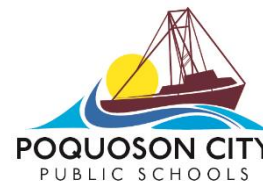




POQUOSON ELEMENTARY SCHOOL

1033 Poquoson Avenue
Poquoson, VA 23662
(757) 868-6921

Barbara Wood, Ed.D., Principal
Ruth-Marie Cason, Assistant Principal



PARENT & FAMILY ENGAGEMENT PLAN 2020-2021

Poquoson Elementary School jointly developed this family engagement plan in consultation with school personnel, community members, and parents and adopted it on DATE HERE. This policy was distributed to parents of participating students and the extent practicable, provided in a language that the parents can understand. This policy shall be made available to the local community. If the Title I application is not satisfactory to the parents of participating children, Poquoson City Public Schools 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 I – PLAN INVOLVEMENT

- A. Convene an annual meeting on October at Poquoson Elementary School 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.
- B. 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 schedule of this year's meetings can be found in Appendix A (DRAFT).
- C. 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. Plans for the next school year will be reviewed at the spring Parent Meeting in April.
- D. 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—
 - Make a request for any school documents to be translated into the language that is most understandable for them
 - 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

- E. 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.
 - The members of the Title I Division Advisory Committee will review and develop the Poquoson Elementary Parent and Family Engagement Plan.
 - The Plan will be shared with all Title I parents and teachers seeking input, feedback and necessary amendments.
 - Parent and family events will be offered to share curriculum materials and provide resources.
 - Principal emails to families and updates from Title I teachers will act as ongoing forms of communication between families and the school.
- F. 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 division.
- Submissions may be made to the Principal.

PART II - SHARED RESPONSIBILITIES

SCHOOL-PARENT COMPACT

Poquoson Elementary School and the parents of the students participating in activities, services, and programs, funded by Title I, Part A, of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the school staff and the students will share the responsibility for improved academic achievement. Also, the means by which the school and parents will build and develop a partnership that will help children achieve the Virginia's highest standards.

This school parent compact is in effect during the 2020-2021 school year.

Poquoson Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Virginia's student academic achievement standards as follows:
 - Building a positive and caring relationship with each students
 - Hiring teachers and staff who meet all state licensure requirements
 - Utilizing research-based strategies which target individual student needs
 - Provide high quality curriculum, instruction, and assessments including appropriate interventions, remediation and gifted education
 - Establish and maintain effective communication with parents and/or guardians.

2. Hold parent-teacher conferences annually during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conference will be held
 - Initial parent-teacher conferences are held during the month of November, with additional conferences being scheduled as needed. Conference can be scheduled at the initiation of PES staff or the parent.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide the following reports as follows:
 - Parents will be given quarterly interim progress reports and report cards providing feedback on the academic progress of their child. This feedback will be individualized to the child.
 - Standardized Assessment results will be shared with parents
 - Teacher and school administration phone calls, emails, letters and notes (when needed)
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Parents may contact Poquoson Elementary School via email, telephone or through a note and a phone or in-person conference will be scheduled.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Parents may schedule classroom observations by contacting the school principal. Parents may volunteer to accompany their child's class on a field trip or other opportunities throughout the year. The PES Parent Teacher Organization (PTO) seeks parent volunteers to assist in many ways throughout the year.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance and tardiness
- Play an active role in our children's education by expressing high expectations including but not limited to the following:
 - Check book bags daily and sign and return requested paperwork
 - Monitor homework assignments
 - Read every day with our child
 - Monitor our child's screen time
- Participate, as appropriate, in decisions related to my child's education
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or division and responding, as appropriate.
- Providing the school with up-to-date contact information
- Participate in family engagement activities as often as possible and volunteer in the school, when and if possible

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and meet or exceed the State's high standards. Specifically, we will:

- Attend school regularly and be on time
- Follow the PCPS Code of Student Conduct and the rules as outlined in the Student Handbook
- Complete work and ask for help when needed

- Read outside of school every day
- Be respectful and kind

Signature Section

Student's Name (please print)

Date

Student's Signature

Parent/Guardian's Name (please print)

Date

Parent/Guardian's Signature

Principal's Name (please print)

Date

Principal's Signature

Continued on the next page

PART III - BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **Poquoson Elementary School and Poquoson City Public Schools must:**

- Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
 - Provide parent training at annual Title I Parent Meetings and other Family Engagement Events: Family Reading Night, Family Math Night
 - Provide one-to-one support in these areas for parents, if requested
 - Utilize technology to communicate with parents and provide updates on student progress (i.e. PowerSchool parent portal, email)
- 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).
 - Send quarterly updates from the Reading and Math specialists on what their student has been learning and how parents can support and reinforce learning at home
 - Provide parent/family training at Family Engagements events and parent meetings
 - Provide web based and other resources to parents in the areas of reading, writing, math and technology to assist in their children's learning
- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
 - Professional development provided to staff during division training, faculty meetings, Professional Learning Communities, and other staff meetings and collaboration sessions
 - School staff will attend professional development offered by the VDOE or other entities that support the academic, social-emotional, and behavioral needs of students
- 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.
 - Family Engagement Nights
 - Division K-12 Instructional Night and STEM Showcase events
 - School based activities and events such as movie nights and fine arts showcases
- 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.
 - Save the date and event/meeting notices, fliers, and reminders are sent home in student folders
 - Email and phone messages are recorded and sent to all parents from the school and teacher level
 - Information is posted on the school webpage and calendar

PART IV - ACCESSIBILITY REQUIREMENTS

Poquoson Elementary School, 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.

- School staff will work with the English Language staff to ensure that materials are translated as needed.

PART V-ADOPTION

This Poquoson Elementary School Parent and Family Engagement Policy has been 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 was revised by Poquoson Elementary School on April 23, 2020 and will be in effect for the period of 2020-2021 school year. 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 30, 2020.

Signature of Title I Authorized Representative
Barbara Wood, Ed.D.
Principal Poquoson Elementary School

Date

Appendix A

TENTATIVE Parent and Family Engagement Events 2020-2021

Date	Event	Location	Time
Tuesday, August 25	Open House	PES	1:00 p.m. – 4:00 p.m.
Thursday, October 15	Title I Advisory Committee Meeting	PES Media Center	6:00 p.m.
Thursday, October 15	Title I Parent Meeting	PES Media Center	6:30 p.m.
Monday, November 9	Veterans Day Breakfast	PES Cafeteria	9:00 a.m.
Thursday, December 3	Family Reading Night	PES	6:00 p.m.
Thursday, February 25	Family Math Night	PES	6:00 p.m.
Thursday, March 11	K-12 Instructional Night and STEM Showcase	PHS	6:00 p.m.
Thursday, April 15	Title I Advisory Committee Meeting	PES Media Center	6:00 p.m.
Thursday, April 15	Title I Parent Meeting	PES Media Center	6:30 p.m.