

Churchland Primary and Intermediate School's Parent and Family Engagement Policy/Plan and Procedures

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

- A. Churchland Primary and Intermediate 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.

A copy of the Parent and Family Engagement Policy has been distributed to our parents. A copy is also posted on the school 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.

The school held the Annual Title I Meeting on Thursday, September 28, 2023 and on Tuesday, October 24, 2023. The principal displayed and discussed the PowerPoint presentation and obtained parent signatures.

- 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 are scheduled in the evenings via zoom link. The evening meetings are more suitable for our parents due to their work schedules. There are daytime meetings offered as well.

- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school wide under Section 1114, and the process of the school review and improvement under Section 1116.

Notices of meetings are sent to the parents from our communication Dojo board, school messenger recordings, and emails.

- 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

The lines of communication and collaboration are kept open among the ESL team, principal, and the parents. There are four ESL students at our school and the parents are proficient in English. ELL parents will receive information in a language they can understand. These students will be identified during registration.

- 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.

The lines of communication to our parents have been made available through emails, zoom meetings, parent conferences, and telephone calls. The standards of learning/curriculum are discussed through Schoology, the grade level school newsletters, weekly homework sheets, interactive notebooks, and students' progress is discussed weekly through the gradebook/porta portal accounts/Dojo communication board. Parents of ELL students will receive additional resources from the ELL program. They will be provided information in a language of their understanding.

- G. If school wide 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.

The plan has been discussed with the parents and no feedback forms were returned indicating any necessary changes. A School Parent Advisory Committee is established yearly with 1-2 parents representing each grade level and meeting 3-4 times a school year. During the meeting sessions, topics of discussions are school climate, improvement plan review, and other school related subjects dealing with student achievement.

Parent surveys will be sent out at the conclusion of every parent event. The surveys will be used to address concerns and drive our parent engagement program.

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.

Meaningful communication about student's academic progress is monitored through progress reports, report cards, student portfolios, weekly formative and summative assessments and parent portal so that they can view students' grades. Parents and volunteers are recruited for all inside and outside activities. Parent /Teacher conferences are held quarterly or as needed to discuss student's academic performance. The Title I Student-Parent Compact documents were sent home October 26, 2026 with a return date of October 31, 2023.

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.

The Student Detail by Question Reports along with an explanation of the reports were mailed to the parents. The teachers answered any questions that the parents had pertaining to their child's performance on the Standards of Learning Tests given in May 2023. SOL Workshops for Reading, Math, and Science were hosted for our parents and testing strategies were shared for increasing student achievement.

- 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 math specialist, reading specialist, and the PALS coordinator conducted the following parent workshops: September 19, 2023- "Let's Talk Kindergarten- Understanding VKRP & PALS (Literacy)"; - "Title 1 Network for Learning". There were two sessions: in-person and a zoom link was provided for the parents who could not come into the building. The Technology Resource Teacher created the following videos on Class Dojo: "Parenting in a Digital Age" and "Family Tips: Cyberbullying, Digital Drama and Hate Speech".

- 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 Liaison will host a parent workshop for the teachers and share strategies that will foster positive relationships for increasing student achievement.

- 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.

Parents have access to the parent resource center at Churchland Primary and Intermediate School. The parents attended a workshop titled “Understanding VKRP & PALS (Literacy)”. The Preschool tour takes place in the spring and the rising kindergarten students tour Churchland Primary and Intermediate. The students tour the school and at the end of the tour they ask questions.

- 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. Flyers pertaining to parent workshops and school activities are posted on the school website, the Dojo board, and the school messenger recordings are scheduled. Student saddlebag folders go home weekly with important school updates.

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. The trainings for the parents were based on a survey created by the Parent and Family Engagement Liaison. The parents attended staff development workshops with the teachers and the principal on “Effective Reading Strategies”, “Understanding Special Education”, “Understanding the Standards of Learning”, and “Making Math Connections.”
- 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. The district provides monthly Learning Community Workshops on Literacy. The Reading department provides weekly support to the teachers on the Science of Reading. The Reading Specialist will conduct a parent workshop for increasing vocabulary, fluency, and comprehension.
- 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: A- funds were utilized for the parent event “Grand-Relatives Matter-Bonding with Books”, “Understanding VKRP & PALS” and “Magnifying Our Solar System”. The funds were utilized to support the students who engaged in hands-on activities while the parents participated in staff development workshops.
- 4) May train parents to enhance the involvement of other parents. Our parents collaborate and communicate with other parents about their training experiences which helps increase the parent participation ratings in new training experiences.
- 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. School meetings and conferences are held at different times. Virtual conferences and staff development workshops are held with parents who cannot attend in-person meetings.
- 6) May adopt and implement model approaches to improving Parent and Family Engagement. There is a School Parent Advisory Committee at Churchland Primary and Intermediate School. There is a parent representative assigned to every grade level to share parent feedback for improving our Parent and Family Engagement Plan.
- 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. There are three parents assigned to the District’s Parent Advisory Council. There is a school advisory council which includes a parent representative from each grade level.
- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities. School and community-based partnerships have been established. Our school community partners play a vital role in our Parent and Family Engagement activities. School partners: 1. U.S. Coast Guard- sponsors Operation Holiday gifts for students and volunteers at the Parent and Family Engagement events. 2. U. S. Navy- reads to students and volunteers at school events. 3. River Shore Baptist Church- donates school supplies, backpacks, Christmas gifts, and recognizes the staff during Teacher Appreciate Week with gifts. 4. Mercy Chefs- donate food for our military families and host a luncheon for our Parent Volunteers.

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. Our Parent

and Family Engagement Policy is user friendly and in a language that parents can understand. The policy is located on the school website.

PART IV-ADOPTION – This **Churchland Primary and Intermediate 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 Churchland Primary and Intermediate 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 11/14/23.

Signature of Title I Authorized Representative

Rosalyn Exum

A handwritten signature in black ink, appearing to read 'Rosalyn Exum', written in a cursive style.

Principal

Date:

11/14/2023

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

Name: Angela Phelps, Math Specialist

Signature: 

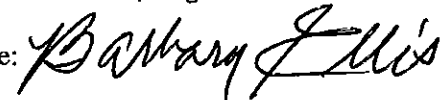
Name: Patti Fleming, Reading Specialist

Signature: 

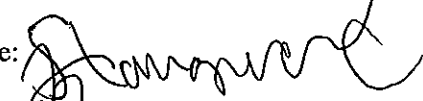
Name: Vicki Sanchez Tiller, Parent & Engagement Liaison

Signature: 


Name: Barbara Ellis, Virginia Studies Lead Teacher

Signature: 

Name: Blossom Hargrove, Science Lead Teacher

Signature: 

Name: Ama Ntiamoah, School Counselor

Signature: 

Name: Kourtnee Battle, Math Lead Teacher

Signature: 

Name: Temeka Cuffy, Assistant Principal

Signature: 

Name: Rosalyn Exum, Principal

Signature: 

Name: Candiss Cox, Parent

Signature: 

Name: Katherine Cox, Student

Signature: 

Name: Leslie Ann Vinson, Parent

Signature: 