



## Churchland Primary & Intermediate School Parent & Family Engagement Policy 2019 – 2020

Learning is an active process in which students gain knowledge and experience through the world around them. This is a process that should take place at home and at school. Learning involves adding new information to our memories. At Churchland Primary & Intermediate School, we believe in providing high quality instruction utilizing the state curriculum and effective teaching strategies that enable the students served under Title 1 to meet and exceed the state's student performance standards. The communication and collaboration of families and community stakeholders are highly valued and essential to the success of our academic program. **Parental involvement and engagement is the key to student success.**

Churchland Primary & Intermediate School has an open door policy where parents and community stakeholders are involved with the learning process of our students.

Parents and the community are integrated into the school program by volunteering and participating in PTA programs, extra-curricular activities, and classrooms. There is a culture of excellence with high expectations for student learning and achievement within the school. Working together, we promote positive relationships while the focus remains on providing a safe learning environment where students can explore and be successful.

Parents and the PTA Executive Board are included on the School Improvement Team. Parents are involved in the planning and review of data for our school-wide plan.

A Title 1 Parent Involvement Committee will meet bi-annually to discuss, review, and implement changes as needed to the Parent Involvement Policy and Plan. A parent informational session will be held in the fall to review the plan and discuss parent concerns.

The goal of parental involvement at Churchland Primary & Intermediate is to actively encourage parents to take part in their children's educational experiences which will increase student performance. We want to build partnerships with families, honor their contributions, and foster shared decision-making responsibilities that are aimed solely at improving student achievement.

- Parent workshops and meetings: Mrs. Sanchez-Tiller, the Parent & Family Engagement Liaison, will work with Mrs. Exum to schedule these workshops and meetings with funds provided under Title 1.

- Annual meeting: All parents were invited to an annual meeting held on September 26, 2019. The purpose of the annual meeting is to explain why our school is a Title 1 School, provide clarification about Title 1 schools, introduce the Parent Resource Center and available resources, and discuss our school's overall performance on the Standards of Learning assessments according to VDOE.

The following areas will be addressed at parent meetings throughout the school year:

1. Partnerships that could increase parental involvement and participation in promoting the social, emotional, and academic growth of children.
  2. The state's content standards and student performance standards.
  3. Parent & Family Engagement Liaison resources.
  4. School Improvement.
  5. Components of the school-wide plan.
  6. State and local assessments.
  7. Requirements of Title 1, Part A.
  8. Various ways parents can participate in decisions relating to the education of their children.
- Title 1 Parent Involvement Committee: This committee consists of the principal, assistant principal, teachers, parents, the Parent & Family Engagement Liaison, and community members to represent a multicultural population of students within the school. This committee will meet quarterly to discuss and review the effectiveness of the Parent Involvement Policy and Plan.
  - Ongoing communication between school and parents will be fostered through: emails, telephone calls, conferences, newsletters, classdojo.com, the school website and School Messenger. We will discuss the importance of keeping the lines of communication open to support and enhance student performance.

## **Parent & Family Engagement Involvement Plan and Strategies to Support the Title 1 Parent Involvement Policy:**

1. **Open House:** Each year before school starts, the staff at Churchland Primary & Intermediate School welcomes new and returning parents and students at an Open House. The parents have the opportunity to tour the school, meet their child's teacher, meet the Parent & Family Engagement Liaison, plus participate in a dialogue with the teacher about expectations for the school year.
2. **SOL Family Nights:** These events are held at night and are centered on the following content areas: Reading, Math, Science, Social Studies, and SOL Make-N-Take. Parents and students are engaged in hands-on activities that enhance student performance.
3. **PTA Executive Board:** Our PTA Executive Board consists of members who are representatives of the parents and teachers in our school. They provide feedback, share, and make recommendations that benefit our learning environment and students.
4. **School Leadership Team:** Our school leadership team consists of representatives from all grade levels, support personnel, a reading interventionist, a math specialist, and administration. This committee communicates, collaborates, and analyzes student data and gives recommendations for improving student performance.
5. **Parent Meetings:** The principal will share and notify parents about school related events and decisions at scheduled meetings. Parents will be notified of the upcoming meetings through grade-level newsletters, emails, our school website, classdojo.com and/or School Messenger. Parent meetings will be held at various times. The principal and administration will provide timely responses to parent suggestions provided at these meetings.
6. **Parent Conferences:** Parent conferences are scheduled before, during, and after hours. Teachers keep a record of parent conferences on a "Monthly Parent Teacher Contact Log."
7. **Counselor:** The guidance counselor is available to assist students and parents with specific concerns.
8. **Volunteer Program:** Parents are given the "Round-up Volunteers" form to complete and they may volunteer in a variety of ways once they have cleared a background check.
9. **Staff Connection:** Churchland Primary & Intermediate School Faculty & Staff will work together to foster positive relationships with parents, focus on team building concepts, and build ties between home and school.

10. Parent and Family Engagement Workshops: Workshops are organized and planned by Mrs. Sanchez-Tiller and Mrs. Exum based on the “Parents Needs Assessment Survey”. Mrs. Sanchez-Tiller will also partner with community stakeholders to provide resources to parents and opportunities for community/family engagement events. She will maintain the Parent Resource Center at our school. The parents can utilize the resource center for materials, class projects, lending library, computer use, academic purposes, social tools and school related information.
  
11. An invitation to join the Chrome Club was offered in October for (24) sixth grade students. This STEAM club relies on parent volunteers for both staffing and helping to provide much needed supplies.

### **Communication between School and Parents on an Ongoing Basis:**

1. Newsletters: Monthly newsletters are sent to parents by grade level teams. These newsletters contain upcoming events, strategies for success, newly taught skills, student celebrations, and tips for helping students achieve.
2. Agendas: All students in grades K – 6 receive a daily agenda which is to be signed daily by teachers and each night by parents.
3. Churchland Primary & Intermediate Communication Pocket Folders: The left side pocket Folder is labeled “Take Home” and the right side pocket folder is labeled “Return to School”. All students in grades kindergarten-sixth grade have these communication folders.
4. Thoroughbred Saddlebags: The saddlebags are large manila envelopes that are sent home every Tuesday with graded student papers and other school pertinent information for parents.
5. School Messenger: Important information for parents is communicated on a regular basis by a mass calling system. This system allows the administration to contact parents regarding upcoming events and/or news.
6. PowerSchool is the district student information website that provides parents with information regarding their child’s attendance and a variety of other factors concerning academic performance.
7. School Website: Our School Website is updated regularly and provides pertinent information for parents and community members. The website address is <http://cpri.ppsk12.us> .

8. Classdojo.com is a school wide positive behavioral support system where teachers, parents and students may be interactive in their involvement. This system also allows parents to keep track of daily behavioral objectives in a positive environment in real-time. Teachers pass out printed invitations to connect to their classroom dojo board. News and events are also posted on the Classdojo.com school message board.

**Parent Rights:**

- Parents have the right to receive information on how they can support their children's learning at home.
- Parents have the right to have their children's performance and report cards clearly explained during parent-teacher conferences and in other school meetings.
- Parents have the right to respectfully express their opinions, register their concerns, and have them addressed in a timely manner by the appropriate school personnel.
- Parents have the right to school involvement through communication by email, telephone calls, volunteering, and teacher conferences.
- Parents have the right to be given reasonable access to the school building. Parents have the right to observe their child in class.
- Parents have the right to know that the school will maintain up-to-date emergency contact and health information as provided by parents.
- Parents have the right to receive information about the school's policies and procedures and have access to their children's records.

**Parent Responsibilities:**

- Parents will support efforts to raise student achievement and will participate in ongoing two-way communication with the school and teachers to ensure early identification of student needs.
- After teacher notification, parents will follow up with the school or teacher if such follow up is needed. Parents will attend scheduled meetings, make phone calls, email, and/or write notes to maintain contact.
- Parents will participate in discussions and decisions relating to the education of their children with appropriate school personnel.

- Parents will learn about opportunities for parental involvement at school and at the district level and get involved, if at all possible.
- Parents will know and follow school procedures for parental access to the school building.
- Parents are to encourage their children to resolve conflicts in a respectful and positive manner. Parents will encourage students to promptly report problems to their teachers and administration.
- Parents are required to provide the school with current a) family addresses & telephone numbers; b) accurate emergency contacts and; c) up-to-date health information.
- Parents will be familiar with the school calendar, school safety plan, discipline code, and will discuss these topics with their children.
- Parents are to reinforce the school-wide discipline policy with their child: Positive Behavioral Interventions and Supports (**PBIS**). Every day students are expected to model the 4-R's: Be Ready, Be Responsible, Be Respectful, and Reach for Excellence.

**Student Responsibilities:**

- Students will study for examinations, do homework, and complete other assignments.
- Students will listen to and talk with their parents or guardians and teachers about their performance and progress.
- Students will talk to their families about what they are learning and doing in school.
- Students will know and follow school procedures for access to the school building.
- Students will strive to resolve conflicts in a positive and respectful manner and seek help from teachers and the administration when needed.
- Students are to follow the school-wide discipline policy: Positive Behavioral Interventions and Supports (**PBIS**). Every day Students are expected to model the 4-R's: Be Ready, Be Responsible, Be Respectful, and Reach for Excellence.
- Students will transmit any necessary correspondence to and from school and give documents to their parents and guardians.

- Students will be familiar with the school calendar, school safety plan, school discipline code, and will discuss these topics with their parents. Students will follow school discipline codes on the bus, at school, and at extracurricular events.

**School Responsibilities:**

- The school will provide a fun-filled, hands-on learning environment, where children can explore a variety of learning experiences through technology and tiered lessons.
- The school will provide information and tools to parents so they can help their children to achieve academic and social progress.
- The school will provide opportunities for parents to discuss student achievement as reported on report cards and/or during parent-teacher conferences.
- The school will be responsive to parents' questions and concerns in a timely manner. The school will provide information to parents on the complaint processes available to them. Parents will receive a welcoming environment for all concerns.
- The school will offer specific opportunities for parent involvement, connect them to the Parent & Family Engagement Liaison, and provide a welcoming environment for all parents.
- The school will communicate school procedures and policies for parent access to the school building and to their children's records.
- The school will maintain up-to-date emergency contacts and health information as provided by the parent.
- The school will provide to parents a clear description and explanation of the school calendar, school safety plan, school discipline codes and the parent-school communication plan.

**Churchland Primary & Intermediate School  
Parental Involvement Council**

Rosalyn T. Exum, Principal  
Ricardo Randall, Assistant Principal  
Vicki Sanchez-Tiller, Parent & Family Engagement Liaison

Tamera Hayes (PTA President)  
Stevi Vaughn-Doxie (PTA Vice-President of Membership)  
Deon Irvin (PTA Vice-President)  
Camielle Bevard, Treasurer  
Tamara Walker, Secretary  
Tarin Johnson, DPAC Parent Representative  
Herbert Smith, DPAC Parent Representative  
Dominique Carter, DPAC Parent Representative  
Blossom Hargrove, Teacher Representative



