

**LEXINGTON CITY SCHOOLS**  
**(SCHOOL) TITLE I, PART A, PARENT & FAMILY ENGAGEMENT POLICY**  
**H. WADDELL ELEMENTARY SCHOOL**

**PART I: SCHOOL, PARENT & FAMILY ENGAGEMENT POLICY/PLAN COMPONENTS**

- A. H. Waddell Elementary School developed a written school Parent and Family Engagement Policy jointly with parents of children participating in Title I, Part A activities, services and programs. This policy is distributed to all parents of participating children and is made available to the local community by division web page. This Parent and Family Engagement Policy will be reviewed annually and updated as needed, or upon request, to meet the needs of parents, school, and changing legislation.
- B. H. Waddell Elementary School convenes an annual meeting in October of each school year to which all parents of participating children are invited and encouraged to attend, to inform parents of their school's participation in Title I, Part A and to explain the requirements of Title I, Part A and the right of the parents to be involved
- C. H. Waddell Elementary School offers flexible meetings in the following ways;
- *parent-teacher conferences are scheduled and published on the school calendar and website*
  - *individual parent conferences are scheduled when needed and upon request*
  - *Title I, Part A parent involvement meetings are scheduled in the Fall of each school year and upon request*
  - *a school Open House is scheduled in August/September of each school year*
  - *kindergarten registration/orientation is scheduled in the Spring of each school year*
- D. H. Waddell Elementary School involves parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A program, including the planning, review, and improvement of the school Parent and Family Engagement Policy, and the process of the school review and improvement, in the following ways;
- *an annual program evaluation is distributed to Title I, Part A parents to elicit parental input on the Title I, Part A program, including the school Parent and Family Engagement Policy, regarding areas of strength and areas in need of improvement*
  - *all Title I, Part A parents are invited to a parental involvement meeting in the Fall of each school year*
- E. H. Waddell Elementary School implements 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
    - attain English proficiency
    - achieve at high levels within a well-rounded education;
  - *H. Waddell Elementary School's ELL teacher meets parents upon registration and initiates a welcome session that encompasses a tour of the building, an overview of the school and ELL program, assistance with completion of required registration forms, an interview to determine any specific needs of the family and student, an*

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*invitation to upcoming important school dates and activities, and the establishment of parental communication preference (email, telephone, notes home). The ELL teacher follows up with parents within the first week of the student attending school.*

- *Parents of English Learners are encouraged to read with their children daily. They receive a daily bag with notes from the ELL teacher, along with books and study materials for the student to share with parents*
- *Communication is made frequently depending on student and family need, and on a weekly basis from the classroom teacher through a Monday student folder which parents sign and return*
- *Parents are encouraged to have their children participate in extracurricular activities, school/PTA sponsored events, tutoring and summer programs in the community with scholarships sought when necessary*
- *Parents are given information and encouraged to attend English lessons provided through community groups*
- *Translation services, including translation of documents and meetings, are provided by the ELL teacher and through local community services*

F. H. Waddell Elementary School provides parents of participating children:

(1) timely information about Title I programs:

- *on the school website*
- *by distribution of the Parent and Family Engagement Policies*
- *at the annual parent involvement meeting in the Fall of each school year*

(2) 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;

- *at the annual parent involvement meeting in the Fall of each school year*
- *through SOL tests and results*
- *through a link to the School Report Card provided on the school website*
- *through a link to SOL resources on the school website*
- *through the school handbook*

(3) 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 practicably possible, by:

- *parent-teacher conferences*
- *parent-teacher associations*
- *open communication between Title I staff and parents*

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- G. If the Title I, Part A grant and annual plan is not satisfactory to the parents of participating children, H. Waddell Elementary School will submit any parent comments on the plan when the school makes the plan available to the Lexington City School Board. In addition, if the Title I, Part A grant and annual plan is not satisfactory to the parents of participating children, Lexington City Schools will submit any parent comments with the application when the plan is submitted to the State.

**PART II: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

H. Waddell Elementary School developed a school-parent compact jointly with parents of children participating in Title I, Part A, activities, services, and programs that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- *H. Waddell Elementary School will 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; will provide parents with reports on their child's progress; will ensure parents have reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities; and will ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand*
- *Parents/Guardians will support their child's learning in the following ways: monitor attendance; make sure that homework is completed; express high expectations and offer praise and encouragement; volunteer, as appropriate and as needed; participate, as appropriate, in decisions relating to education; attend parent meetings, as able; promote positive use of student extracurricular time; stay informed about student education and communicate with the school by reading all notices and corresponding, as appropriate*
- *Students will share the responsibility to improve academic achievement and achieve the State's high standards in the following ways: complete homework assignments and ask for help when needed; attend school regularly and on time; give all notices and information from school to parents/guardians; show respect for school staff and peers; read with an adult often; use television wisely; use problem solving skills*

**BUILDING CAPACITY FOR PARENTS AND STAFF**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, H. Waddell Elementary School and Lexington City Schools:

- (1) provide assistance to parents in understanding State academic standards, how to monitor a child's progress, and work how to work with educators, in the following ways:
  - *through a link to the School Report Card on the school website*
  - *through links to SOL resources on the school website*
  - *through the school handbook*
  - *by scheduling parent-teacher conference(s)*
- (2) provide materials and training to help parents work with their children, such as literacy

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training and using technology, in the following ways:

- *through the district technology department*
  - *by scheduling an annual Title I, Part A parent involvement meeting*
  - *by access to curriculum and educational materials, upon request*
  - *by distribution of information related to workshops and conferences, upon request*
  - *through monthly Title I, Part A newsletters*
  - *through parent-teacher conference(s)*
  - *on the school and/or individual teacher websites*
  - *through weekly student folders*
- (3) provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement, in the following ways:
- *through monthly faculty/staff meetings*
  - *through parent-teacher associations*
  - *through professional in-service and conferences*
- (4) coordinate and integrate parent engagement programs and activities with other Federal, State and Local programs that encourage and support parent engagement, by:
- *parent-teacher conferences*
  - *parent-teacher associations*
  - *after-school tutoring, when requested and as available*
  - *literacy programs, supported by the public library system*
- (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, in the following ways:
- *through school and/or individual teacher websites*
  - *through the school calendar*
  - *through the school handbook*
  - *through assistance by the district ELL department*
  - *through local community resources*
  - *through weekly student folders*
- (6) arrange school meetings at a variety of times in order to maximize parental involvement, by:
- *emails and/or letters sent home to parents*
  - *telephone calls to parents*
  - *weekly student folders*

**PART III: ACCESSIBILITY**

H. Waddell Elementary School and Lexington City Schools, to the extent practicable, 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, through:

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- *ELL department*
- *community resources*
- *flexible meetings*
- *weekly student folders sent home*
- *monthly newsletters sent home*
- *school website and/or individual teacher websites*
- *school handbook*
- *parent-teacher conference(s)*

**PART IV: ADOPTION**

The H. Waddell Elementary School Parent and Family Engagement Policy/Procedures were developed/revised jointly with, and agreed upon with, parents of children participating in the Title I, Part A, program, as evidenced by meeting minutes. This Policy was adopted by the Lexington City School Board on May 7, 2007, and will be reviewed annually and revised as needed upon changing regulations and parent/staff need. Most recent revision date for this policy will be listed at the end of this document. The school district will distribute this policy to all parents of participating Title I, Part A children upon referral for Title I, Part A services. The Policy will also be available on the division website.

Adopted: May 7, 2007  
Revised: October 30, 2014  
May 25, 2016  
May 22, 2017  
May 14, 2018  
April 25, 2019  
July 2020  
April 2021  
April 2022