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Pulaski Elementary School Parent and Family Engagement Policy/Plan and Procedures

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

- A. Pulaski 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.
- Schedule annual meeting (virtually or in person, as permitted) with parents as permitted to collect feedback and finalize the policy.
 - Make policy available to the community through the school website.
 - Make policy available to the community through copies in the main office.
- B. Convene an annual meeting (virtually or in person), 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 will be held by the end of October.
- 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. Services offered as deemed appropriate by the state and local health departments.
- Title I meetings will be held as permitted, typically in the evenings or virtually. If parents are unavailable to attend meeting every effort will be made to accommodate the needs of the parent.
 - Children are welcome to attend all meetings.
- 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.
- Parents will be invited to participate in planning, reviewing, and providing feedback on the schoolwide plan during the annual meeting, scheduled evening meetings, and/or parent/teacher conferences.

E. 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—
 1. attain English proficiency;
 2. achieve at high levels within a well-rounded education; and
 3. meet the challenging State academic standards expected of all students
- EL teachers will work with parents to discuss student progress.
- Further assistance is available upon request to explain plans/policies.

F. Provide parents of participating children—

- timely information about programs under this part;
- 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; 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.
 1. Assessments and corresponding proficiency levels are explained to parents during the annual meeting and parent/teacher conferences.
 2. Provide clear directions to access curriculum pacing guides on the Pulaski County Public Schools (PCPS) website.
 3. Provide directions to access Parent Portal.
 4. Opportunities for suggestions and comments will be available for parents at the annual meeting, through parent surveys, at Parent/Teacher Conferences, at family literacy activities, and at schoolwide planning meetings.

G. If the 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.

- Parent comments about the Schoolwide Plan will be submitted with the schoolwide plan.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement Policy, the entire school staff, and students will share the responsibility for improved student academic achievement. Services offered will be virtual and/or in person, as permitted.

Conduct a parent/teacher conference in elementary schools, annually (at a minimum).

- Parent/Teacher conferences are scheduled during each semester.

Provide frequent reports to parents on their child's progress.

- Mid-term reports and report cards will be sent home each grading period.
- Parent Portal is available through the PCPS website.
- Teachers communicate with parents through conferences, virtual meetings, school email, telephone calls, and written communication.

Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

- Parents are invited to participate through class activities, field trips, book fairs, field days, and other school activities

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.

- Communication will be ensured through the Helping Students Learn Newsletter (English and Spanish), classroom newsletters, conferences, daily home/school communication folders, school telephone calls, written communication, and digital communication.
- Further assistance to families is available upon request.

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:**

Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.

- During the Title I Annual Meeting in October 2026, teachers will discuss ParentPortal, curriculum pacing guides, Virginia Standards of Learning, and elementary assessments. Mid-terms and report cards are sent home each grading period.

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).

- Throughout the year, Title I teachers will provide materials and training to help parents/guardians work with their children on literacy topics. Additionally, Title I teachers will provide materials and training to help parents/guardians monitor their children's use of technology in a responsible manner. Monthly newsletters are sent home to all students with tips on these topics. Title I teachers provide handouts during the school year concerning technology: how they can work with their children, cell phone use, internet safety, and the harms of copyright piracy.

Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.

- Teachers will share ideas during faculty meetings and PLC meetings.

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.

- NRV CARES, New River Head Start, Pulaski County Public Library System, PCPS Parent Resource Center, Grandparents Raising Grandchildren Support Group, and New River Valley Community Services School Clinicians

Ensure that information related to school and parent programs, meetings, and other activities is available to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

- Further assistance is available to parents upon request.

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 in a format and, to the extent practicable, in a language such parents understand.

- Further assistance is available to parents upon request.

PART IV-ADOPTION – This Pulaski 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 Pulaski Elementary School in September 2026 and will be in effect for the 2026-2027 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 10/31/26.

PES Title I School /Parent Engagement Pledge

Pulaski Elementary School, 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), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

Pulaski 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:

Our school is committed to delivering rigorous, standards-aligned curriculum and effective instruction that meet the diverse needs of all learners.

- **Standards-Aligned Curriculum:** We implement curriculum materials that are aligned to Virginia academic standards and research-based best practices, ensuring that all students are engaged in challenging and relevant learning opportunities. These include, but not limited to, HMH Into Reading, UFLI, OG, SPIRE, and Magma Math.
- **Evidence-Based Instruction:** Teachers use proven instructional strategies, such as differentiated instruction, scaffolding, and formative assessment, to meet students where they are academically and help them grow. Lessons integrate high leverage practices, engagement routines, critical thinking, problem-solving, and real-world application of skills.
- **Supportive Learning Environment:** Classrooms are safe and inclusive which makes a sense of belonging for each student. Every student is a valued member of not only their classroom but the school community as a whole.
- **Ongoing Professional Development:** Teachers are continuously participating in opportunities to strengthen instructional practices, integrate technology, and address the needs of all learners. Teachers attend conferences, virtual classes, teacher-led professional development, and meet with consultants.
- **Data-Driven Decision Making:** Teachers are continually collecting data, formally or informally, to help drive instruction for each student. Progress monitoring allows teachers to identify learning gaps, provide targeted instruction and interventions, and enrichment opportunities. MasteryConnect is used by teachers on a weekly basis to analyze data. Grade groups meet once a week to discuss the data collected and collaborate about interventions, instruction, and enrichment ideas.

2. Offer parent/teacher conferences twice a year in October and February from 4-7pm. Teachers are available to speak with parents about progress and expectations. These nights are also used as Presentations of Learning where students can share classwork, projects, and show parents how they are learning concepts. Title I staff is available to discuss reading plans, the Title I program, and introduce parents to strategies and ways to help their children at home.

3. Provide regular updates to parents on their children's progress. These reports are provided to parents in the way of midterms, report cards, Parent Portal, student reading plans, testing reports, phone calls, and written communication.
4. Staff will be available to speak with parents during school days from 8:00am-3:30pm at times when they are not directly working with students, such as planning blocks. Staff will make every effort to accommodate parent schedules for meetings. Meetings can be requested by note, phone calls, or electronic communication such as email or Kinvo. Staff will respond in a timely manner, a couple days if not less. Every meeting will be conducted in a respectful and confidential manner and the focus will remain on how we can best support that student at school.
5. Provide parents the opportunity to volunteer and/or participate in their children's school as follows:
Parents and families are welcomed as active partners in their children's education and are encouraged to volunteer and participate throughout the year.
 - **Volunteering:** Parents may assist on field trips and special events. Parents will hear about these opportunities through newsletters, direct communication from the teachers, or Pulaski Elementary School's Facebook page. Every volunteer must follow district guidelines, including completing the required background checks as outlined in the following document.
<https://www.pcva.us/page/volunteer-process>
 - **Participating in School Activities:** Families are invited to participate in parent/teacher conferences, presentations of learning, literacy nights, promotion ceremonies, music programs, PTO meetings and events, etc.
 - **Inclusive Practices:** Opportunities are designed to be flexible whenever possible. We realize work schedules vary and we will do our best to schedule at a time that is convenient for most families. Translation services will be provided to the best of our abilities to ensure all families are able to participate.
6. Ensure meaningful two way communication on a regular basis between families and school staff that is, to the extent practicable, in a language that family members can understand, as follows:

Our school is committed to fostering strong partnerships between school and home through consistent, communication that is respectful, timely, and accessible to all families.

- **Types of Communication:** Our school uses a variety of ways to communicate such as phone calls, emails, Kinvo, newsletters, Parent Portal, and in-person/virtual meetings. This makes sure parents can communicate in a way that suits their needs best.
- **Opportunities to Dialogue:** Faculty and staff schedule conferences, family literacy/engagement nights, and informal check-ins throughout the year. Parents are encouraged to ask questions, provide input, and share concerns to ensure communication flows both ways and not just be one-sided.
- **Language Accessibility:** All communication is provided in the home language of the family whenever possible. Communication will be clear and easy to understand.
- **Feedback:** Parent feedback will be taken through surveys at least once a year and provide responses to questions and concerns will be provided so families feel heard and valued.

Parent Responsibilities

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

1. Make school a priority in my family by:
 - Having my children attend school on a regular basis and be on time.
 - Scheduling appointments after school to avoid missing instruction as much as possible.
 - Making sure homework is completed.
 - Spending at least 10 minutes reading with my child at home.
 - Helping my children to develop a responsibility of accepting consequences for their actions.
 - Teaching manners and respect for all persons.
2. Support education by:
 - Participating, as appropriate, in decisions relating to my children's education.
 - Participating in parent/teacher conferences.
 - Volunteering at school activities if available
 - Staying informed about my children's education and communicating with the school by promptly reading all notices from the school or school district and responding appropriately.

Student Responsibilities

As a student, I agree to:

- Come to school ready to learn.
- Be prepared with homework completed and necessary supplies to complete classwork.
- Follow all school rules
- Treat others with respect
- Participate in the communication between my teacher and my parents by delivering messages to my parents and/or teacher.