



Samuel W. Tucker School
2024-2025

Parent and Family Engagement Policy/Plan and Procedures

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

- A. Samuel W. Tucker Elementary 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 by December 15, 2024.
- Feedback via a survey will be collected on updates or revisions
 - Parent and Family Engagement Policy will be shared at the annual Title I night
 - The Parent and Family Engagement Policy will be posted on the school's website, and paper copies will be available in the front office
- 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 parent's right to be involved. The meeting was held on August 28th, 2024, from 6:15 p.m. to 7:30 p.m. in person.
- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, childcare, or home visits, as such services related to Parent and Family Engagement. In addition, this document was discussed at Parent Teacher Association Meetings and monthly Conversations with the Principal.
- D. Involve parents, 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. The Parent and Family Engagement policy was discussed at several events, and parents were allowed to provide questions, comments, or feedback to the policy using an ongoing *Google* form, which was provided via Parent Square and the website in September 2024. The CSIP areas of focus was presented at the Annual Title I meeting for review and feedback.
- 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

Beyond our Annual Title I Meeting, Parents are provided with updated information regarding their involvement in their child’s education through weekly newsletters, parent events, and Parent Square. Important documents and information are also provided in English, Spanish, Arabic, and Amharic. Interpreters will be provided at all meetings and events.

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.
 - Meetings will be held, and parents will be provided with information on the MAP assessment score reports so that they understand their student’s progress, as well as information on the growth assessments and SOL assessments.
 - Assessment information on student academic progress and grade-level standards is shared with parents during parent-teacher meetings and as requested.
 - Open House – August 16, 2024
 - Back to School Nights – August 13th & 15th, 2024
 - PTA General Meetings – Monthly on the Third Tuesday of the month
 - Parent Teacher Conferences – October 10th & 11th, 2024
 - Title I Information Night – August 28, 2024

G. If the schoolwide program plan needs to be more satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district and families on December 15, 2024.

- Feedback will be reviewed and considered during the revision of the CSIP

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 on a quarterly basis for in school sponsored events related to STEAM and/or other core subjects to improve 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.
 - October 10, 2024 and October 11, 2024
- Provide frequent reports to parents on their child’s progress.
 - Report Cards are sent every nine weeks.
 - Interims are available at the five-week mark between report cards during Quarter 1-3 and only to students performing below the level during Quarter 4.

- IEP Progress notes are sent at the same intervals
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
 - By appointment before and after school, during their planning period, during parent teacher conferences
 - School-based activities and events and in class events
 - Field trips
 - 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.
 - Communications done through phone calls, written notices, parent communication apps, social media, emails, website, etc.
- Staff Directory: <http://www2.acps.k12.va.us/email/>

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 during Title I Information Night, Parent Teacher Conferences, and Coffee with the Principal events.
- 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).
 - Science Nights
 - Literacy Nights
 - Math Nights
 - Coffee with the Principal events
- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic 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.
- 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.
 - Parent Square

The following are allowable activities and may be used by ACPS and Title I schools:

- 1) Parents may be involved 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.

This document will be offered to families via Parent Square, email, school website, and social media. It will also be translated into John Adam's top four languages (English, Spanish, Arabic, & Amharic), which will be available on the school's website and hardcopy in the welcome center.

PART IV-ADOPTION – This Samuel W. Tucker 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 Samuel W. Tucker School in September 2024 and will be in effect from 2024 to 2025. The school will distribute these policies/Procedures to all parents of participating Title I children and make them available to the community on or before December 15, 2024.

Signature of Title I Authorized Representative

Date: 10/4/24

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

Name: Adaarema Kelly, Principal

Signature: 

Name: Jerylen Daniels, Assistant Principal

Signature: 

Name: Tiana Dominick, Assistant Principal

Signature: 

Name: Desmond Goodloe Title I Coordinator & School Improvement Coach

Signature: 

Name: Anne Panek, Kindergarten Team Lead

Signature: *Anne Panek*

Name: ~~Addison Berg~~, First Grade Team Lead *Representative*
Christina Behringer

Signature: *Christina Behringer*

Name: Markeda Brown, Second Grade Team Lead

Signature: *Markeda Brown*

Name: Jordanna Priesman, Third Grade Team Lead

Signature: *Jordanna Priesman*

Name: Tashin Cash, Fourth Grade Team Lead

Signature: *Tashin Cash*

Name: Stacy Swickert, Fifth Grade Team Lead

Signature: *Stacy Swickert*

Name: Martha Espinosa, EL Lead Team Lead

Signature: *M R Espinosa*

Name: Sarah Abdelrahman, Special Education Team Lead

Signature: *Sarah Abdelrahman*

Name: Karima Wade, School Social Worker SST Team Lead

Signature: *Karima Wade*

Name: Donna Anthony, Literacy Coach

Signature: *Donna Anthony*

Name: Kenya Riley, Math Coach

Signature: *Kenya Riley*

Name: Christine Waters, Science Coach

Signature: *Christine Waters*

Name: Dr. Anne Smith, Equity Liaison

Signature: *Dr. Anne Smith*