

Eureka Elementary School

Parent and Family Engagement Policy/Plan and Procedures

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

- A. Eureka 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.

Eureka Elementary School jointly developed this parental involvement policy in consultation with school personnel, community members, and parents and adopted it on September 18, 2023. A list of committee members responsible for the revisions to this policy is included 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 shall be made available to the local community by posting it on Eureka Elementary School's webpage. A hard copy will also be available, if requested, in the Eureka Elementary School office.

- 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 held on September 25, 2023, at Eureka Elementary School.

- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, childcare, or home visits, as such services related to Parent and Family Engagement.

A list of scheduled meetings is included in Appendix B. In addition, at least one week's notice will be provided to parents before all meetings. Parents may also schedule a meeting with the principal at any time throughout the school year. If a parent is unable to attend a scheduled meeting, they may contact the school to obtain any information they missed. Meetings will be scheduled to accommodate the parents' schedules. The Remind App, School Messenger and the school webpage will be used to keep parents informed of upcoming meetings and events.

- 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.

In addition to regular meetings throughout the year which review the current program and discuss concerns, surveys are sent home at the beginning, middle, and end of year to parents to ascertain needs and concerns. Survey data, along with student data and input from community members and school personnel, is used in planning, reviewing, and improving the school plan. A School Improvement plan is developed, using information from the needs assessment. Eureka Elementary School is Fully Accredited and, therefore, not under formal academic review and improvement.

E. Provide parents of participating children—

1. Timely information about programs under this part.

Information about Title I programs is provided to parents at least a week in advance. Regular meetings are scheduled at the beginning of the school year. Parents are notified by notes and instant messenger. The schedule is posted on the school's webpage. (See Appendix B) The Remind App, School Messenger and the school webpage will be used to keep parents informed of upcoming meetings and events.

2. 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.

See Part II for description and explanation of the curriculum, forms of assessment, and required proficiency levels.

3. 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.

Parents may schedule a meeting with the principal at any time throughout the school year. If the parent provides suggestions or requests a formal meeting to review concerns, the principal will schedule a meeting of the appropriate committee as soon as possible (within 10 days). If a parent is unable to attend a scheduled meeting, they may contact the school to obtain any information they missed. Every effort will be made to schedule meetings to accommodate the parents' schedules.

- F. If the 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.

Any concerns expressed by parents, students, school personnel, or community members about the Schoolwide Program Plan and/or the School-Parent Compact, will be documented and included with the plan when it is submitted to the Title I Coordinator in Charlotte County Public Schools.

SCHOOL-PARENT COMPACT

Eureka Elementary School staff, 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) and students agree this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement, as well as, the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

This school-parent compact is in effect during the 2023-2024 school year.

School Responsibilities

Eureka Elementary School will:

- 1. 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 as follows:**

The faculty and administration of Eureka Elementary School believe its students are special people with special needs. We are dedicated to helping the students develop a positive self-image while teaching the fundamental, academic skills. Our educational program provides a structured environment in which our students can express themselves within the guidelines of acceptable behavior. Our teachers foster a strong relationship with students to enhance their self-esteem. Emphasis is placed on developing learning experiences to help students develop intellectually, emotionally, socially, and physically.

We realize each child is an individual with unique characteristics and different learning needs. It is our responsibility to motivate, develop potential, and guarantee a feeling of success for all students. We constantly adapt the curriculum and teaching styles to meet the needs of our school community. This ensures feelings of adequacy, security, and self-respect.

CURRICULUM: The curriculum is a comprehensive, integrated program, which provides the strongest research-based early literacy curriculum that seamlessly weaves solid content that captures children's natural curiosity about the world into an activity-centered day.

The curriculum covers all domains of learning: Language and Literacy, Social Studies, Science, Mathematics, The Arts, Physical Development, and Social and Emotional Development.

Assessment

- Within the first nine weeks of school, the Phonological Assessment Literacy Screen (PALS) is administered to students in pre-kindergarten and third grade, and the Virginia Language and Literacy Screeners (VALLS) is administered to students in Kindergarten, 1st, and 2nd grades to determine literacy development and aid in instructional planning. Students found eligible to receive services are screened again at mid-year for kindergarten through third grade. All students in pre-kindergarten through second grade are screened again in May to determine academic growth.
- All pre-kindergarten and kindergarten students are administered an assessment through the Virginia Kindergarten Readiness Program (VKRP) in the fall and spring. The VKRP assesses students in the areas of mathematics, self-regulation, social skills, and literacy. Information obtained through this assessment is used to aid in instructional planning for students and to measure student progress.
- Virginia supports teaching and learning through a statewide system of support and accountability for the commonwealth's public schools and school divisions.

The Commonwealth sets rigorous academic standards, known as the Standards of Learning (SOL) and measures achievement through annual SOL tests and alternative assessments. This system provides schools, school divisions, and the Virginia Department of Education with critical data to inform the development and implementation of effective instructional strategies and best practices.

Legislation passed in the 2021 General Assembly (HB 2027) requires the administration of a fall and mid-year assessment to students in Grades 3-8 in both reading and mathematics. These tests will be used to measure individual student growth. The fall growth assessments will focus primarily on content from the student's previous grade level. For example, a student taking grade 5 mathematics in 2022-2023 will be administered a growth assessment that focuses primarily on grade 4 mathematics content. Data from these assessments will be used to assist teachers in identifying academic areas in which students need additional instructional support.

SOL assessments measure students' achievement in English, mathematics, science, and history/social science. Students at Eureka Elementary are assessed in English and mathematics in grades 3-5. The Virginia Studies SOL is administered to Eureka Elementary students in grade 4. The science SOL test is administered to Eureka Elementary students in grade 5. Local alternative assessments are administered to 3rd graders for science and history.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held as follows:**

Open House was scheduled for August 3, 2023, 12:00 – 6:00 pm prior to the beginning of the school year in an effort to accommodate parents' work schedules.

Parent-teacher conferences will be scheduled, during the evening hours of the work week, at the conclusion of the first nine-week grading period. In addition, parents are welcome and encouraged to meet with teachers at any time during the school year to discuss their child's progress. We encourage scheduling a conference with the teacher in advance. If any student is not making satisfactory progress anytime throughout the school year, parents will be notified, and a conference will be requested. Parents can communicate regularly with teachers through the Remind App to ask questions and obtain information about their child's progress. In addition, teachers can use the Remind App to contact parents if they have a concern that they want to address or to share information.

3. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:

Reports of each students’ progress will be sent home every 4 ½ weeks or eight times each school year. Informal progress reports will be sent in the middle of each nine-week grading period. Formal report cards will be sent home at the end of each nine-week grading period. Parents can also monitor their child’s progress by logging into Parent Portal at any time to see their child’s assignments and grades as well as attendance for every class. Any parent who cannot access Parent Portal and would like to can contact the school to get information about how to set up access. The schedule for reporting student progress may be interrupted or modified to make sure information is relevant and worthwhile due to days missed from school for inclement weather or other reasons. Teachers will communicate with parents about student progress, particularly with the parents of students about whom they have concerns or see issues. Teachers will communicate through phone calls, e-mails, and the Remind App.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

The principal and teachers are generally available to meet with parents Monday through Friday during normal school hours. It is recommended that the parent call, use the Remind App, or come by the school to schedule a meeting to avoid having the teacher miss instructional time with his/her students. Teachers maintain communication logs to document regular contact/communication with parents.

5. Provide parents opportunities to volunteer and participate at the school, as follows:

Eureka Elementary School staff welcomes parent involvement in many ways. Parents are welcome to accompany their child on field trips or eat lunch with their child. The school hosts one parent luncheon per grade level each year to have parents eat lunch with their child. Parents are encouraged to volunteer to assist teachers with the four holiday parties and field day activities that we have each year. Parents may also volunteer to help at the book fair or to serve through our PTO. Eureka hosts two Family Title I Nights where parents and children can participate in educational activities together. The school hosts an annual Bingo Night where families can participate together.

6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members understand.

- Google Translate is used to change written correspondence into the parent’s language when possible;
- Our ESL teacher and/or high school Spanish teacher will serve as a translator, when needed for effective communication with parents;
- Communication related to school and parent programs, meetings, and other activities are sent both in written, paper form, as well as electronically (phone, text messages, instant alerts, and school web page).
- The Remind App is being used to allow for two-way communication between teachers and parents.
- Communication Logs which document teacher/administrators’ contact with parents are required.

Parent Responsibilities

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

- Seeing that my child attends school regularly and is on time.
- Providing a quiet place for my child to study at home.
- Encouraging my child to complete all homework assignments.
- Monitoring the amount of television my child watches.
- Volunteering in my child's school.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Talking with my child about his or her school activities each day.
- Monitoring my child's progress by checking progress reports and report cards and contacting teachers when a concern arises.
- Attending Parent-Teacher Conferences to discuss my child's progress with his or her teacher.
- Working with my child's teachers to assist him or her in doing his or her best.
- Encouraging my child to read at home and apply all their learning to daily life.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either sent with my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A, parent representative on the school's Parent Committee, the district's Federal Advisory Group or the state's Committee of Practitioners.

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:**

- 1) Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
 - Standards of Learning objectives are sent home for every subject at each grade level;
 - Information on how to access the Parent Portal is provided to every parent during their child's first year in Charlotte County Public Schools and can be requested anytime throughout the school year;
 - A Monthly Parent Involvement Newsletter with academic and parenting suggestions is provided.
- 2) 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).
 - Monthly Parent Involvement Newsletter (**Home and School Connections**) is provided;
 - Monthly Activity Calendar (**Math and Science Connections**) with suggestions of activities specific to math and literacy skills is provided.
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.
 - At our regularly scheduled meetings, the importance of partnering with parents is discussed.
 - Communication Logs which document teacher/administrators' contact with parents are required.

- 4) 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, which encourage and support parent engagement.
 - Parent luncheons are held regularly; these provide opportunities for parents to participate with their child(ren) in school social and academic activities and interact with teachers and school personnel.
 - Each grade level takes at least one field trip per year where parents are encouraged to attend with their child.
 - School programs (including Preschool programs), scheduled throughout the year, allow students to perform for their parents and the community; this further promotes family engagement and participation.
 - Family Book Fair Nights are scheduled to encourage parents to visit the book fair and to read to their child(ren).
 - Eureka hosts a Fall and Spring Family Title I night where families can attend and participate in fun, educational activities together.

- 5) 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 practical, in a language the parents can understand.
 - Google Translate is used to change written correspondence into the parent’s language when possible;
 - Our ESL teacher and/or high school Spanish teacher will serve as a translator, when needed, for effective communication with parents;
 - Communication related to school and parent programs, meetings, and other activities are sent both in written, paper form, as well as electronically (phone, text messages, instant alerts, and school web page).

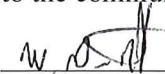
PART III-ACCESSIBILITY REQUIREMENTS

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.

- Google Translate is used to change written correspondence into the parent’s language when possible.
- Our ESL teacher and/or high school Spanish teacher will serve as a translator, when needed, for effective communication with parents and help them to understand reports and information sent home.

PART IV-ADOPTION – This Eureka Elementary School Parent and Family Engagement Policy/Procedures have been developed/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/Procedures were developed/revised by Eureka Elementary School on September 18, 2023, and will be in effect for the period of the 2023-24 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 1, 2023.



 Signature of Title I Authorized Representative

9/18/23

 Date

Appendix A

Committee Members Involved in Revisions to and review of the Parent Involvement Policy are:

Laura Baker	Parent
Sherry Buckler	Parent/Teacher
Naisha Carter	Parent
Angie Camp	Parent/Teacher
Jennifer Grey	Parent/Reading Specialist
Brian Hamilton	Principal
Brenda Haskins	Guardian/Lab Manager
Duffie Jones	Coordinator of Federal Programs
Cassie Kirtley	Parent/Teacher
Shelby McCarty	Parent/Teacher
Ashley Overstreet	Parent/Instructional Coordinator
Chinae Saunders	Parent
Shelly Schrader	Parent/Teacher
Timmy Townsend	Parent
Autumn Wiesner	School Counselor

Any other parent wishing to be involved in developing the Parent Involvement Policy in the future or having comments about the current Parent Involvement Policy may contact the school's administration at (434)736-8458.

Appendix B

Scheduled Meetings/Activities for 2023-24 School Year

July 7, 2023		Mailed Summer Parent Letter with Car Rider Procedures, Supply List, and Instructions to access Parent Portal
August 3, 2023	12:00 – 6:00	Open House
September 5, 2023		Mail Instructions to access Parent Portal to newly enrolled students' families
September 8, 2023		1st Nine Weeks Progress Reports Issued
September 25, 2023	6:30 – 7:00	Title I Annual Meeting and Student Performance
Throughout October		Bullying Prevention Month – Various Dress Days and Activities at School
October 4, 2023	8:00 – 7:00	Family Night at the Fall Book Fair
October 4, 2023	4:00 – 5:00	Fall Title I Family Night (Games and Activities)
October 4, 2023	5:30 – 6:30	Annual Family Bingo Night
October 13, 2023		1st Nine Weeks Report Cards
October 23, 2023	5:00 – 7:00	Parent-Teacher Conferences and Student Performance
October 31, 2023		Fall Classroom Parties
November 8, 2023		2nd Nine Weeks Progress Reports
December 14, 2023		Winter Classroom Parties
December 14, 2023	6:00	Family Movie Night (Movie to be Determined)
January 9, 2024		2nd Nine Weeks Report Cards
February 7, 2024		3rd Nine Weeks Progress Reports
February 14, 2024		Valentine's Classroom Parties
Throughout March		Reading Month Celebration – Daily quotes, dress up days, reading activities
March 6, 2024	8:00 – 7:00	Family Night at the Spring Book Fair
March 6, 2024	4:00 – 5:00	Spring Title I Family Night (Games and Activities)
March 9, 2024	9:00 – 11:30	Color Run Event to support SOAR Program
March 14, 2024		3rd Nine Weeks Report Cards
March 29, 2024		Spring Classroom Parties
April 12, 2024		4th Nine Weeks Progress Reports
April 19, 2024		Pre-K Screening and Rising Kindergarten Orientation
May 10, 2024	10:00	Pre-K Promotion Ceremony
May 14, 2024		Field Day for PK, KG, 1 st & 2 nd Grades
May 15, 2024		Field Day for 3 rd – 5 th Grades
May 17, 2024	9:00	5th Grade Promotion Ceremony
May 17, 2024		4th Nine Weeks Report Cards Sent Home with Students

Dates and times are subject to change. Notices will be sent home to remind everyone of events.

*We are planning to host a 2nd Family Movie Night in the Spring, but no date has been set. Information about grade level field trips will be sent home by the student's teacher including whether the trip is one that parents can attend or not. Questions about field trips should be directed to the student's teacher. We also work with our PTO to host various events. The PTO is currently planning a Family Movie Night on October 13th and a Winter Ball.
