

## **Pulaski Elementary Parent and Family Engagement Policy/Plan and Procedures**

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

- A. Pulaski Elementary 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 (virtually or in person, as permitted) with parents to collect feedback and finalize the policy.
  - Make policy available to the community on the Pulaski County Public Schools (PCPS) website.
  - Make policy available to the community through copies in the main office.
- B. Convene an annual meeting (in person or virtually), 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.
- The annual meeting will be held by the end of October.
- C. Offer flexible activities, 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. Services offered as deemed appropriate by the state and local health departments.
- Title I meetings are typically held in the evenings or virtually. If interested parents cannot attend the evening meeting, then digital meeting information will be available.
  - Children are welcome to all meetings.
- 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 school review and improvement under Section 1116.
- Parents will be invited to participate in planning, reviewing, and providing feedback on the schoolwide plan during the annual meeting, scheduled evening meetings, and/or parent/teacher conferences.
- 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
  - Further assistance is available upon request to explain plans/policies.
  - EL teachers will work with parents to discuss student progress.

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; 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.
  - Assessments and corresponding proficiency levels are explained to parents during the annual meeting and parent/teacher conferences.
  - Provide directions to access curriculum pacing guides on the PCPS website.
  - Provide directions to access Parent Portal.
  - Opportunities for suggestions and comments will be available for parents at the annual meeting, through parent surveys, at parent/teacher conferences, at family literacy activities, and at schoolwide planning meetings.

G. If the 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 will be submitted along with the Title I schoolwide plan.

## 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. Services offered will be virtual and in person, as permitted.

Conduct a parent/teacher conference in elementary schools, annually (at a minimum).

- 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, 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.

- Parents are invited to participate through class activities, field trips, book fairs, field days, PTO meetings, and other school activities, as deemed appropriate by state and local health departments.

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 the county-wide newsletters, conferences, daily folders, school telephone calls, digital communications, and email messaging.
- Further assistance 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.

- During the Annual Meeting, teachers discuss Parent Portal, curriculum pacing guides, Virginia Standards of Learning, and elementary assessments. Mid-terms and report cards are sent home each grading period.

Provide materials and training to help parents work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).

- Instructional Technology Resource Teachers may provide training on the technology components of the math and reading series, as well as other online programs, and assist with other questions as needed.

Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.

- Title I teachers and each grade level will share ideas at faculty meetings.
- Teachers may participate in book studies around parent engagement.

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 Headstart, Pulaski County Public Library, 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 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 in a format and, to the extent practicable, in a language such parents understand.

- Further assistance is available upon request.

PART IV-ADOPTION – This Pulaski Elementary 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 Pulaski Elementary in September 2022 and will be in effect for the 2022/2023 school year. 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 10/31/22.

Signature of Title I Authorized Representative:

Date:

## **Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:**

Name: Click or tap here to enter text.

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