

Simonsdale Elementary School Parent and Family Engagement Policy/Plan and Procedures

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

- A. Simonsdale 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.

The Parent and Family Engagement Policy Committee met (some in-person and some by zoom) on October 12, 2023 to begin developing/revising the policy/plan. A copy of the policy will be sent home to the Simonsdale families. An electronic copy will also be available on the school's website.

- 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.

Title I Annual Meetings were held on September 19, 2023, at 6:00pm and October 9, 2023, at 1:00pm.

- 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.

Meetings will be held in the morning, afternoon and evening hours to provide flexibility for parents and families. The meetings may be held in-person or virtually.

- 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 are being invited to join our school parent advisory committee to provide feedback, suggestions and comments regarding our schoolwide program. The parents will be notified by School Messenger robo calls and emails, class dojo, flyers and Eagle Folders.

- 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

English Language Learners and families will be identified at registration to ensure needed services are provided.

ELL parents will participate in school-wide workshops and events with interpreters present to facilitate communication. Also, printed information and School Messenger calls will be made available in a language the parents can understand.

- F. 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.

Parent communications are disseminated in a variety of ways including parent conferences, meetings (zoom and/or in-person), Eagle Folders, flyers, phone calls, social media (Facebook, X) and class dojo. At Open House, teachers presented a classroom overview for the academic year, including an explanation of curriculum standards and assessments for the grade levels (including VDOE site). Parents may also access gradebook and the parent portal to monitor student progress. ELL parents and students will be identified at registration and will receive additional resources from the ELL program. They will be provided information in a language of their understanding.

- G. If a 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.

At the conclusion of each parent and family event, a survey is provided to each participant. The surveys will be used to address suggestions and concerns and drive our parent engagement program. They will gauge criteria including the timeliness of the invitation, the organization of the workshop and the effectiveness in engaging families. There has been no indication that parents have any concerns. Any concerns or needed changes will be addressed promptly

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.

Conferences will be held in the first semester (October 9, 2023) and the second semester (March 20, 2024). Parent conferences will also be held as needed to discuss student academic/social emotional performance. Staff will be available before and after school and during planning times. Conferences may be held virtually, by phone or by email. To ensure the protection of instructional time, parents should schedule with individual staff members or through the main office. Parents are encouraged to volunteer in classrooms and on field trips by scheduling with staff and the main office. Compacts were sent home on October 18, 2023, with a deadline to return them being October 31, 2023.

Student report cards will be issued at the end of each nine week grading period. Student progress reports will be issued quarterly. Scores reflecting individual student achievement on benchmark tests will be sent to parents following those assessments. SOL Parent Reports are issued to parents annually. Parents also have access to the Parent Portal, where parents can monitor student progress in real time, including assignments and current grade average. Regular meaningful communication between parents and staff regarding student progress and other pertinent information is achieved through the school's website, class dojo, social media accounts, School Messenger, school agendas (grades 2-6) and Eagle Folders.

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.

Practice materials aligned with academic standards will be distributed at monthly family engagement events. Teachers and staff will coordinate with the Parent and Family Engagement Liaison to provide grade-specific, appropriate materials. The School Quality Profile will be accessible on the school website. Parents will be able to monitor student progress through regularly disseminated reports, SPBQ reports and SOL workshops. Constant communication with parents will ensure that any gaps in student learning is identified and rectified

quickly. Student Performance by Question Reports are mailed to parents along with a detailed explanation of the report.

- 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).

The school will participate in digital citizenship efforts earning a "Media Balance is Important Coupon," which is good for an extra 10 minutes of recess. Additional certifications for participation such as "It's Cool to be Kind Online" and "We're Safe and Snug in our Online Security," will be earned and rewarded with classroom prizes. In addition, a specific workshop will be held to teach online safety, allowing the school to become a Common Sense School, an honor that recognizes our efforts in teaching digital citizenship to young people, underwritten by the Common Sense Education Board.

On October 19, 2023, Families participated in the "Reading Taste Test," where they received reading strategies, flashcards and other resources, and lots of books to begin/extend their own home libraries. Our February Math Carnival will give families the opportunity to play math games and answer math SOL questions to fill a scavenger hunt page for prizes. Materials to replicate the math activities at home will be provided. The math games will be able to be replicated at home.

The Coding in a Winter Wonderland Workshop is scheduled for December 2023. Teachers and students will showcase and demonstrate technology used in learning to families. Families will receive resources related to the safe use of the internet.

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

The Parent and Family Engagement Liaison will provide strategies, resources and information to teachers for specific student needs. The liaison will regularly survey teachers to identify additional needs from students or families. The Parent and Family Engagement Liaison will maintain a Family Resource Center with ready-made resources and basic academic manipulatives. The liaison will also make teachers and families aware of the district-wide Parent Resource Center at the Emily Spong Center.

Collaborating with teachers, workshops benefiting students and families will be held at least monthly to cover topics such as Reading, Mathematics, Social and Emotional Learning, Social Studies and Science. Additional opportunities to receive resources will be afforded to parents at workshops geared at certain groups populations, such as military families, kinship caregivers, specific grade levels and special education students.

- 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.

Communities in Schools – partners who provide tier 2 and tier 3 support, surrounding students with a community of support , empowering them to stay in school and to achieve in life.

Simonsdale will collaborate with Olive Branch PreSchool with a kindergarten transition program to welcome families and provide information to families regarding the upcoming school year.

(Title IV) Churchland High School sponsors a Color Run in which our students and families participate.

We will also partner with the Office of Youth Risk for our families to participate in the anti-bullying campaign

We provide a literacy night to share with parents the purpose of PALs and VKRP and strategies to work with their children at home.

We partner with Envision Family Services who provide tier 2 and 3 services to children and families requiring support.

- 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 following methods are used to communicate information to parents and guardians: paper flyers in the weekly Eagle folder, ClassDojo, Facebook, email distribution, robo calls, announcements on the school website, phone calls, reminders on the morning announcements, and flyers posted at school.

The following are allowable activities:

Examples of family involvement include enlistment of parents/guardians in the District Parent Advisory Committee, the Superintendent's Committee, the Gifted and Talented Advisory Committee, and the Special Education Advisory Committee.

- 1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. The Parent Advisory Committee will meet quarterly and discuss needs within the school with administration and school staff. A parent representative is also invited to serve on the Superintendent's Advisory Committee.
- 2) 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. Examples include workshops explaining literacy skills, assessments, and strategies with the reading coach, using books as a reward system for PBIS goals, collaborating with community partners such as United Way of South Hampton Roads and REACH, Inc. to distribute books for use at home, inviting guest readers for occasions such as Read for the Record or Read Across America, providing access to the school library for checkout of books, providing free books for home use through the Little Library.
- 3) 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. Title I funds will be used to purchase materials and supplies for P&FE events, workshops, etc. Title I funds will be used to facilitate meaningful workshops held on a monthly basis, such as materials for a science experiment, food to provide at a Title I Presentation, or supplies to make manipulative for a math fair.
- 4) May train parents to enhance the involvement of other parents. Through the quarterly Parent Advisory Committee, parents are given the opportunity to share what they are doing that works for their children. The school will arrange to form and support parent-led groups such as the PTA, Watch D.O.G.S., and Anchored 4 Life.
- 5) 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. Parents will be afforded the opportunity to attend a variety of meetings/activities, workshops, and conferences through zoom, phone, or in-person meetings.
- 6) May adopt and implement model approaches to improving Parent and Family Engagement. Principal and Parent and Family Engagement Liaison will examine data gleaned from post-event surveys to determine what adjustments or additions should be made to the workshop lineup.
- 7) 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. PPS holds quarterly DPAC meetings that include parents from each Title I school. After meetings, parents are invited to share the obtained information.

- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities. Community partners connected to the school include: non-profit organizations which provide social services (United Way of South Hampton Roads, library), educational support organizations (REACH, Inc., TTAC) and religious houses of worship (Collinswood Agape Baptist Church, Pinecrest Baptist Church, Simonsdale Presbyterian Church). These important stakeholders have supported the school through providing crucial resources for families and individuals, as well as donations of money to purchase items outside the scope of the Title I funds.

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. **Information is provided in the family's native language, by way of a translator on the phone, or in a format that can be electronically translated automatically.**

PART IV-ADOPTION – This Simonsdale 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 Simonsdale Elementary School on 10/24/23 and will be in effect for the period of 2023-2024 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 11/08/23.

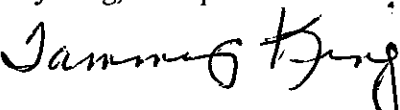
Signature of Title I Authorized Representative

Tammy King
Principal


Date:
11/08/23

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

Name: Tammy King, Principal

Signature: 

Name: Rebecca Thompson, Assistant Principal

Signature: 

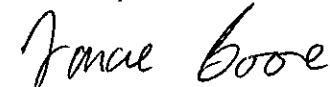
Name: Akilah Parker, School Counselor

Signature: 

Name: Inise Trotter, Parent

Signature: 


Name: Janae Boone, Communities in Schools

Signature: 

Name: Susan Hoover, Parent & Family Engagement Liaison

Signature: 

Name: Holly Hargather, Parent

Signature: 

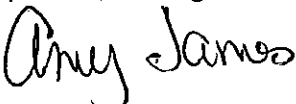
Name: Katie Moss, RBIS Coach

Signature: 

Name: Seth Weston, Grade Six Grade Chair

Signature: 

Name: Amy James, Kindergarten Grade Chair

Signature: 

Name: Kevin Brown, School Security

Signature: 