

## School Parent and Family Engagement Policy Vermilion Elementary School

In support of strengthening student academic achievement, Vermilion Elementary School receives Title 1, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

Vermilion Elementary School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title 1, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports required under Section 1111 of ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the school wide program plan under Section 1114(b) of ESSA 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 local educational agency.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition.
  - Parent and family engagement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:
    - Parents play an integral role in assisting their children's learning;
    - Parents are encouraged to be actively involved in their children's education at school;
    - Parents are full partners in their children's education and are included, as appropriate, in decision-making and advisory committees to assist in the education of their children;
    - Other activities are carried out, such as those described in Section 1116 of ESSA

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- **Jointly Developed**

Vermilion Elementary School will take the following actions to involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title 1 programs, including opportunities for regular meetings, if requested by parents, 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 practicably possible.

  - A parent meeting will be held to gain parent input on the perceived needs for parent/family education and to develop/review the parent & family engagement plan by providing input on planning and improving parent and family engagement.
  - An annual survey will be administered to gain additional input on parent and family engagement activities and communication preferences.

- **Annual Title 1 Meeting**

Vermilion Elementary School will take the following actions to conduct an annual meeting, at a convenient time and encourage and invite all parents of participating children to attend to inform them about the school's Title 1 program, the nature of the Title 1 program, parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- Using the communication plan below, parents will be invited to an annual meeting where families will learn about Title 1 and the services in the school. At the annual meeting:
  - Families will be informed about Vermilion Elementary School's participation in the Title 1 program and the requirements of Title 1
  - Families will be informed about programming and initiatives
  - The Title 1 program will be explained, and parents will be provided information on reading test scores and in ways families can be involved to help their child be successful
- The meeting will be held by September 30<sup>th</sup> of each school year.
- Parents will receive advanced notification of the meeting day and time which will be communicated using the communication plan listed below.
- The annual meeting will be offered in person and/or via Zoom
- Copies of the Parent and Family Engagement Policy will be distributed

- **Communications**

Vermilion Elementary School will take the following actions to provide parents of participating children the following:

- Timely information about the Title 1 programs;
- Flexible number of meetings, such as meetings in the morning or evening, and may provide Title 1 funds, transportation, childcare or home visits, as such services relate to parent and family engagement; and
- Information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.
  - Copies of the parent and family engagement policy will be distributed at the annual meeting and at parent meetings. It will also be located on the Vermilion Elementary School webpage and sent home with students at the beginning of the school year with other informational packets
  - School and parent programs will be communicated via parent newsletters, via school social media, Remind, and through occasional one-call notifications
  - Families will receive periodic progress reports for their child via email
  - Parents will be provided access to have individual meetings with Title 1 staff during parent teacher conferences
  - Communication will be communicated in a language that is understood by the parents, when necessary.

- **School-Parent Compact**

Vermilion Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

- The parent meeting to develop the parent and family engagement policy will also be utilized to jointly develop/review the school parent compact.
- The annual survey will include questions regarding shared responsibility that will be utilized to develop/review the school-parent compact

- **Coordination of Services**

Vermilion Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family 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 parents in more fully participating in the education of their children by:

- Vermilion Elementary School works collaboratively with Vermilion public library (Ritter Library) to offer additional literacy programs for students and families
- The district also works collaboratively with Boys and Girls Club regarding reading and math tutoring and intervention.
- Vermilion Elementary PTO works collaboratively with the school to promote the district's literacy initiative

▪ **Building Capacity of Parents**

Vermilion Elementary School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress and the achievement levels of the challenging state academic standards;
- Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging state's academic standards
  - The state and local academic assessments, including alternate assessments;
  - The requirements of Title 1 Part A;
  - How to monitor their children's progress; and
  - How to work with educators to improve the achievement of their children.
    - An annual parent meeting will be held to discuss Title 1 services, share information with families in ways they can support their child(ren), how to read test scores, and an explanation of various reading programs utilized in the district
    - Two parent teacher conferences will be held annually to discuss interventions being provided and share data regarding student progress
    - Two annual parent-engagement events will be organized annually to share information and resources for parents to support their student's academic achievement
    - Parent literacy resources will be posted on the district website under "All Students Can Read" tab

▪ **Building Capacity of School Staff**

Vermilion Elementary School will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other leaders, and other staff, with the assistance of parents, the value and utility of contributions of parents and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- Two parent teacher conferences will be held annually to enable parents to share information with the student's team of educators and get information regarding their child's progress
- Vermilion Elementary School PTO will work collaboratively with building administration and staff to determine the best way to communicate with families and assist with the coordination of parent programs.

Vermilion Elementary school will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Parent Engagement activities will have options to include younger children in the activities and/or provide childcare options.
- Flexible participation options will be available utilizing recordings, Zoom, and in person options to support parent participation
- Informational materials will be provided in multiple formats: digital, social media, and paper copies

**\* Building Capacity for Involvement**

The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of ESSA. Indicate which of the following discretionary (optional) parent and family engagement policy components the school will implement to improve family-school partnerships:

- Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of that training;
- Provide necessary literacy training for parents from Title 1, Part A funds if the school has exhausted all other reasonably available sources of funding for that training;
- 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;
- Train parents to enhance the engagement of other parents;
- Maximize parent and family engagement and the participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school;
- Adopt and implement model approaches to improving parent and family engagement;
- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title 1, Part A programs;
- Develop appropriate roles for community-based organizations and businesses, including faith-based organization, in parent and family engagement activities
  - Prior to implementing any discretionary items, the district will:
    - Consult and/or get input from district parents/families via parent meetings and annual survey
    - Information will be shared with families via social media and building newsletters

*Reviewed & Revised  
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