



PHENIX ELEMENTARY

if we stumble, we will rise

Phenix Elementary School Title 1

Parent and Family Engagement Policy/Plan and Procedures

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

- A. Phenix 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.

Phenix Elementary School jointly developed this parental involvement policy in consultation with school personnel, community members, and parents and adopted it on October 4, 2022. A list of committee members responsible for the revisions to this policy is included 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 posting it on Phenix Elementary School's webpage. A hard copy will also be available, if requested, in the Phenix Elementary School office.

- 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.

A meeting was held on October 4, 2022 consisting of staff and parents.

- 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.

At least one week's notice will be provided to parents before all meetings. Parents may also schedule a meeting with the principal at any time throughout the school year. If a parent is unable to attend a scheduled meeting, they may contact the school to obtain any information they missed. Meetings will be scheduled to accommodate the parents' schedules. The Remind App, School Messenger and the school webpage will be used to keep parents informed of upcoming meetings and events.

- D. 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.

In addition to regular meetings throughout the year which review the current program and discuss concerns, surveys are sent home at the beginning, middle, and end of year to parents to ascertain needs and concerns. Survey data, along with student data and input from community members and school personnel, is used in planning, reviewing, and improving the school plan. A School Improvement plan is developed, using information from the needs' assessment. Phenix Elementary School is Fully Accredited and, therefore, not under formal academic review and improvement.

- E. Provide parents of participating children—

- a. Timely information about programs under this part.

Information about Title I programs is provided to parents at least a week in advance. Regular meetings are scheduled at the beginning of the school year. Parents are notified by notes and instant messenger. The schedule is posted on the school's webpage, (See Appendix B). The Remind App, School Messenger and the school webpage will be used to keep parents informed of upcoming meetings and events.

- 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.

See Part II for description and explanation of the curriculum, forms of assessment, and required proficiency levels.

- 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 practically possible.

Parents may schedule a meeting with the principal at any time throughout the school year. If the parent provides suggestions or requests a formal meeting to review concerns, the principal will schedule a meeting of the appropriate committee as soon as possible (within 10 days). If a parent is unable to attend a scheduled meeting, they may contact the school to obtain any information they missed. Every effort will be made to schedule meetings to accommodate the parents' schedules.

- F. If a 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.

Any concerns expressed by parents, students, school personnel, or community members about the Schoolwide Program Plan and/or the School-Parent Compact, will be documented and included with the plan when it is submitted to the Title I Coordinator in Charlotte County Public Schools.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

School Parent Compact

Phenix Elementary School staff, 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) and students agree this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement, as well as, 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 the 2021-2022 school year.

School Responsibilities: Phenix Elementary School 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:

The faculty and administration of Phenix Elementary School believe its students are individuals with individual needs. We are dedicated to helping the students develop a positive self-image while teaching fundamental, academic skills. Our educational program provides a structured environment in which our students can express themselves within the guidelines of acceptable behavior. Our teachers

foster a strong relationship with students to enhance their self-esteem. Emphasis is placed on developing learning experiences to help students develop intellectually, emotionally, socially, and physically.

We realize each child is an individual with unique characteristics and different learning needs. It is our responsibility to motivate, develop potential, and guarantee a feeling of success to all students. We constantly adapt the curriculum and teaching styles to meet the needs of our school community. This ensures feelings of adequacy, security, and self-respect.

Curriculum.

The curriculum is a comprehensive, integrated program, which provides the strongest research-based early literacy curriculum that seamlessly weaves solid content that captures children’s natural curiosity about the world into an activity-centered day.

The curriculum covers all domains of learning: Language and Literacy, Social Studies, Science, Mathematics, The Arts, Physical Development, and Social and Emotional Development.

Assessment:

- Within the first nine weeks of school, the Phonological Assessment Literacy Screen (PALS) is administered to students in pre-kindergarten through third grade to determine literacy development and aid in instructional planning. Students found eligible to receive services are screened again at mid-year for kindergarten through third grade. All students in pre-kindergarten through second grade are screened again in May to determine academic growth.
- All kindergarten students are administered an assessment through the Virginia Kindergarten Readiness Program (VKRP) in the fall and spring. The VKRP assesses students entering kindergarten in the areas of mathematics, self-regulation, social skills, and literacy. Information obtained through this assessment is used to aid in instructional planning for students and to measure student progress.
- Virginia supports teaching and learning through a statewide system of support and accountability for the commonwealth’s public schools and school divisions.

The Commonwealth sets rigorous academic standards, known as the Standards of Learning (SOL) and measures achievement through annual SOL tests and alternative assessments. This system provides schools, school divisions, and the Virginia Department of Education with critical data to inform the development and implementation of effective instructional strategies and best practices.

Legislation passed in the 2021 General Assembly (HB 2027) Requires the Board of Education to establish, in lieu of a one-time end-of-year assessment and for the purpose of providing measures of individual student growth over the course of the school year, a through-year growth assessment system, aligned with the Standards of Learning, for the administration of reading and mathematics assessments in grades three through eight. SOL assessments measure students' achievement in English, mathematics, science and history/social science. Students at Phenix Elementary are assessed in English and mathematics in grades 3-5. SOL tests for history and science are administered to Phenix Elementary students in grades 4 and 5. Local alternative assessments are administered to 3rd graders for science and history and 5th graders for writing.

2. Hold 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 as follows:

Parent-teacher conferences will be held October 17th from 4:00-6:00 in person at the conclusion of the first nine- week grading period. In addition, parents are welcome and encouraged to meet with teachers at any time during the school year to discuss their child's progress. We encourage scheduling a conference with the teacher in advance. If any student is not making satisfactory progress anytime throughout the school year, parents will be notified, and a conference will be requested. In addition, parents can use the Remind App, phone, or email to contact teachers if they have a concern that they want to address.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Reports of each students' progress will be sent home every 4 ½ weeks or eight times each school year. Informal progress reports will be sent in the middle of each nine-week grading period. Formal report cards will be sent home at the end of each nine-week grading period. Parents can also monitor their child's progress by logging into Parent Portal at any time to see their child's assignments and grades as well as attendance for every class. Any parent who cannot access Parent Portal and would like to can contact the school to get information about how to setup access. Teachers will communicate frequently with parents about student progress, particularly with the parents of students about whom they have concerns or see issues. Teachers will communicate through phone calls, e-mails, and the Remind App. Home visits will be carried as necessary.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

The principal and teachers are generally available to meet with parents Monday through Friday during normal school hours. It is recommended that the parent call or come by the school to schedule a meeting in order to avoid having the teacher miss instructional time with his/her students. Teachers maintain communication logs to document regular contact/communication with parents. Using the Remind App, parents may contact teachers to schedule a time to hold a phone conference/virtual meeting or visit the school if the issue requires a face-to-face meeting.

5. Provide parents opportunities to volunteer and participate at the school, as follows:

Phenix Elementary School staff welcomes parent involvement in many ways. Parents are welcome to accompany their child on field trips and when safety concerns allow, eat lunch with their child. The school also hosts one parent luncheon per grade level each year to have parents eat lunch with their child. Parents are also encouraged to volunteer to assist teachers with the holiday parties and field day activities that we have each year. Parents may also volunteer to help at the book fair or to serve through our PTO.

6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members understand.

Google Translate is used to change written correspondence into the parent's language when possible.

Communication related to school and parent programs, meetings, and other activities are sent both in written, paper form, as well as electronically (phone, text messages, instant alerts, and school web page).

The Remind App is being used to allow for two-way communication between the classroom teacher and parents.

Communication Logs which document teacher/administrators' contact with parents are required.

Parent Responsibilities: We, as parents, will support our children's learning in the following ways:

1. Seeing that my child attends school regularly and is on time.

2. Providing a quiet place for my child to study at home.
3. Encouraging my child to complete all homework assignments.
4. Monitoring the amount of television my child watches.
5. Volunteering in my child's school.
6. Participating, as appropriate, in decisions relating to my child's education.
7. Promoting positive use of my child's extracurricular time.
8. Talking with my child about his or her school activities each day.
9. Monitoring my child's progress by checking progress reports and report cards and contacting teachers when a concern arises.
10. Attending Parent-Teacher Conferences to discuss my child's progress with his or her teacher.
11. Working with my child's teachers to assist him or her in doing his or her best.
12. Encouraging my child to read at home and apply all their learning to daily life.
13. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either sent with my child or by mail and responding, as appropriate.
14. Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A, parent representative on the school's Parent Committee, the district's Federal Advisory Group or the state's Committee of Practitioners.

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.
 - a. Standards of Learning objectives are sent home for every subject at each grade level.
 - b. Information on how to access the Parent Portal is provided to every parent during their child's first year in Charlotte County Public Schools and can be requested anytime throughout the school year.
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).

- a. A Digital Newsletter is made available via the Remind App.
 - b. The Lab Manager conducts monthly trainings with the students on Internet Safety.
3. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.
 - a. At our regularly scheduled meetings, the importance of partnering with parents is discussed.
 - b. Communication Logs which document teacher/administrators' contact with parents are required.
4. 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.
 - a. Parent luncheons are held regularly; these provide opportunities for parents to participate with their child(ren) in school social and academic activities and interact with teachers and school personnel.
 - b. Each grade level takes at least one field trip per year where parents are encouraged to attend with their child.
 - c. School programs (including Preschool programs), scheduled throughout the year, allow students to perform for their parents and the community; this further promotes family engagement and participation
 - d. An Open House will be held on October 17th which will offer a series of information booths related to Reading and reading instruction.
5. 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.
 - a. Google Translate is used to change written correspondence into the parent's language when possible.

- b. Our ESL teacher and/or high school Spanish teacher will serve as a translator, when needed for effective communication with parents.
- c. Communication related to school and parent programs, meetings, and other activities are sent both in written, paper form, as well as electronically (phone, text messages, instant alerts, and school web page)

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.

- a. Google Translate is used to change written correspondence into the parent’s language when possible.

PART IV-ADOPTION –

This Phenix Elementary School 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 Phenix Elementary School on October 4th, 2022 and will be in effect for the period of school year. 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 10/10/2022.

Appendix A

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

Signature of Title I Authorized Representative:	
Date:	10/04/2022

Name:	Daniel T. Richardson
Signature:	
Name:	Duffie Jones
Signature:	
Name:	Ann Dru Scruggs
Signature:	
Name:	Melanie Scruggs
Signature:	
Name:	Wendy Elder
Signature:	
Name:	Jill Brinkley
Signature:	
Name:	Kelly Pugh
Signature:	

Appendix B

2022-2023 PHENIX ELEMENTARY SCHOOL CALENDAR

First Day of School	Aug. 08, 2022
Faculty Meeting	Aug. 15, 2022
3/4/5 Grade Math Growth Assessment.....	Aug. 23, 2022
3/4/5 Grade Reading Growth Assessment	Aug. 25, 2022
Labor Day (Holiday)	Sept. 05, 2022
1 st Nine Weeks Progress Reports Issued	Sept. 14, 2022
Fall Fundraiser Begins.....	Sept. 23, 2022
Faculty Meeting	Sept. 19, 2022
National Book Month Activities.....	Oct. 01-Oct. 31, 2022
CIP Benchmark Window (1st).....	Oct. 03-Oct. 14, 2022
Title 1 Meeting.....	Oct. 04, 2022
End of the 1 st Nine Weeks	Oct. 07, 2022
Columbus Day (Holiday)	Oct. 10, 2022
Fall Fundraiser Ends.....	Oct. 11, 2022
1 st Nine Weeks Report Cards Issued	Oct. 14, 2022
Parent Teacher Conferences/Open House.....	Oct. 17, 2022
Faculty Meeting	Oct. 18, 2022
Fall Parties	Oct. 31, 2022
2 nd Nine Weeks Progress Reports Issued	Nov. 09, 2022
Faculty Meeting	Nov. 14, 2022
Thanksgiving Break	Closed Nov. 23-25, 2022
CIP Benchmark Window (2nd).....	Dec. 05, 2022-Jan 12, 2023
3/4/5 Grade Math Growth Assessment.....	Dec. 6, 2022
3/4/5 Grade Reading Growth Assessment.....	Dec. 8, 2022
Winter Parties	Dec. 15, 2022
End of the 2 nd Nine Weeks	Dec. 16, 2022
Winter Break	Closed Dec. 19, 2022 - Dec. 30, 2023
Teacher Workday	Jan. 02, 2023
Teacher Workday.....	Jan. 03, 2023
2 nd Nine Weeks Report Cards Issued	Jan 09, 2023
Martin Luther King, Jr. Day (Holiday)	Jan. 16, 2023
Faculty Meeting	Jan. 17, 2023
3 rd Nine Weeks Progress Reports Issued	Feb. 08, 2023
Valentine's Day Parties	Feb. 14, 2023
Presidents' Day (Holiday)	Feb. 20, 2023

Faculty Meeting	Feb. 21, 2023
CIP Benchmark Window (3rd).....	Mar. 06-Mar. 17, 2023
End of the 3 rd Nine Weeks	March 10, 2023
3 rd Nine Weeks Report Cards Issued	March 16, 2023
Faculty Meeting (SOL Testing Security Meeting)	March 27, 2023
Spring Parties and Egg Hunts	April 06, 2023
Spring Break	Closed April 10 - April 14, 2023
4th Nine Weeks Progress Reports Issued	April 19, 2023
Pre-K Screening and Kindergarten Orientation (Proposed Date)	April 21, 2023
Faculty Meeting	April 24, 2023
Virginia Studies SOL Test (Proposed Date)	May 02, 2023
5th Science SOL Test (Proposed Date).....	May 03, 2023
3rd-5th Reading SOL Test (Proposed Date)	May 04, 2023
Expedited Retakes for Virginia Studies SOL Test (Proposed Date)	May 05, 2023
CIP Benchmark Window (4th).....	May 08-May 18, 2023
3rd-5th Math SOL Test (Proposed Date).....	May 09, 2023
Expedited Retakes for Reading SOL Test (Proposed Date)	May 10, 2023
Expedited Retakes for Science SOL Test (Proposed Date).....	May 11, 2023
Pre-Kindergarten Promotion Ceremony.....	May 12, 2023
Faculty Meeting (if necessary)	May 15, 2023
Expedited Retakes for Math SOL Test (Proposed Date)	May 15, 2023
Field Day Activities.....	May 16, 2023
5th Grade Graduation.....	May 17, 2023
Last Day of School and Final Report Cards.....	May 18, 2023
Teacher Workday	May 19, 2023

Dates and Times are subject to change. Notices will be posted. Information about grade level trips will be sent home by the student’s teacher including parent attendance. Questions about Field Trips should be directed to the student’s teacher. Additional activities may occur with information being sent out via the Remind app, email, SchoolMessenger, digital newsletters or a combination of these resources.