**W.S. Neal Elementary School**

**Eric Andrews– Principal**

**701 Williamson Street**

**Brewton, Alabama  36426**

**Phone (251) 867-7674**

August 7, 2020

Dear Parent,

Welcome to W.S. Neal Elementary School.  We are excited about working with your child this year. The impact of COVID-19 has brought many challenges to our community as both educators and parents. Normally, we would welcome you to visit or volunteer at Neal Elementary. Unfortunately this year, we will have to forego any visitors until further notice. We welcome you to meet with your child’s teacher virtually as you feel is needed.  We have two annual parent-teacher conferences, one during the fall and another during the spring. To our knowledge, both annual parent-teacher conferences will be held as scheduled. If that information changes, we will notify you.  At this time parent/teacher conferences are only being held virtually. If you would like to schedule a conference at any other time, please contact our office at 251-867-7674.

At this time, we are in the process of revising our Parent and Family Engagement Plan, the entire Continuous Improvement Plan and School-Parent Compact for the school year of 2020-2021.  Parents may review these documents on our website.  Copies of the plan and compact are also available for review in our Parent Resource Center. All parents are encouraged to offer suggestions regarding the revision of the plan. A Parent Advisory/Instructional Leadership Meeting for the approval of the updated Parent and Family Engagement Plan, Continuous Improvement Plan and School-Parent Compact will meet virtually in August. All parents are invited to attend and make suggestions.  Information regarding date and time will be sent home after the first week of school.

The LEA Parent Involvement Policy/Plan and the LEA Title I Plan are also being revised.  Copies are located in the W.S. Neal Elementary Parent Resource Center, at the Atmore County Office, Brewton County Office and the county web-site, (www.escambiak12.net). We are also in the process of allocating our Parent Involvement funds for the 2020-2021 school year. A copy of the materials and supplies that the Instructional Leadership Team has approved is available upon request. If you have any suggestions or questions, please contact W.S. Neal Elementary School at 251-867-7674. Additionally, curriculum and assessment information is available on the district and school website for parents to view.

Upon the completion of our Continuous Improvement Plan, the approved copy will be made available on our website and at the school. If you still have concerns, they may be addressed in writing to the school.  At that time the school will submit your concerns to the Escambia County Board of Education.

In an effort to serve you better, we have a Parent Resource Center that will be open every school day from 8:00 a.m. to 3:00 p.m. once COVID-19 restrictions have been lifted and during Parental Involvement meetings, parent-teacher conferences, and workshops. Materials such as pamphlets, parent videos, curriculum/ assessment information, and various other items are available for checkout by parents to assist their child/children at home. Additionally, parents that visit the Parent Resource Center can use a computer/printer to access the county’s Parent Portal and view their child’s grades and other information.

Sincerely,

Tonya Ragan, M.S.

Parent Liaison