College Park Elementary School

1110 Bennington Road, Virginia Beach, VA 23464-3764
Telephone: (757) 648-2280
Fax: (757) 366-4532

www.collegeparkes.vbschools.com

2024-2025

Parent and Family Engagement Policy/Plan and Procedures

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

A. College Park 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.
    - Policy/Procedures will be available to parents and families on the community newsletter and available 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 rights of the parents to be involved.
    - Information about the Policy/Plan were shared with parents and families during our annual Meet & Greet Block Party and also during Open House
    - Scheduled Planning Meetings
    - Meeting three times a year at our Family Review Committee Meeting.

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 offered:
        - During the school day, mornings after student drop off
        - Directly before or after Family Engagement or PTA Events
        - Virtual Meeting options: Google Meets

D. Involve parents in an organized, ongoing, and timely way, 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.
    - Review Dates:
        - September 2024
        - December 2024

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
   - Communication options with links through Language Line Access at all events

F. Provide parents of participating children-
   - Timely information about programs under this part;

   Information provided to parents and families in the following ways:
     - Community/School Newsletters (link)
     - Seesaw
     - ParentVue
     - Quarterly newsletters (paper & electronic)
     - Flyers and Information on front counter in the office
     - Display posters in the entrance of the school

   - A description and explanation of the curriculum in use at school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
     - Information on curriculum and testing presented during these times:
       1. Parent/Family Conferences
       2. During Family Engagement Events (Literacy, Math, Science Nights)
       3. At any time families request (practicably possible)

   - 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.
     - Student Reading Plan Invitations **(K-3)**
     - Parent/Family Conferences

G. If the schoolwide 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.
   - Submissions may be made to the Family Engagement Liaison or the Administration

PART **II-REQUIRED** SHARED RESPONSIBILITIES FOR HIGH STUDENT 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 minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.
    - 2024 Conferences: October -November

- Provide frequent reports to parents on their child's progress.
    - Progress may presented in the following ways:
        - Weekly reports/updates
        - Quarterly Report Cards
        - Quarterly Progress Reports
        - Progress Monitoring

- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
    - Sign-Up Genius for volunteer opportunities

- 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.
    - Seesaw
    - Email
    - Meetings/Conferences
    - Phone Calls

BUILDING **CAPACITY** FOR PARENTS AND STAFF - REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support 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.
    - Parent University (Jan/Feb 2025)
    - Family SOL Night (April/May 2025)

- 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).
    - Open House (Oct 2024)

- Family Nights throughout the Year
  - S.T.E.A.M Night (Jan 2025)
  - Math Night (Feb 2025)
  - Literacy Night (March 2025)

- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.
  - Quarterly Meetings/Updates
- 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 that the parents can understand.

  Information provided to parents and families in the following ways:
  - Community/School Newsletters (link)
  - Seesaw
  - ParentVue
  - Alert Now
  - Quarterly newsletters (paper & electronic)
  - Flyers and Information on front counter in the office
  - Display posters in the entrance of the school

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 each 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 that parents can understand.

- Language Line Access will be provided and documents translated as needed to communicate with parents/family members
- Save the Date notices, flyers, and reminders are sent home in student folders
- Alert Now messages are sent home over the phone
- Teachers are requested to send personal invitations to parents by newsletters, technology Apps, and personal phone calls

PART IY- ADOPTION

This College Park Elementary 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 have been developed/revised by College Park Elementary School October 2024 and will be in effect for the period of the 2024-205 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 January 2025.

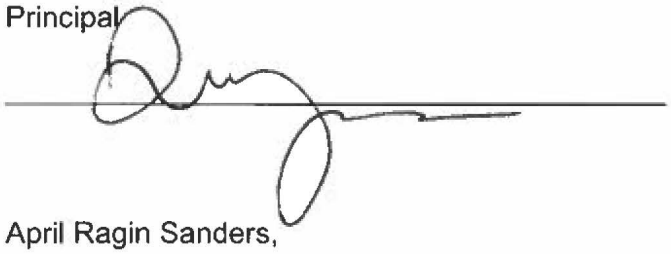
Signature of Title I Authorized Representative

Date:

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

Dr. Catrina Cherry-Manigo,

Principal



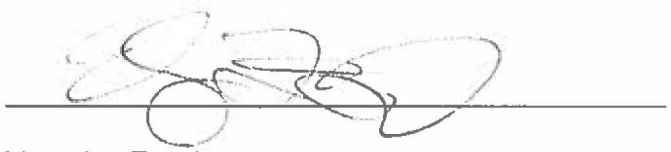
April Ragin Sanders,

Family Engagement Liaison



Elizabeth Jordan,

Teacher



Veronica Rueda,

Parent



Danielle Brewer,

Parent

