

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

Richmond Success Academy will work collaboratively with parents to develop, review, and update the Richmond Success Academy 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. Richmond Success Academy 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
 - Information on the Parent and Family Engagement Policy and School-Parent Compact
- ❖ Open-House--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
 - Curriculum and school policies

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, Richmond Success Academy will hold an annual meeting at a time that is convenient for parents. During this meeting, Richmond Success Academy will explain its Title I status, outline program requirements, and describe parents' rights and opportunities for involvement. Richmond Success Academy will determine the meeting details and communication methods by:

- ❖ 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
 - 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
- ❖ School Newsletter--To inform, remind, and connect with families by fostering a strong home-school partnership to improve:

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- Student academic achievement
- Ensure compliance with federal parent and family engagement requirements
- ❖ Social Media-to increase parent and family engagement by providing:
 - Accessibility
 - Real-time information
 - Building a sense of community
 - Showcasing the event's value
- ❖ Exit Survey-A tool used by the school to gather feedback from parents

Richmond Success Academy is committed to offering flexible opportunities for parent engagement. Meetings will be scheduled at various times, including mornings and evenings, and when possible, Richmond Success Academy will provide:

- ❖ Transportation
 - GRTC-Public transportation
 - Rideshare-Uber, Lyft
 - RPS Transportation, if applicable
- ❖ Childcare
 - Team of RPS staff/Volunteers
- ❖ A rotating schedule allows families to meet with staff at times that best fit their availability.
 - Morning, Afternoon, or Evening meetings
- ❖ Virtual meetings
 - Google Meet
 - Zoom

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

- ❖ Parent Advisory Council
 - Parents receive an invitation to participate annually
 - Parents participate in monthly sessions
- ❖ Parent-Teacher Conferences offer individualized communication and collaboration to support student success.
 - Parent and Teacher discuss the student's academic progress
- ❖ Parent Teacher Organization
 - Parents are encouraged to participate via membership
 - Parent Teacher Organization meetings are held monthly-
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To support families of English learners, Richmond Success Academy 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.
- ❖ 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 and report cards
- ❖ 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.

Richmond Success Academy will also ensure that parents receive timely information about Title I programs, along with clear explanations of Richmond Success Academy's curriculum, academic assessments, and expected proficiency levels. Upon request, parents will be offered opportunities to meet regularly. Parents and guardians will be encouraged to share suggestions and collaborate on decisions related to their child's education, with Richmond Success Academy will respond promptly to their input. This commitment will be fulfilled through:

- ❖ Parent invitation to Parent-Teacher Conferences and Curriculum Nights
 - Parent will gain insights into academic expectations and their child's progress.
- ❖ Family Support Nights provide parents
 - with the strategies and resources from Attendance Works to help reinforce learning and promote success at home.
- ❖ Collaborative workshops:
 - 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. Richmond Success Academy will uphold this requirement by providing:

- ❖ Exit 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.

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Part II – Building Capacity for Parents and Staff

To ensure the effective involvement of parents and support a partnership among Richmond Success Academy parents, and the community to improve student academic achievement, each school and LEA must engage families and staff in activities that Richmond Success Academy 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
- ❖ Outline of Standard of Learning in the State of Virginia

Richmond Success Academy will also provide professional development for teachers, specialized instructional personnel, and other staff to deepen their understanding of the importance of parent engagement and the role of families and communities in promoting student achievement by:

- ❖ Staff development with a variety of partners:
 - The Office of Engagement will share with staff the importance of parent and family engagement, along with strategies for success
 - CIS-Community In Schools
 - OST-Out of School Time-Boys & Girls Clubs of Metro Richmond, Peter Paul Development Center, YMCA, Salvation Army Boys & Girls Club
 - EL, and ELS
 - Annual staff training-parent engagement integrated with other local, state, and federal programs-Richmond Police Department, Department of Social Services
 - Trio/SAST meetings provide targeted support and collaboration to promote student success.

Richmond Success Academy 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.
 - 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

Richmond Success Academy, along with the parents of enrolled children, agrees to share responsibility for student learning and to build a partnership that helps children meet the state's high academic standards.

School Responsibilities

- ❖ 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

Richmond Success Academy provides parents with reasonable access to staff for consultation through multiple communication channels. This includes

- ❖ Parent-Teacher Conferences,
 - meetings scheduled during teachers' planning periods,
 - Emails,
 - Phone calls
 - Home visits when appropriate.
 - USPS-Certified

Richmond Success Academy 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.
- ❖ Digital platforms-Facebook, Instagram
- ❖ ParentSquare

Parent Responsibilities

Parents will support their children's learning by actively:

- ❖ Monitoring attendance
- ❖ Ensuring homework completion
- ❖ Promoting positive use of extracurricular time,
- ❖ Volunteering at a student's school
- ❖ Participating in educational decisions,
- ❖ Staying informed

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- ❖ Encourage students to read at home
- ❖ Attend parent/teacher conferences
- ❖ Help the student solve conflicts in a positive way
- ❖ Maintaining communication with Armstrong High School.

Part IV – Accessibility Requirements

In implementing the Parent and Family Engagement requirements, *Richmond Success Academy* 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. *Richmond Success Academy* 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,
- ❖ Language Justice Line
- ❖ On-site interpreter,
- ❖ Providing interpretation devices to facilitate communication.