Herman L. Horn Elementary School

School Year: 2026-2027

Parent and Family Engagement Policy/Plan and Procedures

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN

A. Herman L. Horn 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 stakeholder's meeting will be held on September 24, 2026 to review and revise the school parent and family engagement policy/procedures.
   - A copy of the school parent and family engagement policy/procedures will be linked in the school newsletter and available on the school website.

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.
   - The annual Right to Know Meeting was held on August 11, 2026.
   - An informational PowerPoint was presented by the Title I teachers. The Parent Involvement Specialist was available to speak with families and answer questions.

C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, childcare, or home visits, as such services related to Parent and Family Engagement.
   - Herman L. Horn has planned two parent involvement activities throughout the school year to allow opportunities for participation.
   - Staff is available for childcare as needed.
   - A light snack is provided at most events to encourage attendance.

D. 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.
   - A stakeholder's meeting will be held on September 24, 2026 to review and revise the school-wide plan.
   - Our parent representatives were provided with the document to review prior to the meeting.

E. 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
   - be active participants in assisting their children to:
     - attain English proficiency;
     - achieve at high levels within a well-rounded education
     - meet the challenging State academic standards expected of all students

Herman L. Horn will provide outreach through the following:

- We send all invitations home with translated copies.
- Translators are available at all events, as requested.
- The school newsletter has a translator feature.
- A Language Line provides phone and video interpreter services to help families communicate in their preferred language.

F. Provide parents of participating children-

- 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.

At Herman L. Horn, parents are provided:

- Newsletters and invitations of upcoming parent involvement events.
- Teachers are available on conference days: November 2, 2026 and March 15, 2027 and as needed.
- Academic assessment results used at Herman L. Horn Elementary to measure student progress include the following: Virginia Language and Literacy Screening System (VALLSS), Mastery Connect, SOL Scores, Virginia Kindergarten Readiness Program (VKRP), and World-Class Instructional Design and Assessment (WIDA).
- Parent communication is provided by the following: email, phone calls, notes, text messages, and newsletters, etc.

G. If the 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.

- Parents may submit concerns to the Executive Director of Elementary Instruction, Kimberly Bradshaw.
- At this time, there are no complaints.

PART II- 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.

- 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.
- Provide high-quality curriculum in a supportive and effective learning environment, following the Roanoke County Math Plan and the Roanoke County Literacy Plan including targeted Reading Intervention Plans.
- Help students follow school and classroom procedures using Positive Behavioral Interventions and Support (PBIS).
- Offer at least two parent involvement events during the school year.
- Provide opportunities for parents to volunteer and participate in school activities.
- Parents should make sure their child is on time and attends school regularly.
- Parents should support the school's efforts to maintain proper discipline.
- Parents should encourage their child/children to complete all homework assignments.
- Parents should attend parent involvement events, volunteer, and participate in school activities when possible.
- Parents should communicate with teachers as needed with concerns.
- Students should let their teacher and family know if they need help.
- Students should complete homework and classwork assignments to the best of their ability.

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.

Herman L. Horn staff will provide opportunities for the following:

- Teachers are available on conference days: November 2, 2026 and March 15, 2027, and as needed.
- Parents have access to Parent VUE to monitor their child's progress.
- Report cards are issued four times per year.
- 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).

- A Live Parent/Student Event: AI for Student Success: Being Productive and Learning Future Skills was held on August 18, 2026.
- A Title I district-wide event will be held on September 24, 2026 at Glen Cove Elementary School.
- A literacy event will be held on October 29, 2026.
- A literacy/math night will be held on March 16, 2027.
- A Title I district-wide event will be held on April 20, 2027 at W.E. Cundiff.
- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
- 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.
- Parents of participating children will receive information in their preferred language and in a format that is easy to understand, using various communication methods when practicable.

Herman L. Horn offers the following:

- We send all invitations home with translated copies.
- The school newsletter has a translator feature.

The following are allowable activities:

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

Herman L. Horn staff may offer the following:

- a survey

2) 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. Herman L. Horn staff may offer the following:

- Thinking Maps-professional development

3) 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.
    - Food and childcare available at planned events
    - Translators available upon request

4) May train parents to enhance the involvement of other parents.
5) 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.

- Conferences as needed through in-person meetings, phone conferences, or virtual conferences.

6) May adopt and implement model approaches to improving Parent and Family Engagement.
7) 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.

Herman L. Horn has established a parent advisory council:

- Whitney Russell, parent
- Megan Thompson, parent

8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.
    - Community organizations and businesses sponsor Fun Run and Field Day
    - Local churches: Beautification of school grounds, volunteers at school, donations such as food bags and winter coats
    - Boys and Girls Club: After-School Tutoring and childcare
    - Lion's Club: Snacks, coats, vision screening, and Read Across America
    - Roanoke County Police Department
    - William Byrd High School Sports Team: Read Across America
    - Vinton Police Department: donations and community relations.

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.

- Herman L. Horn provides translated copies of school events and other school documents
- Herman L. Horn provides translators who help with parent/teacher conferences, if requested
- Herman L. Horn provides a translation line for teachers/parents to assist with parent communication.
- Our school newsletter has a translation feature
- On-line documents can be translated
- Interpreters are available upon request at school events, if requested.

PART IV-ADOPTION - This Herman L. Horn Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Herman L. Horn on September 24, 2026 and will be in effect for the period of 2026-2027. 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 September 30, 2026.

Signature of Title I Authorized Representative
Emily Murray
Sandy Hunt

Date:
9/24/26

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

Name: Julie Sandzimier

Role or Title: Principal

Signature:

Name: Theresa Kabath

Role or Title: Assistant Principal

Signature:

Name: Emilly Murray

Role or Title: Title I Teacher

Signature:

Name: Sandy Hunt

Role or Title: Title I Teacher

Signature:

Name: Whitney Russell

Role or Title: Parent

Signature:

Name: Megan Thompson

Role or Title: Parent

Signature: