



# WSD PROCEDURE E1-P1

## PARENT AND FAMILY ENGAGEMENT

RELATED BOARD POLICY: E1 – PARENT AND FAMILY ENGAGEMENT

REVIEW DATE: 10/7/2023

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### PROCEDURE

#### Purpose

Parent and family engagement (PFE) in education has evolved to mean much more than the annual parent-teacher conference. Research shows that positive parent involvement with schooling leads to greater proficiency, better school attendance, higher achievement test scores, and higher graduation rates.<sup>1</sup> Parent and family engagement is the inclusion of parents, families, schools and communities in order to support learning and improve schools. It requires systemic change to include all adults who raise and care for children in the planning, development, and evaluation of programs designed to support learning and improve academic success.

#### Translations

WSD and each school must provide written translations of information to families of limited English proficiency. Where this is not practicable, WSD and the schools must provide the information to parents orally in a language that they understand and document what and when the information was shared. All oral communications shall be documented with the date of communication and the text of what was communicated. These documents shall be kept on file at WSD Central Office.

#### Sharing of information

WSD and each school has the responsibility of ensuring that any and all information provided to parents and family members of participating children is in an understandable format. This includes providing alternative formats and appropriate aids and services as necessary or upon request in order to ensure that parents with a disability have an equal opportunity to participate in effective communication around Title I programs and activities.

Each School will share with Title I parents information related to:

- The challenging State academic standards
- State and local academic assessments
- Title I, Part A requirements
- How to monitor their child's progress

- How to work with educators to improve their children's achievement

### **Parent & Family Engagement Procedure**

Each school shall develop a PFE procedure based on the WSD policy #6171 and documents:

1. Evidence of how and when the LEA Parent & Family Engagement Policy was developed jointly and agreed on with parents and family members (1116(a)(2)). Documentation should be dated and shall include the following:

- **Invitations to parents/families to attend meetings\*** which must clearly show how they were sent (mail, email, social media platforms, etc.) when they were sent/posted, and that **ALL** Title I Parents were invited.
- **Sign-in sheets** that clearly identify Title I Parents and Family members in attendance. **Meeting agendas** that clearly show that the LEA Parent and Family Engagement Policy was discussed
- **Meeting minutes** that specifically outline Title I Parents and Family Members Feedback or otherwise identify in notes the LEA Parent and Family Engagement Policy was discussed/ reviewed.

2. Evidence of how & when the LEA Parent & Family Engagement Policy was distributed to parents and family members of participating children (1116(a)(2)). Documentation must be dated and shall include:

- Student handbook (if specifically references the LEA PFE Policy & the date the handbook was distributed as well as how, email, mail, in-person etc.)
- LEA website (format as screenshots or jpg, pdf with dated content, URL or links will not be acceptable)
- Student registration packet (if LEA PFE Policy is included within)
- Title I Annual Meeting (event agendas, sign in sheets, meeting minutes, information packets, slideshows)

### **School Family Compact Requirement**

Each school is required to develop a school-family compact. The goal of the compact is to outline how educators and school staff, parents, and students will share the responsibility of improving student academic achievement and how parents and schools will work to build a partnership to help their children meet the State's high standards.

- Each school will develop this compact with parents and where appropriate students.
- Each school will translate this compact
- Each school will distribute this compact to families directly in a mode most easily accessible to family
- Each school will post the compact on its web site and include the compact in the Family Handbook

### **Notification of Teacher and IA Qualifications**

Each school will share parents' right to request information about the qualification of their children's teachers under ESSA in the family and parent handbook. This same notice will be posted on each school's website and posted in each school's newsletter using the following language

***Parental Notification Regarding Teachers Qualifications***

*Parents in Vermont may access information about their teacher's qualifications by visiting an online portal. If you do not have computer access, please contact [insert name of contact] to request your student's teacher(s) professional qualifications.*

- *To access the online system for check teacher qualifications follow these steps.*
- *Step 1 Login to access the [Online Licensing System](#)*
- *Step 2 Click on "To Search For an Educator"*
- **Step 3** *Type in the educator's Last Name and First Name then hit "Search"*
- ***Parental Notification Regarding Paraeducators Qualifications***
- *If you would like information regarding the qualifications of para-educators who work with your child, please contact [insert name of contact].*
- For questions regarding Parental Notification and other ESSA requirements, please refer to [Transitioning to the Every Student Succeeds Act \(ESSA\) Frequently Asked Questions](#).

**Timeline**

**September**

- Review Parent and Family Engagement Procedure at each school
- Review School Family Compact at Each school
- Review School Wide Plan at each school

**October**

- Title I Report
- Translations of Title I Report
- Literacy and Mathematics assessment results shared in parent conferences WMHS

**November**

- Proficiency status and assessment results shared in parent conferences JFK
- Annual Title I report to community meeting
- Publication and dissemination of report

**April**

- Parent Engagement Survey sent out to parents
- SWP reviewed and revised

**May**

- PFE policy evaluated with input from parents and family members, and revised as necessary.
- Parent Compacts reviewed and revised

**July**

- Handbooks revised to include updated compacts and other Title I requirements

## Guidelines for Parent Engagement

WSD Schools shall use the VT AOE Core Principles to guide the development of family engagement practices

1. Creating a Welcoming Environment
2. Building Effective Two-way Communication
3. Supporting Student Success
4. Sharing Power & Responsibility
5. Partnering with the Community
6. Providing Equity & Access

**Each year the school will survey parents. The following represents possible survey questions.**

1. What is the school's responsibility to educate your child?
2. What is the caregiver's responsibility in their child's education?
3. What is the child's responsibility in their education?
4. Do you know if your child is receiving extra help in reading or math?
5. Did the school explain to you why your child was receiving extra help?
6. Did the school give you ideas of how you can support your child in reading and math at home?
7. What are the rhyming, word games you play with your child or played as a child?
8. What are the folk stories that are important to you or you have heard or tell your child about?

### WSD Documents

These documents should be reviewed and revised each year.

[Generic Title 1 Meeting Agenda](#)

[JFK Family School Compact](#)

[WMHS Family School Compact](#)

[WSD Schoolwide Plan Template.docx](#)



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Superintendent Signature

Revision Date: 10/3/2023