

Union Primary Parent and Family Engagement Policy/Plan and Procedures

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

- A. Union Primary 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.
- The Family and Community Engagement Team (FACE) will meet once a month to discuss and revise the Family Engagement Policy. All Title I families will take an active role in developing and 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.
 - 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" will be held at the beginning of each semester to offer parents information about the Title I program and welcome them to Title I.
 - There will be a morning meeting and an afternoon meeting scheduled for all families to attend to accommodate all schedules.
 - Topics to be discussed will include:
 - Meet and greet Title I staff
 - Components of the Title I program
 - Title I Funding
 - Description and purpose of the Title I program
 - FACE Team purpose and members
 - Family Engagement events, workshops, meetings, Family Resource Center, Learning Club, Storytime, New Beginning Program, and other opportunities that families can participate in
 - Title I curriculum in reading intervention pull-outs in K-4 and math intervention pull-outs in 3rd and 4th
 - School Improvement Plan
 - Parent Family Engagement Policy
- 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 Coordinator (FEC) will contact the family to set up necessary arrangements.
 - When transportation is determined to be necessary FEC will assist the family in making arrangements to attend the event.

- PTO meeting where Parents, Teachers, and Students work collaboratively to plan and organize events and 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 work together throughout the school year to plan review and improve the school improvement plan.
 - The school improvement plan will be reviewed a minimum 4 times a year.
- E. 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.
- (List actions)
- The FEC will provide monthly calendars/newsletters sent home with every student and posted on the county website.
 - The FEC will keep families informed of upcoming events, workshops and parent meetings by sending information letters as well as the reminders in a timely manner.
 - The FEC will maintain a Family Engagement Facebook page to provide parents with information regarding all upcoming events/workshop/informational meetings.
 - At the annual Title 1 meeting we will provide families with information on all curriculum used in classrooms as well as in Title I.
 - 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.
 - The Title I Assessment meeting, SOL meeting, as well as Parent/Teacher Conferences will be offered throughout the school year to provide parents with information on a child's proficiency levels.
 - 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 students' progress. They can also contact the Family Engagement Coordinator to help setup a time for a meeting between the teacher and parent.
 - Teachers will be available and flexible to accommodate 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, 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.

-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 annual Family Literacy Night.

-FEC will host parent workshops such as Reading, Math, Homework, Technology, Assessment, and etc. 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.
 - FE 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).
 - FEC will offer annual family trainings to address literacy, technology, assessments, and others as determined through academic data and parent surveys.
 - FEC will offer (APTT) Academic Teacher Team Meetings with Kindergarten parents to help with grade specific skills meeting once every 9 weeks. In the Spring a SOL meeting for 3rd and 4th grade parents.
- 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.
- 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.

- Wise County Schools will work collaboratively with the local head Start Program including tours of the schools and registration.
 - 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.
 - Each FEC will offer a Story Time at the schools once a month for families with children Birth-4 years old.
 - Each FEC will offer Learning Club twice a month to children that are on the Pre-K waiting list and those that will begin Kindergarten the following year.
 - 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.
- 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. (List actions)
- The FEC will provide monthly calendars/newsletters sent home with every Title I student and posted on the county website each month.
 - The FEC 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 involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- 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 Coordinator (FEC) will contact the family to set up necessary arrangements.
 - When transportation is determined to be necessary FEC will assist the family in making arrangements to attend the event.
- 7) 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.
- 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 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.

- 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 train parents to enhance the involvement of other parents.
- Yearly collaboration meetings will be held with FEC, 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 and Policy and school reports will be available to all parents upon request.

PART IV-ADOPTION – This Union Primary 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 Union Primary School on 10/03/19 and will be in effect for the period of 2019-2020. 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 10/03/19.

Jackie Huneycutt
Signature of Title I Authorized Representative

10/3/19
Date

Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:	
Name	Signature
Maranda U Ely	maranda U. Ely
Ashley Mullins	Ashley Mullens
Stacey Alsop	Stacey Alsop
Sierra Sierra Neeley	Sierra Neeley
Elizabeth Johnson	Elizabeth Johnson
Mindy Rutherford	Mindy Rutherford
Audrianna Wells	Audrianna Wells
Walter Lawsen	Walter Lawsen
Michelle Gilly	Michelle Gilly
Paula Healy	Paula Healy
Mary Rogers	Mary Rogers
Elishia Allen	Elishia Allen
Tason Allen	Tason Allen
Sue Baker	Sue Baker
Belinda Clem	Belinda Clem
Crystal Stanley	Crystal Stanley

Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:	
Name	Signature
Erika Warren	Erika Warren
David Warren	David Warren
Marsha Sturgill Marshall Sturgill	Marsha Sturgill
Jim Cox	Jim Cox
Natalie Cox	Natalie Cox