

# Duffield Primary School Parent and Family Engagement Policy/Plan and Procedures

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

- A. Duffield 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.
- ❖ PTO will continue to be an open resource to all Title I families to voice opinions/suggestions for developing the Family Engagement Plan (FEP).
  - ❖ The FEP will be posted on the school web site for families to have immediate access.
  - ❖ The FEP will be available in the office of Duffield Primary for parental/guardian viewing
- 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 "Welcome Back to School" Open House will be held at the beginning of the school year. At this Open House, Title I teachers will greet parents, distribute information and answer any questions regarding the Title I program at Duffield Primary.
  - ❖ This Open House will span afternoon and evening hours to accommodate all family schedules.
  - ❖ A second Open House (generally in the late fall) will include an opportunity to meet with Title I teachers and inquire any information regarding the Title I program at Duffield Primary School.  
Invitations to attend are sent to parent of specific students receiving Title I remediation services.
- 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. ❖ Any meetings involving Title I services /students of Duffield Primary will be offered at different times, based on needs of families attending meetings.
- ❖ Title I meetings will accommodate parents with young children by offering activities for the small children to participate in while the meeting is in session.
  - ❖ PTO Meetings will allow parents and teachers to plan together any events and discuss needs for Duffield Primary.
- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1 112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1 116.

- ❖ The principal, teachers and parents will be a part of the committee who work together to plan, review, and revise the school improvement plan.
  - ❖ The school improvement plan will be reviewed/revised as need arises and questions regarding the plan are brought to the committee's attention.
- 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— o attain English proficiency; o achieve at high levels within a well-rounded education; and o meet the challenging State academic standards expected of all students.
- ❖ Duffield Primary School/Scott County Virginia Schools utilizes an ESL teacher who serves as a liaison for ESL students and their parent/guardians.
- F. Provide parents of participating children timely information about programs under this part;
- ❖ Duffield Primary School will send home monthly newsletters with every student.
  - ❖ DPS will also send additional letters/reminders of specific events.
  - ❖ DPS will use a free automatic calling system to deliver messages on home/mobile phones. DPS will also maintain a Facebook page to disperse information quickly.
  - 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;
  - ❖ During open houses, parent/ teacher conferences and classroom visits, DPS teachers will provide information on curriculum used.
  - ❖ Informational letters regarding SOLS, PALS and benchmark testing will be distributed by teachers prior to testing.
  - 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.
    - ❖ Families will be encouraged to contact classroom/Title I teachers with any concerns regarding their child's progress throughout the school year.
    - ❖ The meeting times will be flexible to accommodate the schedules of families.
- G. 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.
- ❖ Comments from parents will be noted and included when the plan is sent to our district.

## 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.

## 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.
  - ❖ Duffield Primary School will provide flexible parent conferences to explain current assessment reports and monitor student progress.
- 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).
  - ❖ Duffield Primary School will provide information on literacy education, using technology and helping their students at home during parent/teacher conferences.
- 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 needs will be determined by principal and Scott County Virginia schools based on staff/faculty surveys.
- 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.
  - ❖ Scott County Schools will operate a division wide at- risk pre-school.
  - ❖ Duffield Primary School will be a hosting site to the local Head Start program.
- 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.
  - ❖ Duffield Primary School will send home monthly newsletters with every student.
  - ❖ DPS will also send additional letters/reminders of specific events.
  - ❖ DPS will use a free automatic calling system to deliver messages on home/mobile phones.
  - ❖ DPS will also maintain a Facebook page to disperse information quickly.
  - ❖ ESL families will be provided with information in their native language when needed.

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The following are allowable activities:

- 1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- 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.
- 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.
- 4) May train parents to enhance the involvement of other parents.
- 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.
  - ❖ Any meetings involving Title I services /students of Duffield Primary will be offered at different times, based on needs of families attending meetings.
  - ❖ Title I meetings will accommodate parents with young children by offering activities for the small children to participate in while the meeting is in session.
- 6) May adopt and implement model approaches to improving Parent and Family Engagement,
- 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.
  - ❖ Duffield PTO will be active for the 2022-2023 school year and will serve as liaison between faculty and parents of DPS.
- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

### PART III-ACCESSIBILITY REOUREMENTS

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 FEP and school reports will be available to all parents of DPS upon request.

PART IV-ADOPTION - This Duffield Primary 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 Duffield Primary School on 9/8/22 and will be in effect for the period of 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.

Catherine Monet

Signature of Title I Authorized Representative

Date:

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

Name: Christy Miller, Principal

Name: Whitney Berry, Asst. Principal/Title I Teacher

Name: Cathy Moretz, Title I Teacher

Name: Tiffany Scott, Special Education Teacher

Name: Heather Hurd, Reading Specialist

Name: Natasha Swinney, Parent

Name: Jennifer Taylor, Parent

