



Parent/Family Engagement Policy 2021 - 2022

**PART I. GENERAL EXPECTATIONS**

Bedford Hills Elementary School agrees to implement the following statutory requirements:

- Bedford Hills 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.
- Bedford Hills 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.
- Bedford Hills 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 Policy, Bedford Hills 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 Bedford Hills Elementary's plan for Title I, Part A, developed, is not satisfactory to the parents of participating children, Bedford Hills Elementary will submit any parent comments with the plan when Bedford Hills Elementary submits the plan to the Director of Curriculum and Instruction and/or designee.
- Bedford Hills 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 Bedford Hills Elementary.
- Bedford Hills 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.**

4. Bedford Hills 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:

*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 Virginia. 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. Bedford Hills 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). Bedford Hills 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 Bedford Hills Elementary parents and families are asked to complete a survey. The survey is used to plan for the following year's activities. Bedford Hills 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 and events that BHS offers.*

6. Bedford Hills 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. Bedford Hills Elementary will provide assistance to parents of children served by Bedford Hills 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 Bedford Hills Elementary each fall, which addresses the highly qualified status of each employee at the school. Teachers have parent conferences to give information on student progress and address ways to monitor and to help their children at home. Information regarding student work and school events are sent home to parents in folders and communicated via email or phone.*

- B. Bedford Hills 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.*

- C. The staff of Bedford Hills 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:

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

- E. Bedford Hills 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:

*Bedford Hills Elementary takes pride in reaching out to and notifying all families of upcoming events. The ELL instructors help families who have limited English, newsletters and fliers are sent home, and parents receive automated phone calls about upcoming events. A weekly Husky Howler is sent via email to Bedford Hills Families, which is created in collaboration with the PTO. 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 Communications Coordinator sends out newsletters and automated phone calls to parents informing them of upcoming events and meetings. This information can also be found on the LCS website at [www.lcsedu.net/parents](http://www.lcsedu.net/parents). Bedford Hills Elementary also sends out the Weekly Husky Howler to families, which is created in collaboration*

*with the PTO. Bedford Hills Elementary also communicated via the schools' Twitter and Facebook accounts.*

### **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 Bedford Hills 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, which ever parent/guardian is a member of.
- Lynchburg City Schools website has links for parents on their website: <http://www.lcsedu.net/parents>
- Bedford Hills Elementary School's website has links and updates for parents as well as learning activities and resources: <https://www.lcsedu.net/schools/bhs>
- Bedford Hills Elementary updates their Twitter and Facebook pages with information about upcoming events.
- All information on parent and family engagement activities are made available in a format and language that is understandable to parents.
- Bedford Hills Elementary kicks off the year with a Block party for all families.
- Title I information is shared with families at the beginning of the year during the monthly PTO meeting. The information presented by Title I is recorded and posted on the school website.
- Bedford Hills Elementary hosts monthly PTO meetings via ZOOM.
- Bedford Hills Elementary holds a BHS Scholars Night, which includes information about the BHS Scholars program, literacy materials are provided to families, and families can participate in activities their child does each day in the BHS Scholars. This builds the capacity of families and students in understanding how to enhance learning at home and model the strategies students are learning at school.
- Parents of participating children who receive pullout reading interventions are given a notification of services letter explaining that their children are involved in the Title I program.
- 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 Bedford Hills Elementary website: <http://www.lcsedu.net/schools/BHS/> 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.
- Parents are strongly encouraged to conference and communicate with their child's teacher, attend family nights, attend performances, and attend other activities that are offered throughout the school year.
- Bedford Hills Elementary School's PTO offers many opportunities for parent and family engagement. These include events such as a the Back-to-School Block Party, Read-A-Thon,

among others. Parents are encouraged to attend and become involved at events throughout the community. Family and staff are encouraged to attend to build our partnership and connect together to support our students.

- During the fall and spring, a Scholastic Book Fair is held.
- Bedford Hills has an in-school tutoring program to support students.
- Bedford Hills has an afterschool virtual tutoring program held via ZOOM to support students.

**This policy was revised on February 16, 2022.**

**Policy Reviewed by:**

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3. Sherri Steele, Principal
4. Gaynell Phelps, Lead Instructional Coach
5. Sharon Davies, Parent
6. Megan Huffman, Parent