

Churchland Academy Parent and Family Engagement Policy/Plan and Procedures

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

- A. Churchland Academy 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 Parent and Engagement Plan was opened for comment and revision requests to parents and staff members selected to serve on the committee on October 16th, 2023. The team was asked to comment on recommended changes by October 20th. Comments were gathered and the plan was revised and finalized by the team indicated by their signature. Policy will be sent home to families on October 25, 2023 and uploaded to the school website on this same day.

- 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.

Annual meeting held on September 20, 2023 at 5pm in the Multi-Purpose Room

Virtual meeting held on October 4, 2023 at 10am

Annual meeting held on October 26, 2023 at 5:30pm in the Multi-Purpose Room

- 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.

Meetings and activities will be rotated between morning, afternoon, and evening to allow flexibility.

- 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.

Parent representatives will serve on the school improvement committee to provide input and review of our monitoring documents in the areas of math, reading, science, and family engagement. These meetings will be held monthly. Parents will be provided a calendar of dates at the first meeting (every 2nd Wednesday of the month) and a reminder phone call. A Family Advisory Committee will also be formed that will serve to provide feedback to the principal and administration team. This committee will meet quarterly and a flier will go home to remind parents.

- 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

Students will be identified during registration. We will provide communications in the family's native language including the parent handbook. Invite interpreters to attend meetings to ensure families are understanding the presentation information.

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.

Fliers will be sent to families at least 1 week in advance and posted on school's Class DoJo, Facebook, and X social media accounts. Parents were provided with information at Back to School Night on the curriculum and testing by teachers. Letter to parents describing the curriculum and forms of academic assessment that are used at each grade level will be sent by the principal in November 2023. Form a Parent Advisory Committee that will meet with the principal quarterly to provide suggestions and feedback regarding the educational programming of the school. Parents of ELL students will receive additional resources from the ELL 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.

Parent surveys will be sent out at the conclusion of every parent event. The surveys will be used to address concerns and drive our parent engagement program. We have not had any parent concerns or complaints. If complaints or concerns are received notification would be made to the district Title I office.

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. **Compact will be sent home on October 18th, 2023.**
- Provide frequent reports to parents on their child's progress. **Progress reports will be sent home every 4.5 weeks and parents will be given access to Portal Portal.**
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities. **Parent teacher conferences are available at the request of the parent. Parents are welcome and encouraged to observe classrooms and can arrange a time with the classroom teacher.**
- 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.
 - **Newsletters: Monthly newsletters are sent to parents by the principal. These newsletters contain valuable information for parents regarding upcoming events, student success, and tips for helping students achieve.**
 - **Parent Phone Calling System: Important information for parents is communicated on a regular basis via a mass calling system. This system allows the school administration to contact parents via telephone regarding upcoming events and important announcements.**
 - **Agendas: All students in grades 2-6 receive a daily agenda. These agendas provide an opportunity for parents and teachers to communicate on a daily basis regarding expectations for students, student progress, and concerns.**
 - **School Website: Our school website provides pertinent information for parents and communicates Parent links including information regarding student achievement, school improvement, the school lunch menu, and upcoming events.**
 - **Power School is the district student information website that provides parents with information regarding their child's attendance and a variety of other factors concerning academic performance.**
 - **Class Dojo is used school-wide to send out information to families including fliers and upcoming events. Teachers may utilize Class Dojo to communicate with families about their child's progress and behavior in class.**
 - **Social Media: Our school maintains a Facebook page that is regularly updated with information and resources. Parents can ask questions and message the page and receive an administrative response. Our school also has a X page that shares activities around the school**

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.

Back to School night focused on the state academic standards, communicating with teachers, and how to check student progress through Parent Portal. Progress reports will be sent home every 4.5 weeks. Student SBQ reports growth assessment and SOL tests are sent home to parents. A SOL workshop is held in April to explain the SOL testing and score reports.

Parents are able to access the School Quality Profile on the Churchland Academy website.

- 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).

Family Math Night November 30 2023- Parents will be provided with curriculum materials and games that can be used at home.

Family Technology Workshop - Dangers of Social Media, AI, and Copyright Laws January 25 2024

Family Literacy Night March 2024- Parents will learn reading strategies from Reading Interventionists and receive activities that they can practice reading with their children at home

Family SOL Workshop April 2024- Parents will be provided with strategies to use at home to prepare for the SOL test.

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

Parent Liaison is introduced during pre-service week and provides training to staff on her role within the school and strategies to communicate 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 school will hold a Kindergarten transition program in collaboration with Churchland Preschool Center to welcome families and provide information to families about the coming school year.

We will also partner with Churchland High School for our students and families to participate in the Color Run (Title IV).

We will also partner with the Office of Youth Risk for our families to participate in the Hello Life Suicide Prevention Summit, Gang Prevention City-wide Walk-it-Out, and the Youth Risk Prevention Extravaganza.

We also provide a literacy night to share with parents the purpose of PALs and VKRP and strategies to work with their children at home.

We also partner with Envision Family Services who provide tier 2 and 3 services to children and families requiring support.

- **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.**

Fliers are sent through Class Dojo, Wednesday Patriot folders, robocalls, and posted to social media pages. Communications are sent in the family's native language.

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. The Parent Advisory Committee will meet quarterly and discuss needs within the school with administration and school staff. A parent representative is also invited to serve on the Superintendent's 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. Literacy training will be conducted by Churchland Academy in the month of March. Parents will be provided with literacy activities they can do at home with students.**
- 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 I 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. Through the quarterly Parent Advisory Committee, parents are given the opportunity to share what they are doing that works for their children.**
- 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. Parents will be afforded the opportunity to attend a variety of meetings/activities, workshops, and conferences.**
- 6) **May adopt and implement model approaches to improving Parent and Family Engagement. Our goal is to increase family engagement by 10% as documented on sign-in logs from each activity. A survey will be given following each activity to help improve our parent and 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. PPS holds quarterly DPAC meetings that involve parents from each Title I school in Portsmouth. After each meeting, parents are invited to share information gained from these meetings.**
- 8) **May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.**

Churchland Academy welcomes community based organizations and businesses to partner with us in Parent and Family Engagement activities. We currently have partnerships with the United States Coast

Guard (tutoring), Ross (Gift cards for winter clothes), Walmart (food donations), Food Lion (food donations), Chick-fil-a (gift cards for students), Texas Roadhouse (gift card donations), The Norfolk Tides (game tickets), Deep Creek Baptist (school supplies donations), and AKA- Portsmouth Chapter (summer book donations).

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.

All communications will be translated in the family's native language to encourage participation and keep families informed. Parents with disabilities will be accommodated when attending including use of an elevator and special seating if required.

PART IV-ADOPTION – This Churchland Academy 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 Churchland Academy on 10/18/2023 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 10/30/2023.

Signature of Title I Authorized Representative

Karla J. Jakubowski
Principal
Churchland Academy Elementary

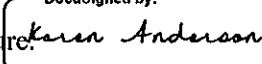
Date: 10/14/2023

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

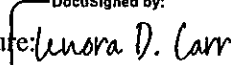
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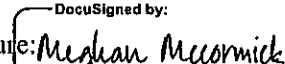
Name: Karen Anderson, Assistant Principal

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Name: Lenora Carr, Parent and Family Liaison

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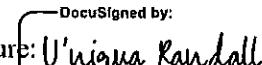
Name: Meghan McCormick, PTA Treasurer

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Name: Megan Heath, Teacher

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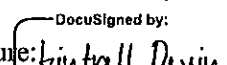
Name: U'niqua Randall, Parent

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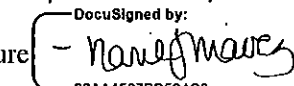
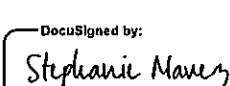
Name: Victoria Nelson, Teacher

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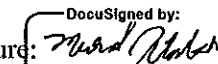
Name: Kintrell Devin, Security

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Name: Stephanie Niavez, Teacher

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Name: Michael Jakubowski, Parent

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