SUN VALLEY ELEMENTARY SCHOOL

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

**2022-2023**

1. Sun Valley Elementary School 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.
2. Family Engagement policy will be made available to parents at Coffee and Conversations with the opportunity for parents to read and ask questions regarding the policy.
3. Summary given at Meet Your Teacher Night event.
4. Policy distributed at monthly Coffee and Conversation meeting during the fall.
5. Policy distributed to all students in school calendar/ parent handbook.
6. Policy distributed and made available at Parent/Teacher Conferences in the Fall and the Spring.
7. Policy distributed and made available in English and Spanish.
8. Revision meeting held in spring with FACE Liaison, parents, and school staff.

1. 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.
   1. Meeting held each August at Back to School events.
   2. All parents encouraged to attend.
   3. Administration attends the meeting.
   4. Sign-in sheet required.
   5. Information presented in both English and Spanish.
2. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, childcare, or home visits, as such services related to Parent and Family Engagement.
   1. Annual Title 1 and Budget review meeting held every fall to inform parents.
   2. Coffee and Conversations held every last Friday of the month in the staff lounge at an agreed upon time by participating members.
   3. Open House held in the afternoon from 5-6pm on the last Tuesday of August.
   4. Family Engagement Events held once a month on the third or last Tuesday of the month including, but not limited to: Family Sports Day, Fall Festival, Trivia Night, Holiday Craft Night, Arts and Crafts Fair, Math Game Night, SNJ STEM Night, Multicultural Night, etc.
   5. Staff members participate in the Home Visit program. Visits are scheduled at parent’s convenience.
   6. Events are offered at various times during the day to accommodate parents’ working schedules.
   7. Childcare provided by Parent University during their workshops.
   8. Parent-Teacher Conferences have a wide range of times to schedule meetings, if parent/guardian is unable to attend, phone call conferences will be held.
3. 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 are included via the School Performance Plan Committee which plans, reviews, and improves the School Performance Plan.
   2. Communication to parents through Coffee and Conversation about school performance plan.
4. Provide parents of participating children—
   1. Timely information about programs under this part.
   2. 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.

* Curriculum

1. Math- K1 Bridges, 2-5 Envision, Go Math
2. Benchmark Literacy Program
3. Social Studies- District Curriculum Support
4. Science- FOSS

* Forms of Academic Assessment

1. Measures of Academic Progress (MAP), ***Grades K-3***
2. Common Formative Assessments
3. Leveled Literacy Intervention reading levels (LLI)
4. Brigance Kinder assessments
5. School City Unit Assessments
6. Exit tickets
7. Formative assessments
8. AimswebPlus measures
9. Smarter Balanced Assessment, ***Grades 3-5***
10. WIDA ACCESS
11. 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.
12. Parents/guardians are encouraged to contact the classroom teacher directly with questions or concerns about their child.
13. Parents invited to schedule an appointment to meet with administration if contacting the classroom teacher does not resolve their questions and concerns.
14. Communicate with families about school programs and student progress through progress reports, conferences, Class Dojo, email and phone calls.
15. Curriculum, assessment, and proficiency levels explained during Fall and Spring Parent Teacher conferences.
16. 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. Parent comments and concerns collected at PaFE revision meeting, Annual Title 1 Meeting, and Coffee and Conversations.
    2. Inform parents where to find the School Performance Plan information on the WCSD website.
    3. If parents are not satisfied with the SPP, their comments will be submitted to the district along with the plan.
    4. Parents can provide feedback via the Accountability report.

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.

1. Conduct a parent/teacher conference 2 times a year in the Fall and Spring during which the compact shall be discussed as the compact relates to the individual child’s achievement.
2. Provide weekly reports to parents on their child’s progress.
3. Provide parents with reasonable access to staff, opportunities to volunteer.
4. Provide parents with resources and tools to help their children in their academics.
5. Provide workshops for parents to help them better understand curriculum and strategies their children are learning.
6. 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. Methods of communication include:

* Phone calls/Connect Ed
* Email
* Class dojo
* FACE Liaison support for families and staff

1. Parents are encouraged to volunteer in the school, attend academic events and field trips, attend Family Engagement events, and participate in the development of the School Performance Plan. Volunteer forms will be distributed in the Fall.
2. Administration meets with parents at Coffee and Conversation.
3. Communication in family’s home/ preferred language.

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**:

1. Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
   1. Discuss proficiency level at conference and explain academic data using MAP.
   2. Infinite campus workshop provided to parents to learn how to navigate the system, be able to check child’s progress daily.
   3. At conferences (if applicable) parents are provided with information on NVKR (read by grade 3) including information on their child’s current reading levels, intervention plans, and ideas on how they help their child at home.
2. 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).
3. Volunteer Services provide math, reading, and art training for parents.
4. Northern Nevada Literacy Council provides support to the family by instilling good literacy behaviors and teaching them how to incorporate literacy techniques into home learning.
5. Provide training and support with Class Dojo.
6. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
7. Administration will work with teachers in cultural competency.
8. Staff implementing Sanford Harmony program.
9. Staff have opportunity to attend and participate in Home Visits Program
10. 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.
11. Introduction to Kinder for parents held the last Thursday before school begins for Kindergarten.
12. Local resources participate/ present at school events and Coffee and Conversations including, but not limited to: HOPES, Parent University, Washoe County Library, Food Bank of Northern Nevada, WCSD Volunteer Services, Safe Embrace, Kickstart, Northern Nevada Literacy Council, Walmart Vision Center, Renown, Family Resource Center, and Reno Cigar Lions Club.
13. Parents provided information and encouraged to attend local events such as Nevada Family Engagement Summit, Family Access Day, and the Social and Emotional Learning Workshops.
14. 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.
15. Information on effective parenting and home/ school partnerships distributed to families through flyers, during conferences, informational bulletin boards, monthly Coffee and Conversation, Family Nights, workshops, home visits, and at family’s request.
16. Students will receive monthly progress reports as needed and WCSD report cards quarterly as a means to inform parents of current academic achievement or concerns.
17. In an effort to enhance communication with our families and respect our non- or limited- English speaking families, translations of written material and interpreters are provided for IEP meetings and conferences.
18. All Connect-Ed messages from the telephone system are sent home in family’s preferred home language, English or Spanish.
19. Sun Valley ES has a certified staff member who also serves as the FACE Liaison (Family and Community Engagement Liaison) who is available to assist families and staff during scheduled school hours.
20. Meeting notes from Coffee & Conversations emailed to families.

**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.
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.
3. May train parents to enhance the involvement of other parents.
4. 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.
5. If parent is unable to attend an in-person conference, a phone conference will be conducted at a time convenient for the parent.
6. Parents may attend an early conference or late conference if preferred.
7. May adopt and implement model approaches to improving Parent and Family Engagement.
8. Invite every family and ensure they feel welcome.
9. Invite students personally and get them excited for the upcoming event by providing incentives or rewards.
10. Cover a wide range of topics/ events to ensure every family will find something of interest.
11. May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.
12. Local, state, and federal organizations such as Washoe County Library, Children’s Cabinet, Department of Family-School Partnerships, Renown, etc. are invited to participate in family engagement events by providing information or services for families.
13. Local businesses such as Hobey’s, Summit church, Home depot, Chipotles and others partner up with the school and provide donations for school events, or classroom rewards.

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.

1. Interpreters provided at IEP meetings and conferences.
2. LEA (Admin/Dean) to make sure proper and understandable language is used with parents during meetings.
3. Written materials are translated in home/ preferred language.

PART IV-ADOPTION

This Sun Valley 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 Sun Valley Elementary School on 02/23/2022 and will be in effect for the period of 2021-2022. 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 04/01/2022.

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Signature of Title I Authorized Representative

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