

Victory Elementary School Parent and Family Engagement Policy/Plan and Procedures

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

- A. **Victory 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.
- After the first quarter, a Parent Survey will be available online to provide feedback and comments regarding school improvement and parental engagement.
 - The School Leadership Team and Parent Advisory Committee will review the Parent and Family Engagement Policy/Plan and Procedures.
 - Stakeholders will be informed via School Messenger and social media, that the Parent and Family Engagement Policy/Plan and Procedures is available on the VES 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 *Title I Presentation: Parent Rights and Responsibilities* meeting was held for parents on October 17th, parents who were unable to attend were provided the video link to view from October 17th- 31st.
- 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.
- Various meetings are offered in the morning, evenings, and via Zoom links. The evening meetings are more suitable for our parents due to their work schedules.
- 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.
- The Leadership Team will use the data from the Parent Survey to complete the School Improvement Plan.
 - At the beginning of each academic school year, the School Leadership Team will review the School Improvement Plan.
 - 2-3 parents will be invited to our monthly School Improvement meetings via Google Calendar invite.
- 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—
 - attain English proficiency;
 - achieve at high levels within a well-rounded education; and
 - meet the challenging State academic standards expected of all students

- English learners will be identified during school registration by completing the Portsmouth Public Schools Primary Home Language Survey.
- The assigned ELL Teacher will collaborate with the regular classroom teacher to effectively communicate with identified parents of ELL students.
- ELL Parents will receive information in a language they can understand

Communication: Parents and the community are kept abreast of activities via:

- Automated phone link- School Messenger
- Text message
- Class Dojo
- Flyers
- Progress reports
- Report cards
- Parent-Teacher conferences
- Social Media
- Parent Portal
- School website
- School Calendar

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.

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Annual Title I Presentation: The purpose of Title I and the role it plays within our school

- Review the school performance on the Virginia Standards of Learning Assessments & Standards of Accreditation
- Use of Title I Funding
- ESSA Requirements & Parents Right to know
- The role of the Parent & Family Engagement Liaison
- Division Parent Advisory Committee

ELL Students:

- Parents of ELL students will receive additional resources from the ESL program. They will be provided information in a language of their understanding.

G. If a 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.

To date, no necessary changes have been suggested via event surveys.

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.

Meaningful communication about students' academic progress is monitored through progress reports, report cards, student portfolios, weekly formative and summative assessments, and the parent portal. Parents are able to view students' grades and progress through these communication vehicles. Victory addresses parent and student relationships through the School Compact Form. Parents and volunteers are recruited for all activities and school support programs.

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.

The Student Detail by Question Reports" along with an explanation of the reports are mailed to the parents. The teachers answered any questions that the parents have pertaining to their child's performance on the Standards of Learning Tests given in May 2023. Support to access and understand the Parent Portal is conducted at Open House, and our Annual Technology Night.

- 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).

The math coach and reading specialist provide a video, and the PPS PALS coordinator conducts the following parent workshops: September 26, 2023- "Popping into Kindergarten- Understanding VKRP & PALS (Literacy)"; and, "Title 1 Tech or Treat" on October 17th, 2023.

- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.

Teachers are engaged in on-going staff development opportunities within their content subject. The school district requires self-paced professional development via video links that require graded responses. The Parent and Family Engagement Liaison will conduct a PD on how teachers can effectively work with parents.

- 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.

The parents were invited to attend a workshop titled “Popping into Kindergarten: Understanding VKRP & PALS (Literacy)” in September. Monthly Parent & Family Engagement parent workshops and family events are scheduled throughout the school year based on areas identified in our School Improvement Plan. A scheduled event in the Spring will have current Pre-K Students zoned for Victory Elementary to visit the Kindergarten classrooms and rising 7th graders visited by Middle School admin to aid in the transition for the following year.

- 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.

Printed flyers regarding parent workshops and school activities are sent home. Digital notices are posted on the digital Class Dojo School Story and Calendar, the school website, Twitter, and communicated via school messenger telephone recordings. Student folders go home weekly which include all important school updates.

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.

Available training for parents is based on a workshop suggestion survey created by the Parent and Family Engagement Liaison. The parent may attend staff development workshops with the teachers and the principal on “Effective Reading Strategies”, “Understanding Special Education”, “Understanding the Standards of Learning”, and “Making Math Connections.”

Title 1 Workshops: Parent workshops and meetings are scheduled by Christi Riddick, Parent & Family Engagement Liaison, with funds provided by Title 1 to upgrade the school’s educational program.

Providing parents with information and resources help support and monitor student learning: literacy and mathematics proficiency, homework strategies, and technology use.

- Weekly information on Class Dojo for parents
- Monthly Workshops: Drive-Thru and or Zoom meetings
- PALS Information Night
- Math/ Science STEM Night
- Technology Night

School Workshops: Parent workshops and meetings are scheduled by the Parent and Family Liaison to engage parents in student learning.

- Reading
- Math
- Science
- Social Studies

- SOLs
- Technology

Volunteers and Partnerships: VES works to build partnerships and establish relationships with stakeholders to enhance the educational process:

- Navy School Liaison Officer
- Portsmouth Sheriff's Department
- Anchored for Life
- Parent Advisory Committee
- American Legion Post 190
- Portsmouth Health Dept.
- Lunch Buddies
- Ryan Homes
- Portsmouth Fire Dept.

Student Progress:

- Parents will be notified of student progress following the division's calendar for benchmarks, progression reports, and report cards.
- Parents will have access to PowerSchool Gradebook to monitor student academic performance throughout the school year.
- SOL test scores will be provided to parents following the assessment.

- 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.

The district provides monthly "Learning Community Workshops on Literacy" and the Reading Department provides weekly support to the teachers on the Science of Reading. The Reading Interventionist and District Coach meet weekly with all grade levels to provide additional resources, unpack the standards and analyze the data.

- 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.

Title 1: A- funds are utilized for the parent event titled, "Let's Talk about PALs" and "Fall into Reading". The funds are utilized to support the students who engage in hands-on activities while the parents participate in staff development workshops. Title 1 funds will be used to purchase materials and supplies for P&FE Events, Workshops etc.

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

Our parents collaborate and communicate with each other at the monthly school improvement meetings which helps increase parent participation in ratings in new training experiences.

- 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 meetings and conferences are held at various times for parent convenience. Virtual conferences and staff development workshops are held with parents who cannot attend in-person meetings. May adopt and implement model approaches to improving Parent and Family Engagement.

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

The Student Compact Form is shared with families to better understand their needs. Classroom teachers will review survey results upon the completion of returned forms. Information will also be shared through a School Improvement Meeting where we can discuss resources and support through 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.
- Our School Improvement meetings at Victory Elementary School invites a parent representative from Primary and Intermediate level that shares feedback for improvement of our Parent and Family Engagement Plan.
- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

School and community-based partnerships have been established. They play a vital role in our Parent and Family Engagement activities by providing resources, learning opportunities, volunteering, and sponsored events.

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.

Our Parent and Family Engagement Policy is user friendly and in a format that parents can easily understand. It is located on the school website under Title 1 for reference.

PART IV-ADOPTION – This Victory 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 Victory Elementary School on 10/18/23 and will be in effect for the period of 2023-2024. 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 10/18/2023.

Signature of Title I Authorized Representative

Date:

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

Name: Wayne Williams, *Principal*

Signature:

Name: Eliza Fly, *Assistant Principal*

Signature:

Name: Christi Riddick, *Parent and Family Liaison*

Signature:

Name: Scott Munn, *Teacher*

Signature:

Name: Melissa Hager, *Parent*

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