

Lakeview Elementary

Parent and Family Engagement Policy/Plan and Procedures

2022-2023

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

- A. Lakeview Elementary 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.

The development of the policy/plan during school level parent advisory meetings will take place on or before October 30th of every school year.

- 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 meeting will be on or before October 30th of every school year to which all parents of participating children shall be invited and encouraged to attend in person or virtually.

- 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.

(A) PTA/Parent Meetings to be held every 3rd or 4th Thursday of each month at 6:00 p.m.

(B) Parent SOL Information Sessions

(C) Parent Workshops (offered at different times to accommodate the schedules of parents and families)

- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school wide under Section 1114, and the process of the school review and improvement under Section 1116.

Lakeview Elementary School has an organized, school-level Parent Advisory Committee made up of parents, grandparents, staff members of students, and community partners.

- 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

Upon enrollment, Lakeview Elementary School will ensure the parents are connected with the PPS ESL program to assist with potential language barriers. We will provide families with pamphlets, flyers, and notices in the language appropriate to meet the family’s needs, and organize aligned outreach to Parents of English learners program with the school improvement plan.

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.

Ensuring that appropriate notices and school-wide information is sent home in a timely manner, via newsletters, Flyers, Robo calls, school website, class dojo, and other social media platforms. All notices and information will be lined up with the school improvement plan and include, but not be limited to: the school’s academic performance and behavioral expectations, notice of parent/student engagement events, regular updates on student progress shared through progress shared through progress reports and report cards, PowerSchool Parent Portal, and benchmark letters each quarter.

G. If school wide 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.

Data will be collected after all Title I events via a survey. The data will be shared and reviewed on the school level and district level to see the status of all events and programs. Unsatisfactory comments will be assessed for the growth and development of the school-wide program.

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.

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards by following the curriculum provided by the VDOE and Portsmouth Public Schools and by providing supplemental programs: before, during, and/or after school tutoring and workshops.
- 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 will be held at Lakeview Elementary School at least once per semester. They will also be held as needed throughout the school year with parents of students experiencing difficulty academically. Parent participation will be documented on student contact logs and/or school-wide conference tracking form.

The school will provide the following reports on student progress:

- Progress reports every 4 ½ weeks, Report cards every 9 weeks
- Communication folders weekly with work samples and updates on student performance
- Updates on student performance via technology platforms such as Parent Portal, Schoology, and/or Class Dojo
- SOL Parent Reports are mailed annually
- Standardized testing reports to include but is not limited to: PALS, Quarterly Benchmarks, Growth Assessments, etc.

Staff will be available for consultation with parents via in person, by phone, or virtually (zoom) before school, after school, and during planning periods, daily. Additionally, Lakeview Elementary School will implement the following parent volunteer guidelines:

- Volunteer forms will be available in the main office for interested parents, family members, or community members. Lakeview has various opportunities to participate in the school throughout the year.
- Parents are able to schedule visits with the teachers to observe the classroom instruction and/or assist with student behavioral needs as needed.

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.

State academic standards are reviewed with parents at the Annual Title I meeting and parents have an opportunity to ask questions. Additionally, parents have opportunities to conference with teachers throughout the school year at Lakeview Elementary to discuss their child's academic progress. Student progress reports are sent home with students every 4 1/2 weeks and Report cards are sent home every 9 weeks. Conferences are automatically scheduled/held by the teacher for students receiving unsatisfactory marks (Us or Fs) in Reading or Math on their progress reports/report cards to discuss ways to improve with parents. Communication folders are sent home weekly with work samples and updates on student performance. SOL Parent Reports are mailed annually. Standardized testing reports include but are not limited to: PALS, Quarterly Benchmarks, Growth Assessments, etc. are distributed to parents as they become available.

- 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).

Lakeview Elementary School will provide families with pamphlets, flyers, packets and notices aligned with the school improvement plan to assist families with educational training to assist with the pursuit of academic excellence for their student(s). Parent workshops and events have been implemented to increase the knowledge of parents, students and staff in subject areas that need assistance (specifically reading and math).

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

Monthly Staff Meetings are held to implement professional development to teachers and staff on parent engagement that are in line with our school improvement plan.

- 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.

Lakeview Elementary School will collaborate with community partners, state entities, and neighboring schools to create events and workshops while connecting/ providing families to resources, as needed. Lakeview Elementary School has an onsite and virtual Parent Resource Center available for families to assist with academic achievement as well as other needs families may have.

- 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.

Ensuring that appropriate notices and information is sent home in a timely manner, via newsletters, flyers, robo calls, and social media platforms is of utmost importance. All notices and information will be lined up with our school improvement plan in the language that the families can understand.

The following are allowable activities:

- 1) 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.

In alignment with our school improvement plan, Lakeview Elementary School will host literacy events and training for parents and provide them with resources and tools to assist them with improving literacy for their child(ren) using funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding.

- 2) 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.

Lakeview Elementary School will provide parents with reasonable access to staff. Staff will be available for consultation with parents via phone, class dojo, in-person, or virtually (zoom) before school, after school, and during planning periods daily.

- 3) 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.

Lakeview Elementary School will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parental engagement policy and the joint development of the school-wide program plan.

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.

Lakeview Elementary School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand.

PART IV-ADOPTION – This Lakeview Elementary 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 Lakeview Elementary on 10/25/22 and will be in effect for the period of 2022-2023. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available on our school website or for parents and families to review in the school Main Office or Parent Resource Center on or before 10/28/22.

Signature of Title I Authorized Representative: 


Date: 10/25/2022

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


Name: Akiri Collins

Signature: 

Name: Tasha Whitfield

Signature: 

Name: Ashley Brown

Signature: 

Name: Kimberly Bolden

Signature: 

Name: Jamille Thomas

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Name: Garyn Moody

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