

Activity: Building a Master List for Title I Parent and Family Engagement Policies

Goal:

To create a master list of family engagement strategies and activities that schools can use when developing, finalizing, or updating their own Parent and Family Engagement Policies. This will provide division-wide support and help standardize family engagement practices across all schools.

Activity Overview:

Each group will review each section of the Title I Parent and Family Engagement template, acting as if their region represents the schools in that area. Teams will draw on their knowledge of individual schools and their current activities to identify examples and best practices for each section. The outcome will be a master list of items that schools can reference when building or revising their own policies.

The template provides a framework for documenting Parent and Family Engagement efforts and supporting collaboration between parents, staff, and students. Teams should focus on the key areas outlined in each part of the template while brainstorming concrete examples, programs, or practices that align with the section.

Part I – School Parent and Family Engagement Policy

Consider examples of annual meetings, parent involvement in planning, communication methods, and strategies schools currently use to share information or gather feedback. Identify items that could be standardized across the division.

Part II – Building Capacity for Parents and Staff

Consider the various ways schools train their staff and support parents in engaging with student learning, such as workshops, literacy programs, technology training, or parent leadership opportunities. Capture strategies that can be adapted or scaled across multiple schools.

Part III – School-Parent Compact

Identify examples of how schools define shared responsibilities between staff, parents, and students, including parent participation, student accountability, and school support. Note practices that could be included in a standard compact template.

Part IV – Accessibility Requirements

Document strategies used to ensure all families can participate, including those with limited English proficiency, disabilities, or migratory status. Include examples of translated materials, accessible communications, or inclusive engagement practices.

Outcome:

By the end of the activity, each group will have a comprehensive list of examples and strategies for each section of the template. This master list will serve as a resource for schools when building or updating their own policies, ensuring consistent and effective family engagement across the division.

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Part I – School Parent and Family Engagement Policy

Fairfield Court Elementary School will work collaboratively with parents to develop, review, and update the Fairfield Court Elementary School Parent and Family Engagement Policy. Once finalized, the policy will be shared with all families of enrolled children and made accessible to the wider community. Fairfield Court Elementary School will accomplish this by involving parents in shaping and refining each school's Title I policy during:

- ❖ Title I Annual Meeting-Held annually at the beginning of the year on two separate dates and times to include the following
 - Explanation of Title I program participation
 - Purpose of the Title I program and planned use of funds
 - Explanation of the Title I, Part A requirements
 - Review the district-wide goals of Sense of Belonging and Student Ownership and Rigorous & Accelerated Learning
 - Information on the Parent and Family Engagement Policy and School-Parent Compact
- ❖ Open House provides a platform for families to connect with the school community, including:
 - Teachers
 - Administrators
 - Office of Engagement-Family Liaison
- ❖ Back to School Night-Parents/Students/Teachers connect, fostering a collaborative partnership for the school year by providing:
 - Classroom information/expectations
 - Curriculum and school policies
 - Review instructional practices around literacy, math and science
 - Review the district-wide goals of Sense of Belonging and Student Ownership with Rigorous & Accelerated Learning
 -

This collaborative approach ensures families are well-informed and actively involved in the decision-making process. We communicate the policy through an informative PowerPoint presentation and interactive parent engagement surveys, reinforcing our commitment to transparency and meaningful partnership in our students' education.

To ensure that families understand and can participate fully in the Title I program, Fairfield Court Elementary School will hold an annual meeting at a time that is convenient for parents. During this meeting, Fairfield Court Elementary School will explain its Title I status, outline program requirements, and describe parents' rights and opportunities for involvement. Fairfield Court Elementary School will determine the meeting details and communication methods by promoting our Title I events through multiple communication channels to ensure families receive timely and accessible information.

Announcements are shared on:

- ❖ ParentSquare is a communication platform used by schools and districts to connect with families and students by:
 - Building two-way communication messaging between the parents/teachers
 - School-wide announcements and emergency alerts

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- Class Dojo is another form of communication teachers use with their parents and caregivers
- Offering multiple languages
- ❖ Title I Flyer--The flyer serves as a communication tool to explain the federal program that provides:
 - Financial assistance to schools with a high percentage of low-income families
- ❖ Parent Newsletter-To inform, remind, and connect with families by fostering a strong home-school partnership to improve:
 - Student academic achievement
 - Ensure compliance with federal parent and family engagement requirements
 - Inform parents of their child's academics and extracurricular activities and awards
 - Support a Sense of Belonging
 - Reinforcing Student Ownership and a Accelerated & Rigorous Learning
- ❖ Social Media-to increase parent and family engagement by providing:
 - Accessibility
 - Real-time information
 - Building a sense of community
 - Showcasing the event's value

Fairfield Court Elementary School is committed to providing flexible opportunities for parent engagement. Meetings will be scheduled at various times, including mornings and evenings, and, when possible, the school will provide:

- ❖ Transportation
- ❖ Childcare
- ❖ A rotating schedule allows families to meet with staff at times that best fit their availability.
- ❖ Virtual meetings-Google Meet/Zoom

Parents will be actively involved throughout the year in planning, reviewing, and improving Fairfield Court Elementary School's Title I plan, including the requirements outlined in Sections 1112, 1114, and 1116. This ongoing involvement will occur through engaging families in a variety of meaningful involvement opportunities across the district by:

- ❖ Parent Advisory Council
- ❖ Parent-Teacher Conferences offer individualized communication and collaboration to support student success.
- ❖ Parent Teacher Organization (not established as of yet)

To support families of English learners, Fairfield Court Elementary School will implement effective outreach and provide information:

- ❖ Languages and formats that are easily understood by parents. These efforts will help families participate in their child's education and assist their children in attaining English proficiency, achieving at high levels, and meeting State academic standards.
- ❖ Outreach will be carried out by keeping families informed and involved through a variety of ongoing communication and engagement opportunities.

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- ❖ Parents participate in Parent-Teacher Conferences and Curriculum Nights to learn about their child's academic expectations and progress.
- ❖ Family Title I Nights provide additional support and resources to strengthen home-school connections.
- ❖ Teachers regularly share interim reports (every four weeks) and report cards (every nine weeks)
- ❖ ASPEN Parent/Student Portal offers continuous access to grades and important updates.
- ❖ Homework folders containing assessment reports help ensure that parents stay informed about their child's learning on a weekly basis.

Fairfield Court Elementary School will also ensure that parents receive timely information about Title I programs, along with clear explanations of the school's curriculum, academic assessments, and expected proficiency levels. Upon request, parents will be offered opportunities to meet regularly, share suggestions, and collaborate in decisions related to their child's education, with Fairfield Court Elementary School responding promptly to input. These commitments will be fulfilled by:

- Parent invitation to Parent-Teacher Conferences and Curriculum Nights to gain insights into academic expectations and their child's progress.
- Family Support Nights provide parents with practical strategies and resources from Attendance Works to help reinforce learning and promote success at home.
- Collaborative workshops involving the Office of Engagement (OOE)-Family Liaison, parents, and school staff to encourage teamwork and shared problem-solving to enhance student outcomes.

If parents are not satisfied with the schoolwide program plan, their comments will be collected and submitted to the Local Education Agency (LEA) upon sharing the plan. Fairfield Court Elementary School will uphold this requirement by:

- providing a Google Survey at the conclusion of each event. This survey allows parents to share their experiences and offer suggestions, ensuring that future events better meet the needs of families and support student success.

Part II – Building Capacity for Parents and Staff

To ensure effective involvement of parents and to support a partnership among Fairfield Court Elementary School, parents, and community to improve student academic achievement, each school and LEA must engage families and staff in activities that Fairfield Court Elementary School is committed to helping parents understand the rigorous State academic standards by:

- ❖ Monitor their child's progress,
- ❖ Effective collaboration with educators
- ❖ Providing guidance, resources, and opportunities for parents to engage directly with staff/students
- ❖ Offering a districtwide Parent Advisory Council held monthly
- ❖ Scheduled Parent Teacher Conferences
- ❖ Parent opportunities to give input during Parent Teacher Association monthly meetings

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Fairfield Court Elementary School will also provide professional development sessions for teachers, specialized instructional personnel, and other staff to deepen their understanding of the importance of parent engagement and the critical role families and communities play in supporting student achievement. Staff development will include collaboration with the Office of Engagement. These sessions will provide staff with a clear understanding of parent and family engagement and its role in building both parent and student capacity. Schools will also participate in partnership training that includes:

- ❖ A variety of partners:
 - CIS-Community in Schools
 - OST-Out of School Time-Boys and Girls Club, Peter Paul, Salvation Army Boys and Girls Club, City of Richmond Parks & Recreation
 - EL/ELS - English Learner/Educational Life Skills
 - Annual staff training-parent engagement integrated with other federal, state, and local programs-Richmond Police Department, Department of Social Services
 - TRIO/SAST Meetings-provide targeted support and collaboration to promote student success
 - Community Partners (Richmond Firefighters Association, Happy Movers, (Potentially Kiwanis-East End), East End Masonic Lodge, Faith Community Baptist Church, First Baptist Church, Owens & Minor, St. Stephen's Episcopal Church, The Market @ 25th Street)

Fairfield Court Elementary School will ensure that information about programs, meetings, and other engagement activities is provided to parents of enrolled children in formats and languages they can understand, to the extent practicable.

- ❖ Communication and outreach will be maintained through various channels to ensure timely and accessible information is provided. These include:
 - ParentSquare is a communication platform used by schools and districts to connect with families and students by:
 - By offering multiple languages that are tailored to each family
 - Class DOJO-Direct messaging
 - School Newsletter
 - Social media platforms
 - Language Line and Interpreter Services

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Part III – School-Parent Compact

Fairfield Court Elementary School and the parents of enrolled children agree to share responsibility for student learning and to build a partnership that helps children meet the State's high academic standards.

School Responsibilities

Fairfield Court Elementary School is dedicated to delivering high-quality instruction while promoting strong family engagement. The school responsibilities are:

- ❖ Believing that each student can learn
- ❖ Respect and value the uniqueness of each student and his or her family
- ❖ Provide an environment that promotes active learning
- ❖ Assist each student in achieving the essential academic learning requirements
- ❖ Document ongoing assessment of each student's academic progress
- ❖ Maintain open lines of communication with students and parents
- ❖ Seek ways to involve parents in the school program
- ❖ Demonstrate professional behavior and a positive attitude

Fairfield Court Elementary School provides parents with frequent progress reports to keep them informed about their child's academic performance. This includes interim reports every four weeks during each nine-week grading period, report cards every nine weeks, and updates through Class DOJO. At the elementary level, student folders are also used to send work samples and assessment information home, ensuring parents have multiple ways to monitor and support their child's learning. A home to school communication log goes home to parents in K-2 as well as weekly folders for all students in K-5.

Fairfield Court Elementary School provides opportunities for parent volunteering and classroom participation to foster family engagement. This is facilitated through the formation of a parent volunteer committee, completion of a volunteer application, and a background check to ensure a safe and supportive environment for all students. These measures enable parents to actively participate in the school community and support student learning.

Fairfield Court Elementary School ensures two-way, meaningful communication with families in a language they can understand and comprehend. Communication is provided in the family's language of origin whenever possible, with support from the Language Justice Line and interpreters. Additionally, digital platforms such as ParentSquare and Class DOJO are used to facilitate timely, accessible, and interactive communication between the school and families.

Parent Responsibilities

Parents will support their children's learning by actively:

- ❖ Monitoring attendance
- ❖ Ensuring homework completion

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- ❖ Promoting positive use of extracurricular time,
- ❖ Volunteering at a student's school
- ❖ Participating in educational decisions,
- ❖ Staying informed
- ❖ Encourage students to read at home
- ❖ Attend parent/teacher conferences
- ❖ Help the student solve conflicts in a positive way
- ❖ Maintaining communication with Fairfield Court Elementary School.

Part IV – Accessibility Requirements

In implementing the Parent and Family Engagement requirements, Fairfield Court Elementary School and local educational agencies will provide opportunities for all parents and family members to participate meaningfully in their child's education. This includes parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children. The school will ensure that information and school reports required under Section 1111 are provided in a format and, to the extent practicable, in a language that parents can understand. This is accomplished by providing information in the parents' language of origin, utilizing the Language Justice Line, offering on-site interpretation, providing interpretation services via the Language Justice Line, and providing interpretation devices to facilitate communication.