

Spotswood Elementary School, Parent, and Family Engagement Policy

Statement of Purpose

Spotswood Elementary School is committed to providing quality education programs and establishing high levels of performance for all children. Title I law requires that each school jointly develop with parents a policy which describes how the school will comply with the requirements of this law. The following policy was developed by the school's Community Advisory Council and will be distributed to all parents in a language they can understand. Currently our policy is translated in Spanish and Arabic. The policy is revised annually based on the results of the Title I Survey done each spring. Because parent involvement and support are essential components for each child to be successful, the school is committed to establishing a home-school partnership to ensure academic success for every child.

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN

Spotswood Elementary School will:

Convene an annual meeting;

- *An Annual Title I Meeting will be held by October 31, 2022*
- *The purpose of the meeting will be to review the School Parent Involvement Policy and share the School-Wide Plan*
- *Invitations will be sent to parents in several languages*
- *Interpreters will be provided*

Offer flexible meeting times and varied activities designed to support and encourage the involvement of all parents;

Spotswood Elementary will ensure the involvement of all parents/guardians by offering the following activities:

- *Literacy Nights*
- *Back to School Nights*
- *Math Nights*
- *ISTEM Nights*
- *Parent Workshops*
- *Fall and Spring Festivals*
- *Community Saturday Events*
- *Parent Conferences*

- *PTO/Community Advisory Council Meetings*
- *PTO Activities*
- *Field Trips*
- *Grade Level Programs*
- *Parent Volunteers*

Involve families in planning, reviewing, and improving the Title I program, including the School and District Parent Involvement Policy;

Spotswood Elementary School will ensure the involvement of families in planning and reviewing the Title I program by;

- *Conducting a Title I Survey*
- *Reviewing and revising the Policy to incorporate suggestions based on the Title I Parent Survey results*
- *Sending home Parent Agreements*
- *Reviewing the School Parent Involvement Policy at the Annual Title I Meeting at the Literacy Night and at the first CAC meeting.*
- *Expanding all avenues of communication with parents*

Provide timely information about the Title I Program, the academic curriculum, assessments used to measure progress, grade level expectations, and opportunities to interact with teachers regarding the education of their children; Spotswood Elementary School will provide parents with timely information through;

- *Parent Conferences*
- *Open House Night*
- *Back To School Night*
- *Literacy Nights*
- *Newsletters*
- *Report Cards and Interim Reports*
- *School Websites*
- *Parent Workshops*
- *Home Visits*
- *Day/Weekly Take Home Folders*
- *Student Planners-Communication with parents involving homework for 3rd, 4th & 5th grade students*
- *Parent-Student Handbook*
- *Emails (Reminders about upcoming events)*
- *School Wide Calendar*

▪ *Robo Calls and Text Messages*

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.

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.
- A letter informing them if their child has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. It is the responsibility of the Director of Human Resources for Harrisonburg City Public Schools to inform parents by letter if this situation exists at Keister or any other Title I school in the district.
- Information about any state or division policies regarding student participation in any assessments mandated by the Every Student Succeeds Act of 2015 (ESSA), including any policy, procedure, or parental right to opt students out of such assessments when requested. If you would like to receive information about this topic, please contact Brendon Derstine, Principal, by phone at 540-434-3429.
- Information about the professional qualifications of the classroom teachers instructing their child. Federal law requires the school division to provide you this information in a timely manner if requested. Specifically, parents have the right to request the following information about each of their child's classroom teachers:
 - Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
 - Whether the teacher is teaching in the field of discipline of the certification or degree he/she received
 - Whether paraprofessionals provide services to your child and, if so, their qualifications.
- If the schoolwide program plan is not satisfactory to the parents of participating children, parents can submit any comments on the plan when the school makes the plan available to the district.
 - If there are any parental objections to this plan these concerns will be welcomed, a compromise will be reached with the parents, and the school plan will be adjusted accordingly.

Part II: Shared Responsibilities for High Student Academic Achievement

As a component of the school-level Parent and Family Engagement policy, Spotswood 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.

Parent Responsibilities: Parents will support their children's learning in the following ways:

- Ensure our child gets adequate amounts of sleep and attends school, on-time, everyday
- Check our child's backpack and folder every day for work or important papers
- Ask questions when things are unclear
- Provide a quiet place to work
- Attend school functions: Parent/Teacher Conferences, Math Night, PTO Meetings, Literacy Nights, etc.
- Limit the amount of time spent watching TV and using electronics
- Model reading for our child or listen to our child read everyday

Student Responsibilities: Students will share the responsibility for learning in the following ways:

- Always do my best and ask for help when I need it
- Read or listen to a book each day
- Complete work that is sent home by the teacher
- Bring my folder and backpack to school every day and give important papers to parents/guardians and my teacher every day
- Follow SES expectations
 - Be Safe
 - Be Kind
 - Be Focused

School/Teacher Responsibilities: We as, Spotswood Elementary School staff, will:

- Provide Clear Communication through: Friday folders, newsletters, notes home, home visits, interim reports, report cards, phone calls, emails, and Parent/Teacher conferences
- Provide books for students to read or to be read aloud with students
- Provide opportunities for parents to learn how and what their children are being taught and opportunities for parents to volunteer
- Provide high quality differentiated instruction, by using HCPS curriculum and by following Virginia SOL's
- Send information translated as often as possible
- 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.
- Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- Issue Report Cards every 9 weeks
- Provide Weekly Communication Folders
- Provide Home Visits when needed

- Communicate through emails, phone calls, text messages, and Seesaw
- Meet with the Parent Advisory Committee at least twice throughout the school year

The Parent/Teacher/Student Agreement is developed by PTO and reviewed annually. Revisions are made based on the Title I Survey results. The agreement is translated in Spanish and Arabic and other languages as necessitated by the percentage of speakers of other languages. It will be placed in the Parent School Handbook. It is also reviewed with parents at the fall Parent-Teacher Conference.

Building Capacity for Involvement

Spotswood Elementary School will:

Provide information and assistance to parents regarding the state and local academic standards and assessments, how to monitor a child's progress, and work with educators. To ensure that parents are informed about academic standards and assessments Spotswood Elementary School will provide the following:

- *Parent Conferences (Open Computer Lab to share information about the SOL tests)*
- *SOL Results sent to parents by school principal*
- *Phonological Awareness Literacy Screening (PALS) results shared at parent-teacher conferences*
- *ACCESS results for ELL students sent to parents*
- *Local assessment information (PALS, Ganske, Instructional Reading Level) shared with parents at conferences and on report cards*
- *DOE (Department of Education) link available to parents*

Provide materials and training to parents;

Spotswood Elementary School offers training and materials to parents through the following events and activities:

- *Literacy Nights*
- *Back to School Night*
- *Heritage Night*
- *ISTEM Nights*
- *Math Night*
- *Kindergarten Orientation*
- *Parent Workshops*
- *Second Home – After School Program for Students- Materials provided by the school*
- *Provide lists of community resources to individual parents and assistance in accessing these resources, as needed*

Educate the academic community (teachers, specialized instructional personnel, and other staff) regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs;

Spotswood Elementary School values and respects parent involvement in the school community. Through Heritage Nights and cultural awareness events, Spotswood welcomes and celebrates their diverse population. Interpreters are available at all events so that every parent can access the information shared. All written communication to the extent possible is translated in Spanish and Arabic and other languages as necessitated by the percentage of speakers of other languages. When situations occur involving students or the welfare of the entire school community, parents are always the first point of contact.

Inform parents of school and parent programs in a timely and practical format in a language they can understand; To ensure that all parents are informed in a timely manner and in their native language to the extent possible Spotswood Elementary School will provide;

- *Daily/Weekly Folders*
- *Notices of school functions in Spanish, Arabic, and English*
- *Report cards and Interim Reports in English, a Spanish copy is sent home the first 9 weeks of school for reference throughout the year. It is also available online.*
- *Family and School Liaisons to assist as needed*
- *Phone Calls and Text Messages (English, Arabic, and Spanish)*
- *Year at a Glance provided at the beginning of the year that outlines evening events for the year*
- *List of Clubs offered at SES – Provided at the beginning of the year*

Provide opportunities for parent involvement activities requested by parents; Spotswood Elementary School has an open door policy for parents with both administration and staff. In addition, parents are encouraged to participate in the following activities:

- *PTO (Parent Teacher Organization) Meetings*
- *Grade Level Parents*
- *Open House before school begins*
- *Registration Days*

Provide Title I funds for parent involvement activities;

▪ *The Title I Coordinator allocates Title I funds to Spotswood to be used for Parent Involvement. These funds are used for all parent activities, i.e., Literacy Nights, CAC meetings, and Materials for parent workshops.*

Establish a school and division Community Advisory Council;

The school's Home School Liaison/Title I Parent Coordinator will contact each classroom teacher and the school principal to provide recommendations for parents to serve on the CAC. Teachers are asked to consider the diversity in their classroom when selecting parents to represent them on the council. The coordinator contacts recommended parents and community members. Parents can also volunteer to serve on this council.

Part III: Accessibility Requirements

Spotswood Elementary School will 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.

Spotswood Elementary will ensure that parent involvement activities are accessible to all parents by providing the following:

- *Notices of meetings/events sent in different languages*
- *Interpreters*
- *Flexible meeting times*
- *Family & School Liaisons*
- *Handicapped Accessible Facilities*
- *Home Visits*
- *Phone Conferences*
- *Collaboration with community agencies; i.e., Community Services Board, Crossroads, Migrant Education, Refugee Resettlement, and JMU Career Development Academy*
- *Listen and Talk Kits*

PART IV-ADOPTION

This Spotswood Elementary School Parent and Family Engagement Policy/Procedures have been 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 Spotswood on September 26, 2022 and will be in effect for the period of 2022-23. 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 October 31, 2022.

Brendon Derstine - Principal, Spotswood Elementary School

Kim Tinkham – Dean of Students, Spotswood Elementary School

Gwen Mercado – Family/School Liaison

Leah Baker –Instructional Coach, Spotswood Elementary School

Samm Hall - Instructional Coach, Spotswood Elementary School

Parents:

Matt Snyder

Matt Hutman

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