

# Douglass Park Elementary Parent and Family Engagement Policy/Plan and Procedures

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

- A. Douglass Park Elementary 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. A meeting will be held with participating parents, principal, and parent and family engagement liaison to revise the parent and family engagement policy. **November 7, 2023**. The policy will be posted on the school's website <https://dpes.ppsk12.us/>. Families will receive a hard copy of the policy by way of students.
  
- 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 was held September 28, 2023 6:00-7:30 pm as part of Family Bingo Night.  
Other opportunities to receive Title I information: recording of Title I presentation will be placed on the school's website, Virtual meeting with parents and staff via Zoom, school visits, Douglass Park's YouTube page [23 24 DPES Title I Presentation](#) , and future events to receive information.
  
- 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. Parents are given options of virtual meetings. Also in person meetings are scheduled early morning or even after school hours if needed.
  
- 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.  
Douglass Park will share the policy with parents at a scheduled meeting. The advisory group will contribute to the creation of the policy and address parental involvement and engagement within the Continuous School Improvement Plan. Both documents are living documents and will be modified with parental input. The school will make parents aware of any modifications made to the plan as needed to parents of English learners, in a language the parents can understand, to inform them

- E. Implement an effective means of outreach to parents of English learners, in a language the parent 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

ELL parents will receive information in a language they can understand. These students will be identified during registration. This will be done 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. ELL parents will receive testing plans for all students who are English learners; Parent information sessions to support language barriers; Educational partnership with ESL teacher and liaison.

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.

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 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. Parents may contact the school principal at 757 393-8646. 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 programs.

## 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.

The compact form is sent home and parent sign and return to school. Parent/teacher conferences in elementary schools will be held twice a year during which the compact shall be discussed as the compact relates to the individual child's achievement.

Academic reports such as progress reports will be sent home once per quarter (4.5 weeks); report cards will be sent home each quarter; PALS and VKRP reports will be sent home fall, mid-year, and spring; and school assessments and district assessments will be sent home continuously throughout the year.

Staff is available to conference with parents at the end of the instructional day, parents will be given opportunities to volunteer by contacting Parent and Family Engagement Liaison. Parents wishing to participate in their child's class and observation of classroom activities must receive approval from school administration.

Monthly and weekly communication between family members and school staff, and, to the extent practicable, in a language that family members can understand using newsletters, class DOJO, social media, and School Messenger phone calls to all families.

### 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.

[https://www.ppsk12.us/families/parent\\_portal](https://www.ppsk12.us/families/parent_portal)

Signing up for Schoology (<http://www.schoology.com>)

This will give parent the ability to contact teachers regularly, documenting on contact logs, and submission to administration.

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 have the opportunity to receive materials and training to help assist with working with your children, such as: literacy night, math night, and technology night. Parents will also receive technology policy and log in information for their student(s).
- The school will offer professional development opportunities for parents that address technology, safety protocols, and access to parent portal via Schoology.
- Brunch and Learn (at conclusion of Citizen of the Month program), and Data PDs (Build communications with parents and provide opportunities to increase exposure to technology integrating it with all content areas.

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

- Douglass Park's Parent Family Engagement Liaison will provide professional development with the purpose to improve teacher-parent relationships.
- The school administration will 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. Such as:
- PALS, VKRP, "The Color Run", Communities in Schools, TDT, Youth Risk Prevention PDs for staff, and Mindfulness.

At Douglass Park Elementary, our K-3 students are assessed to establish students' reading levels. Students that require additional support, receive additional hours with a PALS tutor or small group instruction with their teacher. Our TDT services assist with students that struggle with self-regulation. The administration, parent family engagement liaison, and attendance task force will use data to identify at risk students and tier 3 students. For teachers that require additional classroom management supports, the Office of Youth Risk Prevention will provide intimate services and a series of professional development opportunities for the entire staff.

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 by:

- Collaborating as a feeder school with preschool for kindergarten transition program.
- Parent liaison will have daily hours for parents to visit the parent resource center.
- Parent liaison will provide a calendar of events to engage parents for participation and volunteering. Back 2 School Bingo Night /Annual Title I meeting.
- BOO-KFEST (Literacy Event)
- Winter Wonderland (STEM Winter Activities)
- PALS Game Night

- Family Financial Fun Night (Math Night)
- Make & Take w/Mom & Dad (Activities that families can work on at home)

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.

The classroom teacher, liaison, and staff will work with the school to ensure information is printed in a language for parents to understand: Robocall, flyers, social media, and school marquee.

**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.  
Becoming a volunteer provided by parent liaison  
Literacy/math trainings provided by school instructional staff and parents  
Parent workshops provided by parent liaison and parent advisory group  
Douglass Park parents will complete parent surveys, volunteer surveys, and represent the school at the Title I Parent Advisory Board Meeting.  
Douglass Park will partner with parents to present topics together and use the survey results to give parents the opportunity to facilitate training based on results of parent surveys.
- 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. Title I funds will be provided to promote Reading Nights (twice a year), SOL Game Night, and collaborate for PALS Pails Pick-Up.
- 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.  
Douglass Park Parent Advisory Committee members will be asked to work with parents and volunteers. Advisory members will volunteer to present on various training topics based on data from parent surveys.
- 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. DPES Liaison will meet with administration monthly to receive progress

reports on Douglass Park Elementary Parent and Family Engagement processes. In this meeting, there will be data review, an analysis of surveys, sign-in sheets, and verbal feedback.

- 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. Douglass Park has three parents assigned to our division Parent Advisory Council. We also have more parents that have committed to serving on Douglass Park's Parent Committee. The parents will meet monthly.
- 8) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities. Faith Based: St. Mark Missionary, Zion Bethel UMCC, Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc.

How are community partners and stakeholders involved and able to participate and support your school? Community partners and stakeholders will:

- Volunteer during school events.
- Provide donations (items or monetary) to support school events.
- Provide expertise or resources to support school events.
- Provide tutoring services during instructional hours.
- Serve as mentors to Tier 2 and Tier 3 students that struggle with self-regulation

### 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.

The instructional leadership team and teachers of Douglass Park Elementary School will use programs that support the curriculum and utilize provided resources such as Google Translate, modifying documents to reflect a language parents can understand, also Robocalls will align to ESL students and families as well in a language families understand.

PART IV-ADOPTION – This Douglass Park Elementary 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 Douglass Park Elementary on 11/06/2023 and will be in effect for the period of school year 2023-24. 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 11/08/2023.

Signature of Title I Authorized Representative:

Date:

**(Signatures are required)**

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

Name: Lenora Gallop

Signature:

Name: Sade Hicks

Signature:

Name: Myesha Roane

Signature:

Name: Cartina McTier

Signature:

Name: Tonya Fields-Hines

Signature:

Name: Sherri Warren

Signature:

Name: Click or tap here to enter text.

Signature:

Name: Click or tap here to enter text.

Signature:



The Parent and Family Engagement Policy/Procedures were developed/revised by Douglass Park Elementary on 11/06/2023 and will be in effect for the period of school year 2023-24. 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 11/08/2023.

Signature of Title I Authorized Representative:

Date:

**(Signatures are required)**

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

Name: Lenora Gallop

Signature: 

Name: Sade Hicks

Signature: 

Name: Myesha Roane

Signature: 


Name: Cartina McTier

Signature: 

Name: Tonya Fields-Hines

Signature: 

Name: Sherril Warren

Signature: 

Name: Click or tap here to enter text. Breona Emmons

Signature: 

Name: Click or tap here to enter text.

Signature:

