

## **Birdneck Elementary School Family Engagement Policy 2019-20**

Birdneck Elementary School staff jointly developed this family engagement policy in consultation with school personnel, community members, and parents and adopted it on November 14, 2019. A list of committee members responsible for the writing of this policy can be found 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 including it on Birdneck Elementary School's web page. If the Title I plan is not satisfactory to the parents of participating children, the local educational agency will submit any parent comments with the application when the plan is submitted to the state. This family engagement plan will be updated annually to meet the changing needs of parents and the school.

### **Part 1. POLICY INVOLVEMENT**

Birdneck Elementary School staff will:

- (1) Convene an annual meeting on September 19, 2019 to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved.
- (2) Offer a flexible number of meetings. A schedule of this year's meetings can be found in Appendix A. Some of our events will be held during the day.
- (3) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 111.6 including the planning, review, and improvement of the school family engagement policy and the joint development of the school-wide program plan (if applicable)
- (4) 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 (Principal shares with parents at Back to School Night)
- (5) Provide parents of participating children:
  - (A) timely information about Title I programs;
  - (B) 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; and
  - (C) 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 practicably possible

- (6) If the school-wide program 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. (if applicable) We provide surveys multiple times each year for feedback from parents to improve Family Engagement.

## Part 2. School-Parent Compact

*Birdneck Elementary School staff and 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) (participating children), agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. Also, 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 school year 2019-2020.*

### School Responsibilities

**Birdneck Elementary School staff 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:
  - *Build a positive, caring relationship with every student*
  - *Participate in on-going professional development*
  - *Provide high quality curriculum and instruction including appropriate interventions, remediation, and enrichment*
  - *Ensure students understand what is to be learned from an assignment*
  - *Provide instruction in a supportive and safe environment conducive to learning*
  - *Establish and maintain effective communications with parents and guardians*
  - *Create a literature rich environment to encourage the love of reading in all students*
2. Offer 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:
  - *Tuesday, November 5, 2019 or a mutually agreed upon time*
  - *Instructional staff will schedule and conduct parent-teacher conferences/meetings and be available to meet with parents/guardians as needed*
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
  - *Quarterly Progress Reports for students performing below grade level (Oct. 9, Dec. 13, March 4, and May 12)*
  - *Quarterly Report Cards (Nov. 13, Feb. 11, April 19, June 22)*
  - *Standardized Assessment Results as made available*
  - *Teacher Phone Calls/Letters/ E-mails (as needed)*
  - *Descriptive Feedback (on student work)*
  - *Feedback Folders (these folders go home every Thursday)*
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
  - *Meet with parents/guardians when requested in a timely manner.*
  - *Communicate through email and phone calls. Every effort will be made to make contact within 24 hours.*
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
  - *Complete and return a division-wide volunteer information form at the beginning of the school year.*
  - *Coordinate volunteer opportunities in their child's classroom through the classroom teacher or the Volunteer in Education coordinator*
  - *Attend Volunteer Orientation Night*

**Parent Responsibilities**

As parents, we will support our children’s learning in the following ways:

- *Play an active role in our child’s education by expressing high expectations. Read every day with our child and monitor homework assignments. Check our students’ book bags daily and sign and return requested paperwork.*
- *Monitor our child’s attendance and tardiness.*
- *Ensure that schoolwork and homework have top priority.*
- *Provide school with up-to-date contact information.*
- *Participate in school family engagement activities as often as possible. Volunteer within the school if possible.*
- *Request parent-teacher conferences when needed.*
- *Communicate with school administration and teachers when requested.*

**Student Responsibilities**

As a student, I will share the responsibility to improve my academic achievement and achieve the State’s high standards. Specifically, I will:

- *Come to school ready to learn.*
- *Complete all class work and homework assignments on time.*
- *Read on my own and/or with my family every day.*
- *Respect my classmates, teachers, and obey classroom and school rules.*
- *Serve as a good messenger between home and school.*
- *Respect school property.*

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **BUILDING CAPACITY FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Birdneck Elementary School staff and Virginia Beach City Public Schools staff assisted under this part:

- (1) shall provide assistance to parents of children served by Birdneck Elementary School and Virginia Beach City Public Schools, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments; also monitor a child's progress and work with educators to improve the achievement of their children. A letter is sent home annually and shared by principal at Back to School Night.
- (2) shall provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster family engagement. Parents are given an opportunity to learn how to work with their children at Literacy and Math Nights.
- (3) shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school, This is discussed each year during the Professional Development Work Week to include how and when to communicate and resources are shared.
- (4) shall, to the extent feasible and appropriate, coordinate and integrate family engagement programs and activities with public preschool and other programs; conduct other activities such as parent resource centers that encourage and support parents in more fully participating in the education of their children. At Birdneck, we provide access to PreK education with multiple family engagement events for parents.
- (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand. Alert Now is used and Newsletters are sent. Phone call reminders are provided for all events with alternate language formats available.
- (6) shall provide such other reasonable support for family engagement activities under this section as parents may request.

### **Part 3. ACCESSIBILITY**

Birdneck Elementary School staff, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand.

### **Part 4. ADOPTION**

This Birdneck 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. This Policy/Procedures will be in effect for the 2019-2020 school year and will be posted on our school website.

## **Appendix A**

Below is a list of committee members responsible for writing this policy:

### **Birdneck Faculty and Staff**

Bonnie Hartman  
Nancy Bishop  
Robert Yoshida  
Laura Celentano  
Amy White  
Cheryl Valeriano  
Meghan Stafford

### **Community Members and Parents**

Riya Thorson  
Stacie Welch  
Jeannette Cuevas  
Erin Wright

### **School Planning Council Dates:**

November 14, 2019  
February 25, 2020  
May 21, 2020

## **Appendix B**

### **July**

July 30

First PTA Board Meeting

### **August**

Thursday, August 29th

Meet and Greet

### **September**

Tuesday, September 19th

Back to School Night/PTA Board Meeting

### **October**

Wednesday, October 9<sup>th</sup>

Pizza Bingo

Thursday, October 24<sup>th</sup>

Fall Festival

### **November**

Wednesday, November 6<sup>th</sup>

Literacy Night

Thursday, November 14<sup>th</sup>

PTA Board/SPC/Guidance

### **December**

Monday, December 2<sup>nd</sup>-December 6<sup>th</sup>

Holiday Store

Thursday, December 5<sup>th</sup>

Cocoa With Santa

Tuesday, December 10<sup>th</sup>

Math Parent Workshop

Tuesday, December 17<sup>th</sup>

Chick Fil-A Family Spirit Night

Thursday, December 19<sup>th</sup>

Winter Concert

### **February**

Tuesday, February 25<sup>th</sup>

Pizza Bingo/ PTA Board/SPC/Guidance

### **March**

Monday, March 16<sup>th</sup>-20<sup>th</sup>

Book Fair

Tuesday, March 17<sup>th</sup>

Donuts For Dads

Spring

Musical

### **April**

1<sup>st</sup> week in April

Volunteer Appreciation Breakfast

April

Math Night/PTA Board Meeting

### **May**

Wednesday, May 7<sup>th</sup>

Munchkins For Mom

Early May

SOL Literacy Night

May

Spring Musical/PTA Board Meeting/SPC

May

Field Day