

St. Paul Elementary Parent and Family Engagement Policy/Plan and Procedures

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

- A. SPE 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.
- The Family and Community Engagement Team (FACE) meetings will be open monthly to all Title I families to take an active role in developing/revising the Family Engagement Policy.
 - The Parent and Family Engagement Policy will be posted on the district website for families to access at any time. It will be posted no later than October 31st of the current school year.
 - The Parent and Family Engagement Policy will be available in the Family Resource Center at all times and available to any parent upon request.
- 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 "Annual Title I Informational Meeting" and the "Welcome to Title I Meeting" will be held at the beginning of each school year and each semester to offer parents information about the Title I program.
 - There will be two different times available for families to attend the meeting to accommodate all schedules.
 - Topics to be discussed will include:
 - Components of the Title I program
 - Description and purpose of the Title I program
 - Title I funding
 - Parent and Family Engagement Policy
 - School Improvement Plan
 - FACE Team purpose and sign-ups
 - Family Engagement events and opportunities
 - Curriculum used in reading intervention pull outs
- 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 throughout the year will be offered at different times based on family survey results.
 - Title I meetings will accommodate families with small children and offer activity centers for children in attendance at the parent meeting.
 - When home visits are determined to be necessary Family Engagement Coordinators (FECs) will contact the family to set up necessary arrangements.
 - When transportation is determined to be necessary FECs will assist the family in making arrangements to attend the event.
 - Monthly Community Leadership Meetings to discuss school progress and upcoming activities.

- 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.
- The FACE team, principal, and teachers will be a part of the committee of individuals who works together throughout the year to plan, review, and improve the school improvement plan.
 - The school improvement plan will be reviewed a minimum of 4 times per year.
- E. Provide parents of participating children—
- Timely information about programs under this part.
 - o The FECs will provide monthly calendars/newsletters sent home with every Title I student and posted on the county website each month.
 - o The FECs will keep families informed of upcoming events by sending informational letters as well as reminders in a timely manner.
 - o The FECs will maintain a Family Engagement Facebook page to provide parents with information regarding all upcoming events/informational meetings.
 - 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.
 - o At the Annual Title I Meeting we will provide families with information on all curriculum used in classrooms as well as in Title I.
 - o At the Annual Title I Meeting we will introduce families to academic assessments used throughout the school year to measure student progress such as: SOLs, PALs, Benchmarks, etc.
 - o The Title I Assessment Meeting, SOL Meeting, as well as Parent/Teacher Conferences will be offered throughout the year to provide parents with information on their child's proficiency levels.
 - 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.
 - o Families will be encouraged to contact teachers, as well as Title I teachers, of any concerns they have throughout the year in regards to their student's progress.
 - o Teachers will be available and flexible to accommodate the schedules of all families.
- 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.
- Parent concerns/comments about the school wide plan will be recorded by the FEC and submitted to the district office within 10 days for further review.
 - At any time, parents are encouraged to submit concerns/comments directly to the district office.

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 (bi-annually) 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.
- Title I families will participate in an annual two Family Reading/Science Night.
- FECs will host parent workshops throughout the school year to address student academic achievement.

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.
 - FECs will provide assessment meetings (PALs, SOLs, etc.) to help families understand assessment reports and monitor student progress.
- 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).
 - FECs will offer annual family trainings to address literacy, technology, assessments, and others as determined through academic data and parent surveys.
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
 - Professional development opportunities will be offered based on the data in the comprehensive needs assessment.
 - FEC will offer Academic Teacher Team Meetings(APTT) with 1st grade parents to help with grade specific skills. This team will meet once every 9 weeks.

- 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.
- The Principal and FEC will conduct tours of the school for incoming students and families.
 - Wise County Schools will operate a division-wide preschool program for at risk four-year old children.
 - All parents of preschool children will be required to sign a parental engagement compact in which they agree to be involved in the educational process of their children.
 - Each Title I school will be required to develop Family Meeting activities.
 - Wise County Schools will operate a Family Resource Center within each school that receives Title I Part A funds.
 - The Family Resource Center will be staffed during the school year at a minimum of 20% of the school day and up to a maximum of 50% of the school day. The Family Resource Centers will have some flexible hours to accommodate various parent work schedules as necessary at each school.
 - The center staff will provide technical assistance for parents in obtaining curriculum information, information regarding the local and state assessment program, and all available services provided by the school division.
 - Each FEC will offer a Story Time at the schools once a month for families with children ages Birth to 4 years old.
 - Each FEC will offer Learning Club at the schools twice a month to children that are on the Pre-K waiting list and those that will begin Kindergarten the following year.
- 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.
- The FECs will provide monthly calendars/newsletters sent home with every Title I student and posted on the county website each month.
 - The FECs will keep families informed of upcoming events by sending informational letters as well as reminders in a timely manner.
 - ESL families will be provided with documentation in their home language when necessary.

The following are allowable activities:

- 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.
- Title I meetings throughout the year will be offered at different times based on family survey results.
 - Title I meetings will accommodate families with small children and offer activity centers for children in attendance at the parent meeting.
 - When home visits are determined to be necessary Family Engagement Coordinators (FECs) will contact the family to set up necessary arrangements.
 - When transportation is determined to be necessary FECs will assist the family in making arrangements to attend the event.
- 7) May adopt and implement model approaches to improving Parent and Family Engagement.
- FEC will hold meetings with faculty and staff to highlight model approaches to improve Parent and Family Engagement.

- FEC will attend annual training on Family Engagement
 - FEC will meet monthly to discuss and share best Family Engagement practices.
- 8) 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.
- The District Title I Advisory Council will meet twice a year to discuss Title I programs/budget, Parent and Family Engagement, and other topics as necessary.
- 9) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.
- Yearly collaboration meetings will be held with FECs, local organizations, VPI leaders, and community stakeholders to better Family Engagement in the county.

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.

- The Parent and Family Engagement Policy and school reports will be available to all parents upon request.

PART IV-ADOPTION – The St. Paul Elementary Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in the Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by St. Paul Elementary on 10/04/19 and will be in effect for the period of 2019-2020. The school will have the Parent and Family Engagement Policy/Procedures available to all parents of participating Title I children and the community. The policy will be posted on the Wise County Schools website and in the Family Resource Center on or before October 31, 2019. Copies will be made for families upon request.

Cindy Merricks
Signature of Title I Authorized Representative

10/04/19
Date

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