

School Based Parent and Family Engagement Policy

Schoolfield Elementary School

PART I. General Expectations

Schoolfield Elementary _____ agrees to implement the following statutory requirements:

- The school will put into operation programs, activities, and procedures for the engagement of parents and families in all of its schools with Title I, Part A programs, consistent with section 1116 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents and families of participating children.
- Consistent with section 1116, the school will work with the LEA to ensure that the required school-level Parent and Family Engagement Policies meet the requirements of section 1116 of the ESEA, and each include, as a component, a School-Parent-Student Compact consistent with section 1116 of the ESEA.
- The school will incorporate the division wide Parent and Family Engagement Policy into its site-based policy developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A Parent and family engagement requirements, to the extent practicable, the school division and the school will provide full opportunities for the participation of parents and families with limited English proficiency, parents and families with disabilities, and parents and families of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents and families understand.
- If the school’s plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents and families of participating children, the school will submit any parent comments with the plan to the school’s parent liaison.
- The school division will involve the parents and families of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for Parent and Family Engagement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

The school division will be governed by the following statutory definition of Parent and Family Engagement, and expects that **Schoolfield Elementary** _____, a Title I school, will carry out programs, activities, and procedures in accordance with this definition:

Parent and family Engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents and families play an integral role in assisting their child’s learning;
- (B) that parents and families are encouraged to be actively involved in their child’s education at school;
- (C) that parents and families are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in section 1116 of the ESEA.

PART II. Description Of How The School Will Implement Required Division Wide Parent and Family Engagement Policy Components

1. (**Schoolfield Elementary** _____) will take the following actions to involve parents and families in the joint development of its division wide parent and family engagement plan under section 1112 of the ESEA:
 - (**Schoolfield Elementary** _____) will convene an annual meeting and if feasible, this will be the first schoolwide parent and family meeting.
 - Multiple opportunities will be available for parents and families to attend the annual meeting.
 - Curriculum information will be made available to all parents and families at the annual meeting.
 - Assessment information will be made available to all parents and families at the annual meeting.

- **(Schoolfield Elementary)** will establish a Title I Parent and Family Advisory Council and a minimum of two members of that Council will serve on the Division Title I Parent and Family Advisory Council, which will meet at minimum biannually.
 - **(Schoolfield Elementary)** school's Parent and Family Advisory Council may utilize their PTA meeting schedule as their approved meeting dates.
 - Meeting agendas and minutes for the scheduled Parent and Family Advisory Council/PTA meetings will be available to parents and families at the meetings, on the school website and/or the school office.
 - The Parent and Family Advisory Council/PTA will provide a time slot on each agenda for parent comments.
2. **(Schoolfield Elementary)** will take the following actions to engage parents and families in the process of school review and improvement under section 1111(d) of the ESEA:
- The Title I Parent and Family Advisory Council meetings will be open to all parents and families.
 - The primary function of the Title I Parent and Family Advisory Council at the school-level will be to allow parents and families to review available data with school staff and to provide input to assist schools in revising and updating School Improvement Plans.
 - The Title I Parent and Family Advisory Council will provide ongoing communication and monitoring concerning the progress of the goals and objectives outlined in School Improvement Plans.
3. **(Schoolfield Elementary)** will seek the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective Parent and Family engagement activities to improve student academic achievement and school performance:
- **(Schoolfield Elementary)** will receive a budget for parent and family engagement activities using Title I funds.
 - Danville Public Schools will operate a site-based Title I Family Resource Center that is located at each respective Title I school.
 - Each center's staff will provide technical assistance for parents and families in obtaining curriculum information regarding the local and state assessment program.
 - Each center's staff will provide a lending library and instructional classes in parenting skills, internet use, and general technology skills.
 - Each school's Title I Parent Liaison will provide Title I parents with family literacy opportunities to include adult continuing education and career development.
 - Each school's Title I Parent Liaison will seek opportunities for families to receive tutoring, homework assistance, and enrichment towards mastery and extension of grade level Standards of Learning objectives.
 - A school-wide calendar of Parent and Family engagement opportunities will be available on school's website.
4. **Danville Public Schools** will coordinate and integrate parent and family engagement strategies in Part A to the extent possible, under the following other programs by:
- **Danville Public Schools** will operate division wide preschool programs at Grove Park Preschool and Northside Preschool, for identified and eligible at risk four-year olds (as applicable).
 - All Title I parents and families of students in the Danville Public Schools will be provided the opportunity to sign a School-Parent-Student Compact in which they agree to participate in scheduled activities.
 - **(Schoolfield Elementary)** will hold parent and family education workshops.
 - Workshops will be offered at various times to accommodate parent schedules.
 - **(Schoolfield Elementary)** will develop and implement a parent and family engagement plan for involving parents and families in activities which enhance learning and student achievement.
 - A division wide calendar of parent and family engagement opportunities will be available on the school's website.
 - Title I Parent Liaisons, Student Support Services personnel, and/or the LIEP (Language Instruction Educational Programs) team will conduct home visits as the need arises throughout the school year.
 - Interpreters will be provided to assist parents and family members of English Learners with oral and written translation when feasible.

5. **(Schoolfield Elementary)** will take the following actions to conduct, with the engagement of parents and family members, an annual evaluation of the content and effectiveness of this Site Based Parent and Family Engagement Policy in improving the quality of its Title I, Part A schools.

- A parent and family survey in the spring of each year in order to determine the level of participation and to identify barriers that have prevented participation.
- Parent and family surveys will be school-based and will be offered in English and other home languages when feasible.
- Parent and family surveys will be available on paper and in an electronic format.
- The parent liaison and building principal will use the parent and family survey as baseline data for the upcoming year and establish a parent and family engagement participation goal for the next school year.
- As part of the School Improvement Plan, each school will develop and implement strategies to increase engagement based on survey data.
- The Title I Parent and Family Advisory Council will be representative of the following stakeholders: economically disadvantaged, disabled, limited English proficiency, limited literacy, or any racial or ethnic minority background.
- The Title I Parent and Family Advisory Council will work collaboratively with schools to develop the School Improvement Plan.

6. **(Schoolfield Elementary)** will build the school's and families' capacity for strong parent and family engagement, in order to ensure effective engagement of parents and family members to support a partnership among the schools involved, parents, family members, and the community to improve student academic achievement, through the following activities specifically described below:

A. **(Schoolfield Elementary)** will provide assistance to parents and families of children served by the school in understanding topics such as the following:

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

- **(Schoolfield Elementary)** will establish dates on the site-based school calendar for parent/teacher conferences. The school calendar will be available on the division website.
- School newsletters and websites will provide dates of school parent and family engagement activities, school events, supply lists, contact information, and parenting tips.
- Individual teacher classroom newsletters, progress reports, communications, and/or websites will provide dates of parent and family engagement activities, daily schedules, classwork, and homework.
- The division's Parent and Family Engagement Policy will be available in the Title I Parent Handbook and on the division website.
- Dates for 9-week report cards will be included in the student handbook and on the website. Dates for interim reports will be included in weekly progress folders and on the school's website.
- Information regarding how to access division curriculum and state standards will be available in each student handbook, the Title I Parent Handbook, and on the division website.
- Each school's Title I Family Resource Center will offer technology workshops for parents and families.
- The Principal of **(Schoolfield Elementary)** school will present, at the Title I Annual Meetings, an outline of state and local assessments to be administered during the school year. Spring SOL data from the previous school year will also be reviewed.

B. **(Schoolfield Elementary)** will provide materials and training to help parents and families work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement, by:

- A school-wide calendar of parent and family engagement opportunities available at the school's Title I Parent Resource Center and all Title I schools will be available on the division website.
- Family literacy opportunities to include GED instruction and adult continuing education and career development counseling will be offered through the school's Title I Parent Resource Center to Title I parents and families and their children.
- Technology workshops will be offered through the school's Title I Family Resource Center.
- Parent and family skills workshops will be offered through the school's Title I Family Resource Center.
- Parent and Family engagement newsletters will be distributed in English and/or Spanish and posted, to the extent feasible, on the division website.
- English Learner (EL) parent and family information nights will be conducted collaboratively between the Language Instruction Education Programs and the school's Title I Family Resource Center.

C. The school division will, with the assistance of **(Schoolfield Elementary)** and its parents, educate its teachers, pupil services personnel, and other staff, in how to reach out to, communicate with, and work with parents and families as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent and family programs and build ties between parents and families and schools, by:

- School personnel will receive training that focuses on enhancing parent and family engagement.
- The division will conduct in-service and contract services for professional development opportunities on community outreach with administrators and supervisory personnel.
- Community Outreach will be a component of the division's strategic planning process and implementation.
- Interpreters will be provided to assist parents of English Learners with oral and written communication when feasible.
- Danville Public Schools will disseminate information in accordance with Federal Guidelines for the "Every Student Succeeds Act."

D. **(Schoolfield _____)** will, to the extent feasible and appropriate, coordinate and integrate parental engagement programs and activities with Head Start, public preschool and other programs; and conduct other activities, such as a parent resource center, that encourage and support parents in more fully participating in the education of their children, by:

- **(Schoolfield Elementary _____)** will operate a site-based Title I Family Resource Center.
- The Family Resource Center will be staffed with flexible hours to accommodate various parent and family work schedules.
- The Title I Family Resource Center will provide a school-wide calendar and division-wide calendar of parent and family engagement opportunities available at the school's Title I Family Resource Center.
- Danville Public Schools will operate a division wide preschool program at Grove Park Preschool and Northside Preschool, for identified and eligible at risk four-year olds.
- All Title I parents and families of students in the Danville Public Schools will be provided an opportunity to sign a School-Parent-Student Compact in which they agree to participate in scheduled activities.
- Parent education workshops will be held at all Title I schools.
- Workshops will be offered at various times to accommodate parent schedules.
- **(Schoolfield Elementary _____)** will develop and implement a parent and family engagement plan for involving parents and families in activities that enhance learning and student achievement.
- A school-wide calendar of parent and family engagement opportunities will be available on the school's website.
- Title I Parent Liaisons, Student Support Services personnel, and/or LIEP (Language Instruction Education Program) team will conduct home visits as the need arises throughout the school year.
- Interpreters will be provided to assist families of English Learner with oral and written translation when feasible.
- Danville Public Schools will disseminate information in accordance with Federal Guidelines for the "Every Student Succeeds Act."

E. **(Schoolfield Elementary)** _____ will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- A schoolwide calendar of parent and family engagement opportunities will be available on each school's website.
- Parent and family engagement newsletters will be distributed in English and/or Spanish and posted on the division website.
- Information about parent and family nights will be conducted collaboratively between the Language Instruction Education Program and each school's Title I Family Resource Center.
- **(Schoolfield Elementary)** _____ will establish dates on the school's site-based calendars for parent/teacher conferences. The school calendars will be available on the division website.
- School newsletters and websites will provide dates of school parent and family engagement activities, school events, supply lists, contact information, and parenting tips.
- Individual teacher classroom newsletters, progress reports, communications, and/or websites will provide dates of parent and family engagement activities, daily schedules, classwork, and homework.
- The division's Parent and Family Engagement Policy will be available in the Title I Parent Handbook and on the division website.
- Dates for 9-week report cards will be included in the student handbook and on the website. Dates for interim reports will be included in weekly progress folders, the school's calendar, and on each school's respective website.
- Information regarding how to access division curriculum and state standards will be available in each student handbook, the Title I Parent Handbook, and on the division website.
- Support utilizing Parent Portal to monitor student progress will be provided.