



## **FLOYD COUNTY PUBLIC SCHOOLS**

**140 Harris Hart Road NE**

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### **Willis Elementary School**

### **Parent and Family Engagement Policy/Plan and Procedures**

#### **Part I: Parent and Family Engagement Policy/Plan:**

- Willis 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.
  - a. A Parent Advisory Committee, composed of parents, reading specialists, and other key leaders, will be created at each elementary school.
  - b. Parent Advisory Committee meetings will be held annually to recreate, revise, and/or review the Parent and Family Engagement policies and procedures.
  - c. Revised Policies will be updated in our Title I Handbook by the program director and distributed to parents by Title I teachers. It will be made accessible to parents, teachers, and other community members via our Title I website.
  - d. The Family Engagement Policy/Plan will be made available on the Willis Elementary Website.
- 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 in Title I and to explain the requirements of Title I, and the right of the parents to be involved.
  - Willis Elementary had its Annual Meeting on November, 12, 2024. We invited a parent to join the meeting and discussed volunteer opportunities for schoolwide literacy events such as Book Fairs and One School, One Book.
- Flexible times and days for meetings will be offered with funds provided under this part. Transportation and child care may also be offered to ensure parent participation.
- 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.
  - District Parent Advisory Council
  - Parent Advisory Council

- Schoolwide Title I Committee meeting
- Provide Parents of Participating children:
  1. Timely information about programs.
  2. A description 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.
    - Decodable books for reading
    - Benchmark Advance reading and writing curriculum
    - CIP Benchmark Testing
    - SOLs
    - VALLSS reviewed by teachers during parent teacher conferences; VALLSS progress monitoring tools
    - UFLI fluency checks
  3. 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 to respond to any such suggestions as soon as practically possible.
    - Parent/Teacher Conferences
    - PAC Meetings
    - Annual Meeting in Fall
    - Update Plan
  4. If the schoolwide program is not satisfactory to the parents of participating children, any suggestions will be recorded and submitted when the school makes the plan available to the district.
    - Meeting Agendas

## Part II: Shared Responsibilities for High Student Academic Achievement

Teachers will:

1. Conduct Parent/Teacher conferences, annually at a minimum.
2. Provide frequent reports to parents on their child's progress.
3. Provide parents with reasonable access to staff, opportunities to volunteer, and opportunities to attend special programs.
4. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that the family can understand.
  - Translation services are available.

- Parent Communication Folders
- Parent/Teacher conferences as needed
- Monthly Newsletters

#### Building Capacity for Parents and Staff- Requirements for Engagement

To ensure effective involvement of parents and to support a partnership among Willis Elementary and the community to improve student academic achievement, Willis Elementary will:

1. Assist Parents in understanding the challenging state academic standards, how to monitor a child's progress, and work with educators.
  - Parent/ Teacher Conferences
2. Provide materials and training to help parents work with children, such as literacy training and using technology (including the harms of copyright piracy).
  - Handouts throughout the year on: Title I, Science of Reading, supporting literacy at home
3. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of the parent and their communities to increase academic achievement.
4. 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.
  - VPI Preschools
  - "One Division, One Book" Event
5. Ensure that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
  - Translated Documentation

#### **The following are allowable activities:**

6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. 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.

8. 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.
9. May train parents to enhance the involvement of other parents.
10. 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.
11. May adopt or implement model approaches to improving Parents and Family Engagement.
12. 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.
13. 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 policies of this part, Willis Elementary 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.

- **Translated Materials on the Title I Program**

#### Part IV-Adoption

Willis Elementary Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in the Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Willis Elementary in **Fall 2024** and will be in effect for the period of **2024-2025**. 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 **11/30/2024**.

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Signature of Title I Authorized Representative

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Signature of School Administrator

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Signature of Parent Representative

Date\_\_\_\_\_