

## Quinton Elementary School

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

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

- A. Quinton Elementary School 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.

The school administrators will meet annually with parent representatives from the Parent Teacher Organization and family engagement committee to develop/update the following plan and determine activities to engage parents during the school year. The policy will be placed on the website and an email will be sent to all parents letting them know that they may access it there or request a paper copy.

- 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 right of the parents to be involved.

Title One families will be invited to attend at least two events -one fall and one spring - to be informed of the Title One program and learn strategies to use at home with their children.

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.

Parents are encouraged to schedule conferences before school, during the day, or after-school. The school and PTO will hold parent engagement activities in the evenings throughout the year to help parents be involved in their child's education. The school will provide transportation and child care as necessary to allow parents to take part in these events.

- C. 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.

D. 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

Meeting notices are provided to all parents including English learners in a language that the parents understand and interpreters will be provided for meetings as needed. The parents are encouraged to attend parent teacher conferences. Letters are sent home at the beginning of each school year indicating their child's progress toward reaching proficiency. The division holds an English Learner parent night in December during which parents are presented with division goals and encouraged to be active participants in their child's education and partner with the schools in helping their students.

E. 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.

Parents are encouraged to schedule conferences with their child's classroom teacher and/or Title I Teacher on an ongoing basis. The conferences may take place, virtual or in-person, before school, during the day, or after school to meet the needs of the parent.

G. If a 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.

The schoolwide plan is posted on the school website. Notification of its location will be sent home annually and feedback on the plan will be requested. Parents will be encouraged to submit comments to the school administration for inclusion with the plan.

## **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.

- 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.
- Provide frequent reports to parents on their child's progress.
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
- 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.

The school compact was developed and approved with members of the parent engagement committee and sent home to all families. The compact will be reviewed and distributed annually to all families through email and posting on the school home page..

## **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.

A link to all Standards of Learning for all grade levels is included in the Parent Handbook for parent review. A link is also on the school website in the For Parents section to the NKES Curriculum and SOLs. Report cards are distributed every 9-weeks so parents can monitor student progress. Parent/Teacher conferences are held annually in November, though our staff meets with parents regularly and on an as needed basis.

- 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).

Teachers will meet with parents and offer guidance on how to assist their children with literacy. Multiple modes of technology will be employed to communicate weekly with parents regarding what their child is learning and classroom activities. During the first semester of every year parents receive information about appropriate technology usage and there is information on the school website about appropriate technology use.

- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.

During pre-service, the school administration reviews with all staff the importance of parent engagement and communication. The teacher handbook includes information about parent communication. All teachers maintain weekly communication on the information their child is learning and class activities.

- 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.

The school invites the parents of the preschool program to all evening events and encourages them to attend conferences with their teachers. The school district will explore the possibility of coordinating activities with community organizations and businesses.

- 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.

Upon registration, parents are asked which language they would like to be communicated in. Flyers and informational materials are sent home in the language indicated by the parents when practical. In the event that flyers are not able to be translated interpreters contact parents to provide the information through a phone call.

### **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.

Meeting notices are provided to all parents including those of English learners in a language that the parents understand and interpreters will be provided for meetings as needed.

### **PART IV: ADOPTION**

This Quinton 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.

The Parent and Family Engagement Policy/Procedures were developed/revised by Quinton Elementary School on 7/22/24 and will be in effect for the period of 2024-25 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 by Oct 1, 2024 .

Signature of Title I Authorized Representative:

Date:8/30/24

# QES TITLE I SCHOOL/PARENT/STUDENT COMPACT

The following compact is part of Title I guidelines. It offers a good model for effective home-school communication. We ask that you and your child discuss each responsibility, sign your names and return it to school. If you have any questions, please call 804-557-3105.

## I. School's/Teacher's Responsibilities:

1. Shall communicate student progress/concerns to parents throughout the school year.
2. Shall schedule parent-teacher conferences as needed.
3. Shall provide high quality curriculum and instruction in a small group, supportive environment.
4. Shall communicate with classroom teachers and other professionals on a regular basis.
5. Shall offer parents materials and suggestions to help at home as needed.

## II. Parent's Responsibilities:

1. Schedule a reading time together every day for at least 15 minutes.
2. Use TV and electronic games wisely. (Suggestion – no more than 60 minutes a day)
3. Schedule daily homework/home activity time.
4. Use the public or school library.
5. Express high expectations and offer praise and encouragement.
6. Attend Title I parent meetings.
7. Try to observe child's Title I lesson
8. Attend Parent/Teacher Conferences

## III. Student's Responsibilities:

1. Read home reader/story book daily and return home reader/story book to school.
2. Read with an adult daily.
3. Attend school regularly and be a good school citizen.
4. Be a good messenger between school and home.
5. Show respect for parents and teachers.
6. Use TV and electronic games wisely.

New Kent County Schools do not discriminate based upon race, ethnicity, sexual orientation, gender identity, age, disability, religion or national origin.

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RETURN THE BOTTOM OF THIS SHEET. PLEASE KEEP THE TOP PART AT HOME FOR YOUR REFERENCE.

Student's Signature

Parent's Signature

School-Quinton Elementary

Title I Coordinator

Administrators Signature

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

AJ Gerstenmair, Supervisor of Accountability & Assessment/Federal Programs Coordinator

Signature:

*Arthur J Gerstenmaier*

Christine Pilger, Principal

Signature: *C. Pilger*

Sarah Berry, Assistant Principal

Signature: *Sarah Berry*

Angela Sanders, Reading Specialist

Signature: *Angela Sanders*

Kimberly Grizzle, Reading Specialist

Signature: *Kimberly Grizzle*

Math Specialist *Kristen Madison*

Signature:

*Kristen Madison*

Parent

*Shelly Jones*

Signature:

*Shelly Jones*

Parent

*Nicole Hysmith*

Signature:

*Nicole Hysmith*