



Sutherland Elementary School

Title I

Parent and Family Engagement Plan 2022-2023

PART I: SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN REQUIRED COMPONENTS

- A. Sutherland Elementary will jointly develop/revise with parents the school Parent and Family Engagement Plan and distribute it to parents of participating children and make available the Parent and Family Engagement Plan to the local community.
 1. Parents will participate in the decision-making process when updating and revising the school plan annually.
 2. The plan will be distributed bi-annually in the fall and spring to the parents of participating children.
 3. The plan will be available on Sutherland Elementary's website under Family Resources.
- B. Convene annual meetings, 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.
 1. Annual meetings will be held in the fall and spring of each school year in the Reading Room at Sutherland Elementary.
- 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.
 1. Parents will be surveyed as to the location, time of day, and topics of interests for meetings.
 2. Parents will be informed through verbal and written communication about transportation, child care and home visits.
- 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.
 1. Parents will participate in the planning, review, and improvement of the school plan, the schoolwide plan, and the school review and improvement annually.
 2. Parents will be invited to attend Sutherland Elementary's Parent Advisory Council (PAC) quarterly.
- 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
 1. Parents will be invited to attend meetings at Sutherland Elementary School quarterly.
 2. Parents will be invited to attend Family Nights at Sutherland Elementary School at least twice annually.
 3. Parents will be surveyed as to the location, time of day, and topics of interests for meetings.
- 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.
1. The plan will be distributed annually in the fall and spring to the parents of participating children.
 2. The plan will be available on Dinwiddie County Public School's division website under Elementary Education & Title I under Title I.
 3. The curriculum will be available on Dinwiddie County Public School's division website under Elementary Education & Title I under Elementary Curriculum.
 4. The Testing Schedule will be on Sutherland Elementary's website under Family Resources.
 5. Parents have access to Infinite Campus (Student Information System) to view assessments and grades.
 6. Parents will receive timely information on expected proficiency levels through communication sent home from teachers and Infinite Campus.
 7. Open communication exists between the school and home; parents will have opportunities to attend Parent/Teacher conferences twice annually; Student Success Teams biweekly; and, request additional conferences as needed.
- G. 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 district.
1. Parents will participate in the decision-making process when updating and revising the schoolwide plan annually.
 2. The plan will be distributed each fall and spring to the parents of participating children.
 3. The plan will be available on Dinwiddie County Public School's division website under Elementary Education & Title I.

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.
 - 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.
1. Open communication exists between the school and home; parents will have opportunities to attend Parent/Teacher conferences twice annually; Student Success Teams biweekly; and, request additional conferences as needed.
 2. Parents will receive progress reports every 4.5 weeks throughout the school year.
 3. Parents will have access to staff via telephone, email, and in person during regular school hours.
 4. Parents will be provided opportunities to volunteer and/or observe throughout the school year.
 5. Communication will be provided to parents in a language easily understandable to them.

PART III: 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.
 - Parents will work with school teachers and staff and will be provided with information to assist with understanding the state academic standards and on how to monitor their child's progress (e.g., SOL Parent Night, Parent/Teacher Conferences, school and division websites, newsletters, flyers, and emails).
- 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).
 - Parents will be provided with materials and training on how to help their child in school with literacy, SOLS, PALS, math, technology, science, etc. (e.g., Parent Nights, Parent/Teacher Conferences, school and division websites, newsletters, flyers, and emails).
- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.
 - Teachers and staff will be provided with professional development activities focused on parent and family engagement (e.g., faculty and staff meetings, parent & family engagement policies, PAC meetings, division website, newsletters, flyers, and emails).
- 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.
 - Parent engagement programs and activities are coordinated with other programs (e.g., Literacy Nights, Book Bingo, Breakfast with Books, Reading Month, Read for the Record, Summer Reading Challenge, Battle of the Books).
 - PAC meetings will be held at Sutherland Elementary at least quarterly.
 - Parents will be invited to division PAC meetings held at least bi-annually.
 - The Title I Parent Resource Center is located in the Reading Room, and parents are informed of resources available each fall.
- 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.
 - Communication will be provided to parents in a language easily understandable to them.

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.

- a. Parents may be involved in the development of training for teachers, principals, and other educators by attending PAC meetings at Sutherland Elementary and the division.
- 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.
 - a. Funds will be made available for literacy training if the district has exhausted all other available funding sources.
- 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.
 - a. Expenses, including transportation and childcare costs, associated with ensuring parents participation in school-related meetings and training sessions may be covered
- 4) May train parents to enhance the involvement of other parents.
 - a. Training for parents in order to enhance the involvement of other parents will be provided.
- 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.
 - a. Meetings will be scheduled at various times to maximize parent and family engagement participation.
 - b. Parents will be surveyed twice a year as to the preferred time and place for parent and family engagement activities.
- 6) May adopt and implement model approaches to improving parent and family engagement.
 - a. Model approaches to improving parent and family engagement will be researched, adopted, and implemented as determined by the PAC and Sutherland Elementary.
- 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.
 - a. Dinwiddie County Public Schools will maintain a Division PAC to provide advice.
- 8) May develop appropriate roles for community-based organizations and businesses in parent and family engagement activities.
 - a. Roles for community-based organizations and businesses in parent and family engagement activities will be developed in collaboration with the division.

PART IV: 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.

- Sutherland Elementary will provide opportunities for 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).
- Communication will be provided to parents and family members in a language easily understandable to them.

PART V: ADOPTION – Sutherland Elementary Parent and Family Engagement Plan has 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 Plan was developed/revised by Sutherland Elementary on 10/19/2022 and will be in effect for the period of 2022-2023. The school will distribute this Parent and Family Engagement Plan to all parents of participating Title I children and make it available to the community on or before 11/01/2022.

Signature of Title I Authorized Representative:

Name: Becky W. Baskerville, Interim, Director of Elementary Education and Title I

Signature:  *Becky W Baskerville*

Date: 11/4/2022

Name:

Signature:

Date:

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

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