teacher conferences are scheduled during each semester.
- Provide frequent reports to parents on their child's progress.
- Mid-term reports and report cards will be sent home each grading period.
- Parent Portal is available through the PCPS website.
- Teachers communicate with parents through conferences, virtual meetings, school email, telephone calls, and written communication.

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.

- Communication will be ensured through a newsletter (English and Spanish), classroom newsletters, conferences, daily/weekly home/school communication folders, school telephone calls, written communication, Canvas messages, and communication apps (Remind, Class Dojo, etc.).
- Further assistance to EL families is available upon request.

## 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:**

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

- The Title I annual meeting will be held in the fall of 2022 virtually or in person as permitted. During this meeting, parent/guardians will be informed of the challenging state academic standards. Midterm reports and report cards are sent home each grading period. Parent Portal, curriculum pacing guides, and Virginia Standards of Learning are available to parents/guardians through the PCPS website. Teachers communicate with parents/guardians through conferences, school email, telephone calls, written communication, Canvas messages, and communication apps (Remind, Class Dojo, etc.).

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).

- Throughout the year, Title I teachers will provide materials and training to help parents/guardians work with their children on literacy topics. Additionally, Title I teachers will provide materials and training to help parents/guardians monitor their children's use of technology in a responsible manner. Newsletters are sent home to all students with tips on these topics. Title I teachers provide handouts during the month of October concerning technology: how they can work with their children, cell phone use, internet safety, and 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.

- Grade level teachers will share parental engagement strategies.

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.

- NRV CARES, New River Head Start, Pulaski County Public Library System, PCPS Parent Resource Center, and New River Valley Community Services School Clinicians

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.

- Further assistance is available to parents upon request.

### 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.

- Further assistance is available to parents upon request.

PART IV-ADOPTION – This Dublin Elementary School Parent and Family Engagement Policy/Procedures have been developed/revised 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/Procedures were developed/revised by Dublin Elementary School on 09/01/2022 and will be in effect for the period of 2022-2023. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 10/31/2022.