

PART I. GENERAL EXPECTATIONS

Robert S. Payne Elementary agrees to implement the following statutory requirements:

- *Robert S. Payne Elementary* will put into operation programs, activities, and procedures for the engagement of parents and families in all Title I, Part A programs, consistent with section 1116 of the Every Students Succeeds Act (ESSA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- *Robert S. Payne Elementary* will work with the school division to ensure the required school-level parent and family engagement policy meets the requirements, including the school-parent compact.
- *Robert S. Payne Elementary* will incorporate this school wide parent and family engagement policy into its Title I/School Improvement Plans. Title I schools have one consolidated plan for 2021-2022.
- In carrying out the Title I, Part A parent and family engagement, *Robert S. Payne Elementary* will provide full opportunities for the participation of parents and families with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If *Robert S. Payne Elementary's* plan for Title I, Part A, developed, is not satisfactory to the parents of participating children, *Robert S. Payne Elementary* will submit any parent comments with the plan when *Robert S. Payne Elementary* submits the plan to the Director of Curriculum and Instruction and/or designee.
- *Robert S. Payne Elementary* will ensure that 100% of Title I, Part A funds reserved for parent and family engagement is spent on capacity building activities for parents and students attending *Robert S. Payne Elementary*.
- *Robert S. Payne Elementary* will be governed by the following statutory definition of parent and family engagement and will 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—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW ROBERT S. PAYNE ELEMENTARY WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

1. *Robert S. Payne Elementary will take the following actions to involve parents in the joint development of its school wide parent and family engagement plan:*

Robert S. Payne Elementary has a School Improvement Committee that consists of Title I literacy teacher, classroom teachers, the principal, and parent representatives. These parents will be included in making decisions about the building level parent and family engagement policy as well as other parent matters.

2. *Robert S. Payne Elementary will take the following actions to involve parents and families in the process of school review and improvement:*

Robert S. Payne Elementary will have parent representatives to serve on the School Improvement Committee. The committee will meet at various times during the year to formulate and/or review the Title I /school improvement plan. Parents have the opportunity to provide feedback and make suggestions about various programs that RSP offers.

3. *Robert S. Payne Elementary will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:*

Zoom sessions, conferences, phone calls, ClassDojo messages, emails, special events, and family fun nights (on hold due to COVID) are used to help improve parental involvement.

4. *Robert S. Payne Elementary will coordinate and integrate parent and family engagement strategies in Part A with parent and family engagement strategies under the following other programs: Head Start, Virginia Preschool Initiative, McKinney-Vento Homeless Assistance Act, and others as appropriate, by:*

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Lynchburg City Schools employs a full-time VPI/Pre-K Coordinator and a full-time Homeless Education Liaison to help meet the needs of all students. The VPI/Pre-K Coordinator represents LCS as a part of the Preschool Development Grant through Bright Beginnings of Central Va. The team works in collaboration with early childhood education stakeholders including LynCag Head Start. The Homeless Education Liaison works collaboratively with local housing coalitions, shelters, and other community stakeholders to ensure that students and families experiencing homelessness have access to education, transportation and other school resources.

5. *Robert S. Payne Elementary* will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). *Robert S. Payne Elementary* will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise, if necessary (and with the involvement of parents) its parent and family engagement policies.

All Robert S. Payne Elementary parents and families are asked to complete a survey at the end of the year. The survey is used to plan for the following year's activities.

6. *Robert S. Payne Elementary* will provide opportunities to ensure effective engagement of parents and families and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - A. *Robert S. Payne Elementary* will provide assistance to parents of children served by Robert S. Payne Elementary as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph.
 - Virginia's academic content standards,
 - Virginia's student academic achievement standards,
 - State and local academic assessments, including alternative assessments,
 - the requirements of Part A,
 - how to monitor their child's progress,
 - how to work with educators, and
 - how to help their children at home

Letters are given to every parent at Robert S. Payne Elementary each fall, which addresses the highly qualified status of each employee at the school. Teachers have parent conferences (phone or Zoom meetings) to give information on student progress and address ways to monitor and to

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help their children at home. Information regarding student work is given to parents through individual conferences, phone calls, Zoom meetings, interim and quarterly report cards. School event notifications are sent home to parents through school flyers, RSP Newsletter, PTO Zoom meetings, ClassDojo, weekly red folders, Facebook posts, and Audio Enhancement Epic System for all calls.

- B. *Robert S. Payne Elementary* will, with the assistance of the school division, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy and technology training, as appropriate, to foster parent and family engagement, as described below:

During parent and family engagement activities, information about improving literacy in the home environment is shared with parents. We also provide support to families through our Parent Room and Parent Liaison.

- C. The staff of *Robert S. Payne Elementary* will, with the assistance of the school division, learn how to reach out to, communicate with, and work with parents and families as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, as described below:

Robert S. Payne Elementary utilizes a parent survey to gather information about activities held at the school. The results of the survey are shared with the literacy team. The data is used to plan future parent and family engagement activities and address strengths and any weaknesses noted on the surveys. RSP parent representatives attend the Superintendent's Parent Advisory Committee to provide suggestions and feedback.

- D. *Robert S. Payne Elementary* will take the following actions to ensure that information related to the school as well as parent programs, meetings, and activities, is sent to the parents and families 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:

Robert S. Payne Elementary takes pride in reaching out to and notifying all families of upcoming events. The EL instructor helps families who have limited English. Newsletters and fliers are sent home, and parents receive automated phone calls about upcoming events. For division level events, the Superintendent Parent Advisory Committee meets to discuss a variety of topics, and Channel 17 WLCS is used to disperse information. Our school secretary sends out newsletters and automated phone calls to parents informing them of up-coming events and meetings. This information can also

be found on the RSP Facebook page or ClassDojo. The LCS website (www.lcsedu.net/parents) has parent information as well.

PART III. DISCRETIONARY DISTRICT WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

NOTE: The schoolwide Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that *Robert S. Payne Elementary* in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following:

- A parent teacher organization meets to discuss school events as part of Title I, Part A programs.
- Lynchburg City Schools website has links for parents on their website: <http://www.lcsedu.net/parents>
- All information on parent and family engagement activities are made available in a format and language that is understandable to parents.
- *Robert S. Payne Elementary* kicks off the year with a Back to School Night (***postponed due to COVID-19***), in which families are provided an explanation of RSP's Title I status and what that actually means to them as RSP families.
- *Robert S. Payne Elementary* holds several parental involvement events in the fall and in the spring. ***At this time, due to COVID-19, all in-person events have been postponed.*** RSP Title 1 and classroom teachers will provide school wide and grade level Virtual Parental Involvement events, as well as at-home activities.
- *Robert S. Payne Elementary* sends monthly newsletters to parents and families with interactive literacy and math activities that can be completed at home.
- Parents of participating children who receive Leveled Literacy Intervention or other pullout reading interventions are given a notification of services letter explaining that their children are involved in the Title I program. Identified students needing additional math support receive math remediation.
- Parents have the right to request and receive timely information on the professional qualifications of their children's teachers.
- An overview of the current school program is provided to all parents. Parents are provided with information about the Virginia Standards of Learning, school report cards, and on the *Robert S. Payne Elementary* website: <https://www.lcsedu.net/schools/rsp> and Lynchburg City Schools website.
- Teachers, parents and students are encouraged to sign a School, Parent, and Student Compact at the beginning of the school year which explains each partner's responsibilities in helping each student have a successful school year. ***Due to COVID-19, this document was not required, but it can be found on the Robert S. Payne Elementary website.***
- Parents are strongly encouraged to conference and communicate with their child's teacher, visit their child's classroom with scheduled appointments, attend family nights, attend performances or grade level events, attend Terrific Kids monthly ceremony, and attend other activities that are

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offered throughout the school year. **At this time, due to COVID-19, only LCS staff and students are allowed in the school building.**

- *Robert S. Payne Elementary's* PTO offers opportunities for parent and family engagement. **At this time, due to COVID-19, only LCS staff and students are allowed in the school building.** The RSP PTO supports school spirit by providing each new student with an RSP t-shirt. This year students were provided Candy Cane Clubhouse funds for all students to participate in holiday shopping for their families.
- *Robert S. Payne Elementary* offers after school tutoring to students that are struggling in reading and math. The students meet one-on-one with a teacher for a minimum of one hour per week, with a maximum of five hours per week if necessary. The after school tutoring program may also be utilized by approved students in the event that the school is required to provide remote instruction.
- During the fall and spring, a Scholastic Book Fair is held for all students and staff.
- **Due to COVID-19,** parents have Zoom sessions with RSP staff, Zoom PTO meetings, and will have virtual parental involvement events until the COVID pandemic allows in person events.

Approval Date: 1/13/2022

Names of those individuals who have reviewed and approve these policies:

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