



Title I School Parent and Family Engagement Policy

Sylvan Elementary School

I. Parent and Family Engagement Policy

A.

Name	Role/Representation
Nicole Cummings	Kindergarten Teacher
Kayleigh Ohrin	1st Grade Teacher
Caitlyn Thornburg	2nd Grade Teacher
Sarah Farrell	3rd Grade Teacher
Rachael Brooks	4th Grade Teacher
Heather Whitley	5th Grade Teacher/A+ Representative
Fred Melchor	Media/Technology Teacher
Elizabeth Oakley	MTSS Coach/Interventionist
Heather Paschal	Teacher Assistant/Classified Rep/PreK Rep
Emma Lindsay	Exceptional Children's Rep/Teacher
Gina Holmgren	Student Services-School Counselor
Elizabeth Fogleman	Principal

B. Briefly describe the process your school used to:

The School Leadership Team reviewed the leadership plan and aligned goals with the Parent and Family Engagement Policy. The team solicited information from all staff. The policy will be shared with parents via our website and class dojo. A printed copy will be available for review in the main office.

II. Annual Information Meeting

Our Title I plan will be posted in a parent email on November 8th and on Class Dojo the week of November 9th to allow parents to view for those unable to attend the live Zoom meeting. Our Annual Information meeting will occur on November 9th before our school wide Open House events that week.

A narrated PowerPoint will be provided and linked on our school website. Class Dojo, and in teacher Open House presentations. We will provide a copy in Spanish for our EL parents.

III. Flexible meeting times

In order to address the various scheduling needs of our parents, we provide events before, after and during the school day. For parent conferences, we work with parent schedules and find various means to conference whether it is by phone, home visit or through written correspondence. We use our parent survey responses to alter our schedules to address the consensus of best times to meet. We post information on the school website, Class Dojo, and BlackBoard emails to parents to communicate all information.

IV. Title I Part A Planning

We will share information regarding planning, review and improvement of our Title I program through constant and consistent communication, through our student parent handbook and parent surveys. At the start of the school year, we will provide parents with a calendar that includes events for the entire school year. This allows parents to plan for events. We will offer parent informational sessions on Standards Based Grading. We will share both Title I and SIP updates at monthly PTA meetings.

V. Parent Information and Opportunities

A. Describe how you will provide parents and families with the following:

1. Timely information about Title I Part A Programs

At the start of the school year, we will present information at the Open House/Meet the Teacher events regarding our school Title I plan. We will use Class Dojo, school website, connect-ed calls and email, and send home printed information to provide parents with timely information about our Title I program. Additionally, we will provide updates to parents regarding Title I and SIP at PTA meetings.

2. School performance profiles

In the fall, parents will receive information regarding the NC School Report Card.

3. Assessment results of their child's performance

We provide parents and students with reports of their child's progress on state benchmark assessments at the beginning, middle and end of the year. In October and March, teachers will host a parent teacher conference to allow parents and teachers to review current student progress. For the 2020-2021 school year, the STAR report for reading in grades K-4 is only sent to parents at MOY and EOY. At the start of the year in grade 3, parents attend an information meeting to receive BOG test results and to learn about the RTA process. In grades K-5, if a student is performing below grade level and/or demonstrates the need for Tier 2 or 3 interventions, the child's parent will be contacted and will meet frequently with the teacher and/or MTSS team to determine interventions and track student progress. Parents receive a goal and performance report at these meetings. Our ESL parents receive ACCESS scores in the spring of each school year in which they qualify. All grade 3 students take the COGAT test and results are shared at the close of the testing window. If a child meets the district criteria for AIG, the parent will be contacted by the school and will meet with the AIG team. We are a standards based grading school. Parents have 24/7 access to students task and performance levels on standards through PowerSchool.

4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities

During curriculum nights and Open House, parents will receive a handout and information on the NC Standard Course of Study. Teachers will share current grade level, state and individual proficiency levels. Teachers use Class Dojo to communicate with parents. We meet (face-to-face, phone or home visit) with parents at least annually to discuss student progress and devise goals for our students who are EL and/or have disabilities. Parents and teachers have ongoing

communication. Our EL teacher and translator attend student meetings and conferences with our non-English speaking parents. They translate both the verbal and written information. In addition, our specialty teachers (EC, AIG, and ESL) also communicate with parents. Our school social worker serves as a support and liaison for our parents who need assistance. Teachers also assist parents by answering academic questions and provide examples of standards. Our school psychologist meets individually with parents to review evaluation results prior to the IEP team meeting when necessary. This allows parents to ask questions and have a sound understanding of the results prior to a team meeting. Our EL teacher and/or translator translates all EC and 504 paperwork. They also attend the IEP meetings and translate. Some grade levels provide parents with a newsletter, some provide a weekly or monthly calendar, copies of information sent home and Dojo messages.

5. Opportunities for regular meetings to participate in decision making

Our parents are encouraged to attend monthly open PTA meetings in which we solicit parent input for decision-making. We will be seeking a parent representative to serve as a liaison between our parents and school leadership team in which he/she is a member.

6. Timely responses to suggestions and questions raised by parents

It is our school policy to respond to parent suggestions, questions, and/or concerns within a 24-hour period. This communication may occur via face-to-face, by phone, email or dojo message.

7. Reasonable access to staff, opportunities to volunteer and participate in child's class

Our teachers provide various opportunities for parents to both volunteer or participate in their child's classroom. We strongly encourage community involvement in the school especially by parents.

Teacher Conferences: All parents will be asked to attend a conference after the first nine weeks to meet their child/children's teacher(s) to discuss student progress. The purpose of all report card conferences is to strengthen the home/school connection and share information pertinent to student progress. It is imperative that parents make every effort to attend these conferences as scheduled. Additionally, conferences between parents and teachers are strongly encouraged by the school administration. Parents may request a conference at any time during the school year. Teachers may ask parents to attend a conference beyond the mandatory scheduled conference(s). Please notify your child's teacher by phone, letter, email or dojo message to set up a date and time to meet.

Check in procedures: Parents and visitors are welcome to Sylvan and we ask they follow school procedures for visitors. Parents and visitors must sign in at the front office using their legal identification card or driver's license. Visitors may only be in the areas of the school designated on the visitor's badge. Visitors must sign-out in the front office prior to leaving campus. Upon arriving at school, report immediately to the office, sign in and obtain a badge. The main office will then call into the classroom confirming the scheduled visit if not previously informed by the teacher. The parent may then be escorted to the location.

ABSS Volunteer requirements: We strongly encourage parents and families to volunteer. When a volunteer activity involves direct contact with students under limited supervision by school staff or a volunteer activity involves unsupervised contact with student(s) on or off campus, those volunteers will need to complete an ABSS Volunteer Request for Criminal Background Check online.

VI. School-Family Compact

Parents receive the Sylvan School Family Compact in the fall each school year. During fall parent-conferences, teachers review the compact with parents and discuss each of the components. The compact is provided to parents in both English and Spanish. We encourage parents to contact the school

if they have any questions or concerns. The parent, student and teacher need to sign this document. Once completed, one copy will be placed in the student folder.

VII. Building Parent and Family Engagement Capacity

A. Briefly discuss how you will address the following:

1. **Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child.**

We will assist parents in understanding performance standards, assessments, Title I, student progress and decisions relating to the education of their child through clear and consistent communication. Our teachers communicate with parents on a daily basis using class dojo, written notes and email. In addition, we will offer curriculum events and resources to parents to support them with understanding the content and assessments.

2. **Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.)**

Each grade level will host a curriculum event for parents and students. We have parent conferences in the fall and in the spring. Our school social worker provides various community resources designed to support parents.

3. **Educate teachers and other staff to work with parents**

We provided Social Emotional Professional Development Training for the entire staff. Our administration and student services team collaborate weekly, model and coach teachers on strategies to use when working with a parent. Our teacher mentors also provide support to our new Sylvan Staff.

4. **Coordinate and integrate parental involvement programs/activities**

We will align events to our School Improvement Plan. The A+ committee plans and facilitates school wide activities designed for students.

5. **Develop appropriate roles for community-based organizations and businesses**

Bethel and Rock Creek Methodist ministers conduct a Reading Buddies Program weekly; The Hammer Board; SAFE; Sylvan Health Center; and the Ruritans.

6. **Conduct other activities as appropriate and feasible that are designed to help parents become full partners in the education of their child**

Our focus is building relationships with parents and not only involving them, but also engaging them in our school community. We want our parents to feel welcomed and respected. We are partners in providing support and guidance for their child to be successful.

7. **Ensure that information related to parent involvement is sent home in the language used in the home**

We currently provide information in English and Spanish. Our school translator provides support to our non-English speaking families in various capacities.

VIII. English Learners and Disabled Parents and Families

Our building is handicap accessible and we welcome and support all families. We have full time EL teachers and a translator available when we need assistance. We have a part time social worker that has a flexible schedule for events.

IX. Parent/Family Requests

A. Describe how you will provide reasonable support for activities requested by parent and families.

If a parent makes a request for an activity, we would discuss the support needed with the appropriate committee whether it be the PTA, School Leadership Team, A+ committee, PBIS, MTSS, Crisis Team, Grade Level or Student Services Team.

X. Annual Evaluation

- A.** Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools.

In the spring, we will provide parents with an opportunity to provide feedback via a survey on the content and effectiveness of our parent and engagement policy.

XI. Other Parent and Family Engagement Practices (School may include the following).

Only describe the ones you choose to implement

- A.** Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.
 1. We want to provide a Literacy Curriculum Night to support students and parents with using literacy strategies at home.
 2. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend school activities.
 3. Support our Parent Teacher Association in reaching out and involving diverse groups of parents within our school community.