

Southwestern Elementary School

150 Pioneer Rd
Suffolk, VA 23437

Title I Parent and Family Engagement Policy

School Year: 2024-2025

Parent and Family Engagement Policy/Plan and Procedures

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

- A. Southwestern 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.
- Policy updates will be shared with the Parent Advisory Committee (PAC) for feedback and will be finalized with all stakeholders by October of each year.
 - The policy will be available on the school's website by October of each year and a copy of the policy will go home to all parents.
 - The policy will be discussed and reviewed with all stakeholders during school-wide events beginning in October and continuing throughout the school year. The policy will be posted on the school website and a copy of the policy will go home to all parents.
- 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.
- Southwestern will hold an Open House to include a presentation on Title I school-wide programs, requirements, and parent rights. This will be held on September 24 at 6:00pm at Southwestern Elementary.
 - This information will continue to be available to parents throughout the school year and will be posted on the school's website.
 - Parents will be notified via school messenger system, school website, and flyer.
- C. 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.
- Offer flexible meetings, such as meetings in the morning or evening. These opportunities for parental involvement will vary in time to accommodate access, scheduling, and transportation needs.
 - Offer virtual meetings to accommodate schedules.
 - Offer child engagement differentiation opportunities for families utilizing volunteers during meeting times.
 - Mobile Family Engagement Events will also take place each semester in which the school travels into the communities.

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.

- Parents will be included on the School Improvement Planning and Review Committee.
- Family Engagement planning committee will meet the first Monday of the month with PTA parent representatives and the fourth Monday of each month with our staff committee members.
- Parent Advisory meetings (PAC) will occur two times a year
- September - parents will give input on the Title I school-wide plan
- April- parents will review progress on goals outlined in the Title 1 schoolwide plan parents will give input on updating the school's Title I Parent and Family Engagement Policy.

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

- Notice of parent events will be provided in the home language of students.
- The ELL teacher/representative will be a part of the Parent and Family Engagement Committee.
- The District Wide parent representatives will serve on the Parent and Family Engagement Committee.
- Bilingual parent volunteers will be made available as needed.

F. 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.

- Parent Teacher Conferences and additional parent meetings are used to relay student progress and decisions about a child's educational progress.
- A testing calendar is located on the Suffolk Public Schools website.
- Progress reports are available every 4 ½ weeks through the Home Access Center (HAC).

G. If 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 on the Parent and Family Engagement committee will be consulted annually to address concerns with the school plan.
- During the September PAC meeting, parents will be given the opportunity to offer feedback and approve the Title I schoolwide plan.
- The Parent Advisory Committee will take comments and concerns throughout the year to assist in creating solution

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.
- Parent-Teacher conferences are scheduled within hours that can accommodate the needs of the stakeholders.
- Offer child engagement differentiation opportunities for families utilizing volunteers during meeting times.
- School-parent policy/plans are provided at the beginning of the school year.
- Share staff email addresses and ensure all parents are aware of apps used to communicate with families.
- Announcements will be shared in various forms of communications with all stakeholders.

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.
 - Parent-Teacher conferences are scheduled within hours that can accommodate the needs of the stakeholders and offered in person, by phone, or virtual.
 - Parent Nights are held to distribute information regarding state expectations and student progress.
 - Open communication with parents throughout the year to discuss academic and / or behavior concerns.
 - School website access
 - HAC access
 - Progress reports
 - Family engagement events
 - Provide materials and training to help parents to work with their children, such as literacy and math training and using technology.
- 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).
 - Materials and training for parents are held at parent nights throughout the school year.
 - Utilize staff and PTA volunteers for child engagement activities while parents receive training.

- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.
 - Faculty meetings and summer training provide professional development that focus on academic achievement and behavior intervention strategies.
 - SPS district wide professional development is offered through Frontline.
 - Providing Interventions to include Tier 3 program groups
 - Differentiation - activities for learning styles and student needs

- 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.
 - Southwestern Elementary has two Early Start classrooms housed in the building.
 - Southwestern Elementary coordinates before and after school programs with Alpha Best and the YMCA.
 - Monthly family engagement events.

- 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.
 - Notice of parent events will be provided in the home language of the student.
 - Parents will be notified by social media, website, flyers, and school messenger.

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.
 - Parents are invited to participate on the Division Wide Title I Advisory Committee.
- 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.
 - Training is infused in the parent night events.
- 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.
 - Adult volunteers assist with monitoring of children to enable parents to participate in family engagement meetings and training sessions.
- 4) May train parents to enhance the involvement of other parents.
 - Information is disseminated on social media accounts such as Twitter, Facebook, and Instagram.
 - PTA officer parents actively try to involve additional 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.
 - School personnel will accommodate in-home and virtual meetings as needed.

- Conferences in the afternoon and evening.
 - Offer programs at varying times before and after school to increase more participation opportunities.
 - Evaluate participation of programs to improve attendance in future events.
- 6) May adopt and implement model approaches to improving Parent and Family Engagement.
- Different approaches are accepted in order to improve parent and family engagement.
 - Invite at least 1 parent representative from the school members to attend an annual meeting and offer input and suggestions.
 - The school will provide incentives for students whose families attend.
 - PTA will provide gift cards for raffles to improve attendance.
- 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.
- Two parents are selected from Southwestern Elementary to serve on the District Wide Committee.
- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.
- District and school based information, flyers, and newsletters are published on the school website.
 - Local businesses may provide donations of prizes or snacks in order to improve attendance.

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.

- Suffolk Public Schools provides all Title I documents to parents in their home language.
- The guidance counselor at Southwestern is the contact person for ELL students.

PART IV-ADOPTION – This Southwestern Elementary School 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 Southwestern Elementary School on 09/23/24 and will be in effect for the period of 2024-2025. 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 October 11, 2024.

Signature of Title I Authorized Representative:

Kimberly Bax

Date:

September 23, 2024

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

Name: Averil Riddick

Role or Title: Parent

Signature: Averil Riddick

Name: Rebecca Adams

Role or Title: Parent

Signature: Rebecca Adams

Name: Sallie Barnes

Role or Title: Counselor

Signature: Sallie Barnes

Name: Lori S. Mounie

Role or Title: Principal

Signature: Lori S. Mounie

Name: Jennifer Soriano

Role or Title: Academic Coach

Signature: Jennifer

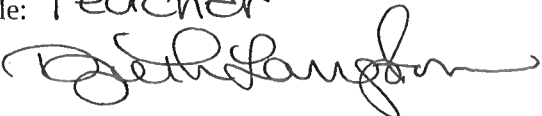
Name: Kimberly Bass

Role or Title: Interventionist

Signature: Kimberly Bass


Name: Beth Langston

Role or Title: teacher

Signature: 

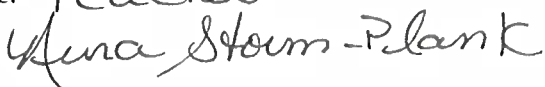
Name: Patricia Littlefield

Role or Title: teacher

Signature: 

Name: Nina Storm-Plank

Role or Title: teacher

Signature: 

Name: Tracy Brown

Role or Title: Teacher

Signature: 

Name: Natalie Karakla

Role or Title: Assistant Principal

Signature: 

Name:

Role or Title:

Signature: