Orchard View Elementary School
Parent and Family Engagement Policy
2024 - 2025

Orchard View Elementary School jointly developed this parent and family engagement policy in consultation with school personnel, community members, and parents and adopted it on August 19, 2024**.** A list of committee members responsible for the writing of this policy can be found in Appendix A. This policy was distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand. This policy shall be made available to the local community through the school web page. If the Title I plan (application) is not satisfactory to the parents of participating children, Frederick County Public Schools will submit any parent comments with the application when the plan is submitted to the state. This parent and family engagement plan will be updated annually to meet the changing needs of parents and the school.

Part 1. POLICY INVOLVEMENT

Orchard View Elementary School will:

(1) Convene an annual meeting on September 11, 2024, to which all parents shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved;
(2) Offer a flexible number of meetings. A schedule of this year's meetings can be found in Appendix B;
(3) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy.
(4) Provide parents of participating children:
    (A) timely information about Title I programs;
    (B) 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; and
    (C) 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 practicably possible.

Part 2: BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Orchard View Elementary School and Frederick County Public Schools assisted under this part:

(1) shall provide assistance to parents of children served by Orchard View Elementary School and Frederick County Public Schools, as appropriate, in understanding such topics as the state's academic content standards and State student academic achievement standards, state and local academic assessments; also monitor a child's progress and work with educators to improve the achievement of their children;
(2) shall provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
(3) shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
(4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, and public preschool and other programs; conduct other activities such as parent resource centers that encourage and support parents in more fully participating in the education of their children;
(5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand;
(6) may pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents and families to participate in school-related meetings and training sessions;

(7) 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 involvement and participation;
(8) may adopt and implement model approaches to improving parent and family engagement;
(9) will establish a division wide parent advisory council to provide advice on all matters related to parent and family engagement in programs supported under this section;
(10) may develop appropriate roles for community-based organizations and businesses in parent and family engagement activities; and
(11) shall provide such other reasonable support for parent and family engagement activities under this section as parents may request.

Part 3. ACCESSIBILITY

Orchard View Elementary School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand.

Appendix A –
*Parents in attendance at Parent Information Meeting on September 11, 2024.
*Title 1 teacher, Literacy Coach, administration

Appendix B – Dates for the schedule of parent and family engagement meetings for this school year.
*Curriculum Night - September 2024
*Title I Event #2 - November 2024
*Title I Event #3 - January 2025
*Title I Event #4 - May 2025

Part 4. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

SCHOOL-PARENT COMPACT

Orchard View Elementary School*, and the parents of the students participating in activities, services, and programs funded by Title I, Part A, of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. Also, the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards. This school-parent compact is in effect during school year [Enter school year dates].*

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

(Provisions bolded in this section are required to be in the Title I, Part A, school-parent compact)

School Responsibilities

Orchard View Elementary School **will**:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
   - Providing explanations of the objectives, students are expected to learn to demonstrate progress,
   - Providing quality teaching and leadership,
   - Providing texts, supplies, and materials that support instruction,
   - Making efficient use of academic learning time,
   - Providing meaningful assignments that support classroom instruction,
   - Demonstrating care and concern for each student
   - Respecting cultural, racial, and ethnic differences,
   - Managing the school and classroom to provide an environment that is safe, encourages learning, and helps children achieve,
   - Explaining and modeling the behaviors expected of students at school.

2. **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
   - Parent conferences are held as needed.
3. **Provide parents with frequent reports on their children's progress.**
   - Progress is regularly communicated to parents.

4. **Provide parents reasonable access to staff.**
    - Staff are available for consultation with parents by contacting the school and scheduling a time to meet with the teacher or arranging a time to speak by phone.
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities**:
    - Parents may contact the school office to complete a school volunteer survey.
    - Parents may contact the school principal to schedule a time to observe their child's class.

Parent Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed*
- *Monitoring the amount of screen time*
- *Volunteering in my child's classroo*m
- *Participating, as appropriate, in decisions relating to my children's education*
- *Promoting positive use of my child's extracurricular time*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A, parent representative on the school's school improvement team, or other school advisory or policy groups*

OPTIONAL ADDITIONAL PROVISIONS We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when needed.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Come to school every day on time.*
- *Participate in classroom activities.*
- *Cooperate with teachers and follow directions.*

Additional Required School Responsibilities

Orchard View Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parent and family engagement policy, in an organized, ongoing, and timely way.
2. Parents will be involved in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parent and family engagement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Parents: PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL.

_____	_____	_____
School/Teacher	Parent(s)	Student
_____	_____	_____
Date	Date	Date

*(**PLEASE NOTE: Signatures are not required for service. Signature indicates your receipt and understanding of this policy)***