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### Part I – School Parent and Family Engagement Policy

George W. Carver Elementary School will work collaboratively with parents to develop, review, and update the George W. Carver 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. George W. Carver will accomplish utilizing the following strategies:

- Engaging parents through surveys, feedback sessions, and open discussions during Title I Family Nights.
- Gathering parent input on the schoolwide plan and family engagement activities by the end of the current school year for implementation for the next school year.
- Promoting family engagement events via Parent Square, large flyers posted on the exterior of school, flyers in back packs and class newsletters. These reminders will be sent weekly.
- Empowering parents to influence school policies and engagement strategies through Back-to-School Night and parent teacher conferences.
- Collecting ongoing feedback during Back to School Night and a spring survey.

To ensure that families understand and can participate fully in the Title I program, George W. Carver Elementary School will hold an annual meeting at a time that is convenient for parents. During this meeting, George W. Carver Elementary School will explain its Title I status, outline program requirements, and describe parents' rights and opportunities for involvement. George W. Carver Elementary School will determine the meeting details and communication methods by:

- Scheduling the annual Title I meeting in September of every school year to best support parent attendance.
- Offering the meeting in-person.
- Offering an additional meeting virtually so families can access information flexibly.
- The meeting will be recorded so that parents can easily access the information at a time that is convenient for them.
- Communicating meeting details through letters home, Parent Square, flyers in back packs and large flyers posted on the exterior of the school building.
- Sending reminders via electronic messages and distributing printed flyers or QR codes through Parent Square.
- Posting updates and invitations on Parent Square and George W. Carver Elementary School's social media accounts.
- Leveraging high-attendance or community events, such as Back-to-School Nights, family engagement events, and community walks.

George W. Carver Elementary School is committed to offering flexible opportunities for parent engagement. Meetings will be scheduled at various times, including mornings and evenings, and, when possible, George W. Carver Elementary School will provide transportation, childcare, or home visits, supported by Title I funds. Flexibility will be ensured through:

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- Scheduling meetings at multiple times, including mornings, afternoons, evenings, and virtual options via Zoom.
- Providing transportation, childcare, or on-site child activity corners as needed based on referrals or parent requests.
- Hosting home visits or designated neutral locations, parent-teacher conferences, and informal meetings at times convenient for parents.
- Using interpretation and language support services to deliver information in families' native languages.
- Partnering with local organizations and leveraging staff support to remove barriers and maximize family participation.

Parents will be actively involved throughout the year in planning, reviewing, and improving George W. Carver Elementary School Title I plan, including the requirements outlined in Sections 1112, 1114, and 1116. This ongoing involvement will occur through:

- Participating in surveys, including Back-to-School Night and Title One Nights, to share input on the use of Title I and PFE funds.
- Attending PTA or PTO meetings, held bi-monthly in-person and virtually, to discuss school programs, events, and family engagement needs.
- Joining parent advisory councils, family representative boards, and other school-based or districtwide groups throughout the school year to provide guidance on school plans and programs.
- Engaging in parent-teacher conferences, home visits, and meetings scheduled at various times to ensure all families can participate.
- Review updates shared through the school data support plan, PFE boards, and other communication channels including Parent Square and Google Form surveys to stay informed and provide feedback on programs and events.

To support families of English learners, George W. Carver Elementary School will implement effective outreach and provide information in 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:

- Offering virtual and in-person meetings with interpretation services for all events, including PTA meetings, parent-teacher conferences, and presentations. Virtual meetings will be offered via Zoom.
- Providing translation and language support through resources such as Syncroz interpretation and the services of the Language Justice Team.
- Communicating school information to families in their native languages via services provided by the Language Justice Team via interpretation and translation services.
- Engaging families in events and experiences designed for English learners, such as Family Title I Nights and special workshops specifically for families of English learners.



- Share student progress and school updates in accessible formats, including quarterly progress reports, interim reports, ASPEN portal, report cards, homework folders, and partner with district and community supports to ensure equitable access.

George W. Carver Elementary School will also ensure that parents receive timely information about Title I programs, along with clear explanations of George W. Carver Elementary 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 George W. Carver Elementary School's responding promptly to input. These commitments will be fulfilled by:

- Explaining curriculum, SOL expectations, and academic standards in family-friendly language through parent teacher conferences, classroom communications, Title One Nights and other school events].
- Providing access to student progress through insert tools, e.g., ASPEN/Parent Portal, progress reports, report cards and quarterly teacher communications.
- Offering workshops, family learning nights, and resources such as Title One Language and Math Nights to support learning at home.
- Connecting families and teachers through ParentSquare, email, phone calls, text messages, and parent teacher conferences for individualized support, questions, and feedback.
- Collaborating with parents through Title One Nights, online workshops and family engagement nights to provide input, participate in decisions, and reinforce student success.

If parents are not satisfied with the schoolwide program plan, their comments will be collected and submitted to the LEA upon sharing the plan. George W. Carver Elementary School will uphold this requirement by:

- Gathering comments and feedback through Google Form surveys, drop boxes, and school satisfaction surveys.
- Engaging parents during family engagement events, Title I meetings, pick-up/drop-off, and various school events to capture input on the plan.
- Scheduling follow-up meetings within 90 days to review the plan, address concerns, and finalize the policy with parent input.
- Providing an open-door policy for parents to share suggestions with the administration.



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## Part II – Building Capacity for Parents and Staff

To ensure effective involvement of parents and to support a partnership among George W. Carver Elementary School, parents, and community to improve student academic achievement, each school and LEA must engage families and staff in activities that:

George W. Carver Elementary School will assist parents in understanding the challenging State academic standards, how to monitor their child's progress, and how to work collaboratively with educators. These efforts will include providing guidance, resources, and opportunities for parents to engage directly with staff and students, and will be carried out through:

- o Explaining curriculum, SOL expectations, and academic standards in family-friendly language through Title One Nights, parent teacher conferences, and classroom communications.
- o Providing access to student progress via ASPEN/Parent Portal, progress reports, report cards and regular teacher communication.
- o Offering workshops, family learning nights, and shared resources such as hands-on learning kits, reading strategies, math supports, and science projects for use at home.
- o Engaging parents in school events and activities, including Literacy/Math Nights, parent teacher conferences, and subject specific workshops to review student progress and learn strategies to support learning.
- o Collaborating with parents through structured conferences, advisory councils, and PTO meetings quarterly to reinforce academic standards and support student success.

To further support families, George W. Carver Elementary School will provide materials and training to help parents work with their children at home. This may include literacy instruction, technology training, and guidance on responsible digital practices, including the harms of copyright piracy. Resources and training will be offered through:

- o Providing learning materials, kits, and take-home resources during events such as Title I Math Night, Title I Reading Night, and subject specific workshops
- o Offering afterschool tutoring, homework support, and step-by-step guidance at Carver Elementary, Richmond Redevelopment and Housing Authority and City of Richmond Parks and Recreation spaces
- o Sharing digital resources and instructional videos via education platforms, YouTube pages, and VDOE resource sites to support literacy, math, and other academic skills.
- o Providing guidance on responsible digital practices, including safe online behaviors, monitoring, and understanding the harms of copyright piracy, through student culture and climate activities].



George W. Carver Elementary School will also provide professional development for teachers, specialized instructional personnel, and other staff to increase understanding of the value of parent engagement and the role of families and communities in promoting student achievement. Staff development will include:

- o Conducting training during August in-service, faculty workshops, and external training focused on parent and family engagement best practices.
- o Providing access to tools and resources, such as Karen Mapp's Dual Capacity Framework, Flamboyan Foundation strategies, and Syncroz for all teachers and staff to support family engagement.
- o Engaging teacher committees and school leadership to plan and implement parent engagement programs quarterly.
- o Incorporating data-centered outreach, research-based strategies, and best practices, including Karen Mapp's recommendations and the Dual Capacity-Building Framework, and Flamboyan Foundation processes, to strengthen school-family partnerships and support all students
- o Partnering with district offices and external organizations, such as the Office of Engagement, Communities In Schools (CIS), Out-of-School Time (OST) and English Learner programs, to deliver specialized training on family engagement strategies.

Parent engagement will be coordinated and integrated with other federal, state, and local programs, including public preschool programs, City of Richmond Office of Community Wealth Building and Richmond Redevelopment and Housing Authority. Additional initiatives, such as parent resource centers, will be conducted to encourage and support meaningful family participation. Coordination and implementation will occur through:

- o Communicating program information through multiple channels, including flyers, ParentSquare, emails and text messages, with translation into families' home languages.
- o Providing access to parent support tools and resources such as [insert tools, e.g., Syncroz language line, Center for Families in Transition, OurBlock Resource Center and resources provided by the School Nurse, Social Worker and Counselor.
- o Aligning parent engagement activities across school services, including areas, e.g., Special Education, English Learner services, Counseling, Athletics, Attendance and Medical Services, to ensure consistent communication and support.
- o Hosting events that connect families with programs, such as school resource fairs, PFE/Title I events, feeder school family nights], and attendance incentive activities to encourage active participation.



- o Engaging in collaborative meetings and initiatives, such as TRIO meetings, Student Attendance Support Team meetings, and Exceptional Education meetings to coordinate family support across programs.

George W. Carver 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:

- o Providing information through multiple channels, including ParentSquare, social media, school marquee, flyers, texts and phone calls, with translation as needed.
- o Offering virtual and in-person meeting options, including video calls, phone calls, and whole-group presentations, with interpretation and language support services.
- o Ensuring all materials, including take-home resources and event information, are clear, accessible, and available in multiple languages including those represented with George W. Carver Elementary School.
- o Utilizing tools and services such as Syncroz tablets, Language Line, Interpreter Justice Services, community boards to facilitate parent understanding and participation.
- o Supporting parents to engage in their child's education by providing guidance and resources that help students attain English proficiency, achieve at high levels, and meet State academic standards.



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### Part III – School-Parent Compact

George W. Carver 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

George W. Carver Elementary School will provide high-quality instruction, hold conferences, communicate progress, make staff accessible, provide volunteer opportunities, and maintain two-way communication, through:

1. Providing high-quality curriculum and instruction in a supportive learning environment, through:
  - Explaining curriculum and Standards of Learning expectations in family-friendly language through Title One nights and sharing progress via parent teacher conferences, ASPEN/Parent Portal, progress reports, and report cards.
  - Offering workshops, family learning nights, and take-home resources such as learning kits, reading strategies, and math supports to support learning at home.
  - Connecting families and teachers through ParentSquare, email, phone calls, conferences and engaging parents through volunteer opportunities, observation visits, and curriculum-focused events.
  - Delivering rigorous, standards-aligned lessons using evidence-based practices, culturally responsive materials, and a safe, inclusive, trauma-sensitive classroom climate.
  - Monitoring student progress, adjusting instruction as needed, providing extended learning opportunities, and reinforcing positive learning outcomes to ensure all students succeed.
2. Holding parent-teacher conferences at least annually to discuss the compact and student achievement, through:
  - Offering flexible meeting times and formats, including virtual or in-person options, with interpreters or translation services for English learners’ languages represented at George W. Carver Elementary School to ensure full participation.
  - Engaging parents in classroom participation, volunteer opportunities, and events such as class observations, parent planning parties, open house, and annual Title I meeting.
  - Providing reasonable access to staff, including counselors, administrators, and support personnel, to discuss student needs, progress, and shared goals.
  - Collaborating with families to set actionable goals for student growth and provide strategies that can be applied at home and at school to support learning.
3. Providing parents with frequent progress reports, through:
  - Providing parents with regular updates on student progress, including grades, assignments, attendance, and behavior, at scheduled intervals every nine weeks through report cards, and the ASPEN Parent Portal.



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- - Providing timely updates on academic performance, attendance, behavior, and classroom participation through email, ParentSquare, phone calls and parent teacher conferences.
  - Offering opportunities for families to ask questions, request clarification, and schedule follow-up meetings parent-teacher conferences, IEP meetings, and child find meetings.
  - Ensuring all communications are clear, family-friendly, and accessible in multiple formats and languages.
4. Providing parents with reasonable access to staff for consultation, through:
- Offering scheduled opportunities for parents to meet with teachers, counselors, and administrators through telephone calls, video calls, email, Parent Square, home visits or designated neutral locations.
  - , in-person conferences when needed and requested.
  - Making staff available before school, after school, or during planning periods, as appropriate, to discuss student needs, academic progress, or concerns, and providing virtual meetings or home visits.
  - Responding to parent communications, including emails, phone calls, and messages, within 48 hours to support home–school collaboration.
  - Providing interpretation and translation services as needed to ensure equitable access for all families of English learners.
  - Encouraging open communication and collaboration so parents can share suggestions and concerns, and ask questions.
5. Providing opportunities for parent volunteering and classroom participation, through:
- Offering a variety of volunteer opportunities that align with families’ availability, interests, and strengths, including student enrichment events, PTO/PTA membership, lunch buddies, field trips, and classroom adoption.
  - Inviting parents to participate in classroom activities, special events, and school programs through teacher communication, Family Liaison communication, ParentSquare, social media,and flyers.
  - Coordinating classroom observations and participation on a case-by-case basis with teachers and administrators to ensure meaningful engagement.
  - Providing clear guidelines, support, and any required procedures background checks, volunteer applications, and training sessions so parents feel confident and prepared in their roles.
  - Creating a welcoming and inclusive environment where families feel valued, respected, and actively included in the school community.
6. Ensuring two-way, meaningful communication in a language families can understand, through:



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- Providing written and verbal communications in families' preferred languages through ParentSquare, emails, phone calls, texts and the school website.
  - Utilizing interpreters, translation tools, and multilingual staff to support clear understanding during meetings, conferences, and school events.
  
  - Offering multiple communication platforms and formats, including virtual attendance, ADA-compliant facilities and one-on-one meetings, to meet families' needs.
  - Encouraging families to share feedback, concerns, and cultural perspectives through surveys, meetings and suggestion boxes to strengthen home-school partnerships.
  - Maintaining consistent, respectful dialogue that supports collaboration between home and school and promotes student success.

### Parent Responsibilities

Parents will support their children's learning by monitoring attendance, ensuring homework completion, promoting positive use of extracurricular time, volunteering, participating in educational decisions, staying informed, and communicating with George W. Carver Elementary School, through:

- Monitoring attendance, punctuality, and homework completion, using tools such as Family Liaison services, homework packets, student folders, parent portal, SOL prep sessions.
- Communicating regularly with school personnel through ParentSquare, emails, phone calls, and Family Liaison services and responding to notices or updates from the school.
- Volunteering in the school community and supporting school initiatives, such as student events and activities, PTO/PTA membership, classroom assistance, and field trips, to strengthen home-school partnerships.
- Encouraging consistent routines, positive behavior, and constructive use of extracurricular time at home and in the community.
- Participating in school programs, workshops, conferences, advisory groups, and Title I meetings to stay informed and involved in educational decisions.



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#### Part IV – Accessibility Requirements

In implementing the Parent and Family Engagement requirements, George W. Carver 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. George W. Carver Elementary 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, through:

- Providing school information and reports required under Section 1111 in clear, family-friendly formats, and, to the extent practicable, in parents' preferred languages through translated documents, large print and digital platforms quarterly.
- Utilizing interpreters, translation tools, and multilingual staff for in-person, virtual, and telephone communications through Language Justice Line and on-site interpreters during Back to School Nights.
- Offering accessible facilities and accommodations, including ADA-compliant spaces, elevators, virtual attendance options, and one-on-one meetings, for parents with disabilities or learning differences.
- Communicating the availability of translation, interpretation, and accessibility services through the school's website, ParentSquare, and flyers so families are informed in a timely manner .
- Ensuring families with unique needs are actively supported in school engagement opportunities and can participate fully in decisions about their child's education.