

# **Virginia Department of Education**

## **Holland Elementary School Family Engagement Policy**

Holland Elementary School jointly revised this family engagement policy in consultation with school personnel, community members, and parents and adopted it on December 11, 2019. A list of committee members responsible for the writing of this policy can be found in Appendix A. In order to update the policy, a committee reviewed this document digitally and affirmed its continued validity. A list of that committee's members can also be found in Appendix A. This policy was distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand. This policy is available to the local community via the school Webpage and distribution through school.

If the Title I plan is not satisfactory to the parents of participating children, the local educational agency will submit any parent comments with the application when the plan is submitted to the state. This family engagement plan will be updated annually to meet the changing needs of parents and the school.

### **Part 1. POLICY INVOLVEMENT**

Holland Elementary School will:

- I. convene a digital meeting on September 2, 2020 All parents of participating children shall be invited and encouraged to review the presentation to learn about their school's participation in Title I, the requirements of Title I, and the right of the parents to be involved;
- II. 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 to include:
  - (A) Family Review Committee meetings three times a year; and
  - (B) invite all parents to join and participate in the School Planning Council meetings three times a year.
- III. provide parents of participating children:
  - (A) timely information about Title I programs;
  - (B) 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;
  - (C) 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 practicably possible;
  - (D) all school meetings will include the opportunity for parents to request Spanish-speaking interpreters;
  - (E) home visits by teachers may be arranged for parents that are physically unable to attend conferences;
- IV. offer flexible meetings, such as meetings in the morning or evening, and provide, at parent's request (with funds provided under this part): transportation, child care, or home visits, as such services related to Parent and Family Engagement:
  - (A) offer meetings at different times of day or in the evening;
  - (B) offer home visits as an option to families that are not able to attend due to physical limitations; and
  - (C) a schedule of this year's meetings can be found in Appendix B

- V. 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:
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to:
    1. attain English proficiency;
    2. achieve at high levels within a well-rounded education;
    3. meet the challenging Virginia academic standards expected of all students; and
    4. arrange for Spanish speaking interpreters at family's request to attend with families of parents with English Learners.
- VI. if the schoolwide program 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 local educational community:
  - (A) submissions may be made to the Family Engagement Liaison or the Administration.

## **Part 2. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

Please see other document

## **Part 3. BUILDING CAPACITY FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Holland Elementary and Virginia Beach City Public Schools assisted under this part:

- I. assist parents in understanding Virginia’s academic standards, how to monitor a child’s progress, and work with educators:
  - (A) hold parent workshops;
  - (B) provide parent training at Family Engagement events;
  - (C) provide city-wide training for members on the Family Review Committee; and
  - (D) technology apps to communicate with parents and view student progress;
- II. provide materials and training to help parents work with their children, such as literacy and math training and using technology, to include education about the harms of copyright piracy:
  - (A) send quarterly newsletters which include parent suggestions on how to help their child at home with math and reading;
  - (B) provide parent training at Family Engagement events;
  - (C) share how computer-based programs such as Redbird, Imagine Learning, and Achieve 3000 can be used at home; and
  - (D) provide Social/Emotional Books for each child with a lesson parents can follow while working with their children.
- III. provide professional development to teachers, specialized instructional personnel, and other staff on the value of the family and community to increase academic achievement:
  - (A) professional development provided to staff during staff meetings and collaborations
- IV. 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 to include:
  - (A) parent training during city-wide Family Engagement Training throughout the year;
  - (B) Virginia Beach City outreach programs (MOCA, Chrysler Museum, Saplings, Virginia Beach City Library, etc.);
  - (C) VBCPS Annual Resource Fair;
  - (D) Parent resource Center at Laskin Road Annex; and
  - (E) Parent Resources at Holland.
- V. 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.
  - (A) Upon request to administration, documents may be translated into Spanish.
  - (B) Save the Date notices, fliers, and reminders are sent home in student folders.
  - (C) Alert Now messages are sent over the phone.
  - (D) Teachers send personal invitations to parents through newsletters, technology apps, and personal phone calls for conferences.

## **Part 4. ACCESSIBILITY**

In carrying out the parent and family engagement requirements, Holland Elementary School, 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 under section 1111 in a format and in a language such parents understand:

- I. provide Spanish-speaking interpreters upon request;
- II. provide Spanish translations of communications from school when requests are sent to administration;
- III. explain reports of student progress as needed through a Spanish speaking interpreter; and
- IV. encourage families to bring a friend or family member to any school event where they feel they need an interpreter.

#### Part 5. ADOPTION

This Holland Elementary Parent and Family Engagement Policy and Procedures has been revised jointly with, and agreed upon with, parents of children participating in the Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy and Procedures was revised by Holland Elementary on 9/2/2020 and will be in effect for the period of 2020-2021 school year. The school will distribute this Parent and Family Engagement Policy and Procedures to all parents of participating Title I children and make it available to the community on or before 10/12/2020 via the school website.

## **APPENDIX A Committee members that gave input on the writing of this policy:**

### Holland Staff

Callie Richardson, Principal

Katie Catania, Assistant Principal

Melanie Van Allen, Reading Specialist & Family Engagement Liaison

Joyce Hawkins, Title I Reading & Family Engagement Liaison

Leticia Newsome, Math Specialist

Debbie Dunn, Instructional Technology Specialist

Michelle Burton, Gifted Resource Teacher

Barbara Griffin, Title I Reading

Christine Lowman, Media Specialist

### Parents and Community Members see attached sign in sheet for signatures

Jennifer Nguyen, Parent

Michelle Burton, Parent

LeQuanda Moore, Parent

Rikke Preston-Samuels, Parent

### 2020-2021 Committee members that gave input on the updates of this policy:

April Duncan, Parent

Alyssa Kelly, Parent

Janette Agnese, Parent

Kristina Coryell, Parent

Nicole Russo, Parent

## **Appendix B scheduled meetings for 2020-2021**

### School Planning Council

September 30, 2020 3:00 pm and 5:30 pm

January 13, 2020 8:30 am, 3:00 pm, and 5:30 pm

March 17, 2021 8:30 am, 3:00 pm, and 5:30 pm

### Family Engagement Events-TBD