

# Falling Branch Elementary School

2022-2023

## Parent and Family Engagement Policy/Plan and Procedures

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

- A. Falling Branch Elementary (FBE) 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.
- Stakeholders (administration, teachers, and parents) will meet to review and discuss deletions/additions to the family engagement policy.
  - The Family engagement policy will be made accessible to parents on the school website.
- B. An annual meeting will be convened 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 in the Title 1 program and to explain the requirements of Title 1 and the right of the parents to be involved.
- The annual meeting will be held in conjunction with Meet the Teacher night on August 15, 2022 from 4:00-6:00 p.m.
  - A slide show will be presented with information regarding the Title 1 program at FBE.
  - Teachers are available to answer questions and provide suggestions for support at home.
  - Resources about literacy and helping your child at home are available for parents.
- C. Flexible meeting times will be offered, such as meetings in the morning or evening, with funds provided under Title 1.
- Meeting times are scheduled on different days of the week and at different times with the hope to accommodate as many families as possible.
  - Information is made available on Class DOJO for parents that are unable to attend.
  - Parents are offered the opportunity to choose conference times that meet their needs and/or the option to conference via phone or Google meet.
- D. Parents will be involved 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 play an integral role in assisting in their child's learning and therefore they are encouraged to be actively involved in their child's education at school. Parents are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- E. Implementation of an effective means of outreach to parents of English learners, in a language the parents can understand, will 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
  - Parents of ELs will receive school communications in a language they can understand.
  - Parents of ELs can use class DOJO to translate communications from the school.
  - Parents of ELs can have a translator present at school meetings to help with communication.
- F. Provide parents of participating children—
  - timely information about Title 1 programs;
  - 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.
  - Annual Title 1 informational meeting in conjunction with Meet the Teacher night on August 15, 2021.
  - School-Parent Compact - available in the FBE student/parent handbook which is available on the FBE website.
  - Information regarding forms of assessment, attendance, homework expectations, etc. can be online in the student/parent handbook.
  - Information regarding curriculum can be found on the Montgomery County Schools website.
- 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.
  - Contact a school administrator if you have questions.

## 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.
  
- Parent/teacher conferences will be held twice a year on a scheduled basis and also as needed.
- Interim reports and progress reports are sent home on a regular basis.
- Parents have access to the parent portal to see their child's grades.
- Parents are encouraged to join Class DOJO so that they may see posts/ messages from their child's teacher as well as posts from other school staff.
- If allowed, parents are encouraged to volunteer in their child's classroom.

## 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.
  
- Parents have access to the parent portal to see the child's grades and missing/late assignments.
- Interim reports are sent midway through the reporting period.
- Progress reports are sent home at the end of each nine weeks.
- MAP testing data will be sent home to parents.
- Fall/Spring Growth Assessment data will be sent home.
- Conferences will be held twice a year or more if needed.
- 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).
  - Preschool backpacks are sent home with each child in preschool.
  - Books are sent home with participating students.
  - Magnetic letters, journals, pencils, crayons and summer workbooks are sent home for summer enrichment.
  - Parents will be invited to participate in Title 1 nights to learn about ways to help their child at home.

- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.
  - Teachers and parents will participate in DPAC (District Parent Advisory Council) two times per year.
  - Links to VDOE (Virginia Department of Education) website for informational videos will be provided.
  
- 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.
  - Parent engagement materials will be handed out during the Title 1 annual meeting.
  - Preschool parents will be invited to participate in a virtual literacy night.
  - Families will be invited to participate in Pastries with the Principals as a way to connect with families and encourage involvement in their student's education.
  - Parents will be invited to a BINGO night where we will send home books, flashcards, and games.
  - Parents will be invited to participate in the annual Words and Picture night. Parents will be able to move through literacy stations with their child centered around a common theme.
  - Parents will be invited to participate in the cardboard challenge with their child using the book If I Build a School as the theme.
  - Packets will be distributed to incoming kindergarten parents with literacy materials.
  - Packets will be sent home at the end of the year with all preschool students.
  
- 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.
  - Information sent home will be made available in a language that they can understand.
  - Messages on Class DOJO can be translated into the dominant language.
  - A translator will be available if required in an in person meeting.

**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.
- 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.
- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

**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 sent home will be made available in a language that they can understand.
- Messages on Class DOJO can be translated into a language they understand.
- A translator will be available if required in an in person meeting.

**PART IV-ADOPTION** –

This Falling Branch 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 Falling Branch Elementary on 09/27/2022 and will be in effect for the period of 2022-2023. 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 10/7/2022.

Signature of Title I Authorized Representative

Date:

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

Name: Ann Mitchell

Signature: *Ann Mitchell*

Name: Domenic Saia

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Name: Elizabeth Lehman

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Name: **Sharon Newberne**

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Name: Kristen Hypes

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Name: Tina Stuart

Signature: *Tina Stuart*

Name: Dawn Wilson

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