

Farmington Elementary

Parent and Family Engagement Policy/Plan and Procedures

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

A. Farmington 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.

- 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.

- The first meeting will be held before October 1 of each year at the school.
- Farmington 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.

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 be 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," "ESL Family Information" and "Reading to Your Child;" Translators will be available as necessary and child care will be provided or children will be allowed to attend 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.
 - September/October 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

E. Provide parents of participating children—

- Timely information about programs under this part.
- 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.
- 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 the end of 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 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.

- During the August/September PAC meeting, parents will be given the opportunity to offer feedback and approve the Title I schoolwide 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 with quarterly report cards. -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
- Annual Parent-Teacher conferences
- According to CCPS regulations interums 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.

- Send SOL results to parents
- Hold Parent Conferences on academics and on attendance issues
- Send ESL Proficiency Levels to ESL parents
- Send Parental Information Letters prior to SOL testing
- Inform parents of how to access the VDOE School Quality Profile
- Provide parents with access info to Parent Portal for student grades
- Share attendance records and assessment results with parents when necessary
- School Website Access
- Home Access and subscriptions to computerized Reading, Mathematics and writing Programs
- Newsletters and publications promoting reading in the home 2) Provide materials and training to help parents to work with their children, such as literacy training and using technology.
- Fall Back to School night for Kindergarten through 5th grade families
- Family Literacy Events and Book Fair
- TIP Homework Bags
- Reading TIPS
- ESL Family Information
- School Newsletter
- Quarterly Reading Newsletter
- STEM TIP
- School Newsletter Math Insert

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

- Providing Interventions
- to include Tier 3 program groups

- Differentiation
- ESL Professional Development
- Math and Reading Content Meetings

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.

- Administration will meet at least monthly with the school system social worker to determine how she may help parents access programs and activities with other agencies.
- Administration will meet at least annually with Head Start to coordinate transition to elementary school.
- Arrange annual local library event for K-2 families
- Arrange annual evening family event

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.

- Bi-Monthly Newsletter in at least two languages
- Weekly Call Outs in at least two languages when available
- ESL Information Session

The following are allowable activities:

May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

- Parent input sought in school newsletter
- Receive input from Parents at PAC meetings

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.

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.

- Refreshments for Family Traditions and Celebrations Events

Popsicles on the playground with the principal

- Books at Fun Fair

● School related training sessions such as Internet Safety, Behavior Interventions or Parenting skills associated with student academic needs

May train parents to enhance the involvement of other parents.

- Networking through collaborative discussion is encouraged during PAC and TIP meetings to build community

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.

- 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.
- Conferences in the afternoon and evening
- Fun Fair in the evening
- Family Traditions and Celebrations Event
- ESL information during the day
- Book Fair TIP in the evening
- Back to School in the Evening
- Weekly call out of information
- Bi- Monthly newsletter

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● 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 1 parent representative from the school members to attend an annual district meeting and offer input and suggestions. May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

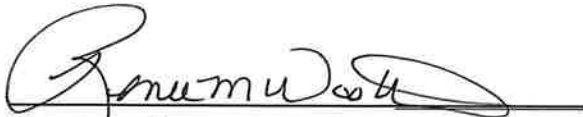
- County volunteer process.
- Each school invites at least 1 parent representative from the school members to attend an annual district meeting and offer input and suggestions.


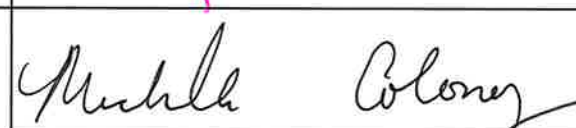
PART III-ACCESSIBILITY REQUIREMENTS In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide

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.
- ESL Parent information session with translation
- Newsletter and call outs in two languages
- Monthly translator on site

PART IV-ADOPTION – This Farmington 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 Farmington Elementary School on October 2, 2018 and will be in effect for the period of 2021-2022. The school will make 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 November 20, 2021.


Signature of Title I Authorized Representative

Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:	
Name	Signature
EMILY MILHAM	
Michelle Coloney	
Victoria Mundia	