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**Parent Resource Center Report to SEAC  
January 15, 2021**

The Anne R. Lipnick Special Education Family Resource Center, also known as the Parent Resource Center or the PRC, is located in Room 134 of the Minnie Howard Campus of T.C. Williams High School, 3801 W. Braddock Road, Alexandria, VA 22302. The Parent Resource Center is open every school day from 8:30-3:30. The PRC offers the following services, at no cost, to anyone who lives, works or goes to school in the City of Alexandria:

- A lending library with over 500 books and DVDs on a variety of disabilities and parenting issues;
- A list of service providers in the community, such as speech therapists, math tutors and respite care providers;
- Support groups for parents, titled *Monthly Conversations*;
- A workshops series for parents on various disabilities and general parenting topics;
- Individual confidential consultations to help parents understand their child's special education services and to support them with the challenges of raising a child with a disability or learning difference.

While school buildings remain closed, the Parent Resource Center at Minnie Howard is also closed, but PRC staff continue to offer services to parents, staff and members of the Alexandria community. The following is a summary of Parent Resource Center activity for the months of December, 2020, and early January, 2021.

**I. PRC Contacts:**

- A.** For PRC data recording purposes, a "contact" has traditionally been communication **initiated** by a parent, staff member or community member with the PRC, either by phone, email or in-person meeting.
- B.** In September, 2018, The Virginia Department of Education expanded its definition of "contact" to also include communication initiated by PRC staff to individual parents, ACPS staff or members of the Alexandria Community. Consequently, numbers of

contacts increased significantly over that of previous years, reflecting this change. However, in November, 2019, the DOE provided additional guidelines regarding PRC data collection. Specifically, when PRC staff initiate email contact to multiple recipients via a single email, the DOE counts this as a single contact, whereas formerly, it was counted it as multiple contacts. This change, too, will again alter the numbers of PRC contacts by decreasing them significantly.

**C. Comparison of PRC use for 2013-2014 through 2018-2019 School Years**

MONTH	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
August	6 (PRC opened 8/19)	15 (PRC opened 8/15). Includes data from summer	49 (PRC opened 8/21). Includes data from summer	54 (PRC opened 8/22). Includes data from summer	70 (PRC opened 8/4). includes data from summer	128 (PRC opened 8/6). includes data from summer	349 (PRC opened 8/5). Includes data from summer	272 (PRC opened 8/3). Includes data from summer
September	16	78	139	91	90	290	620	373
October	18	108	136	119	168	375	936	460
November	12	124	139	149	152	179	621	327
December	28	63	70	87	93	163	339	282
January	79	189	98	172	202	568	500	
February	60	102	130	152	188	617	487	
March	61	112	124	181	138	804	160 (Mar. 1-13)	
April	79	91	125	127	213	261	No data collected	
May	79	100	62	149	186	566	No data collected	
June	46 (PRC closed for summer 6/23 with the end of the school year)	114 (PRC closed for summer 6/22 with the end of the school year )	69 (data is through 6/24 and the end of the school year)	66 (data is through 6/22 and the end of the school year)	79 (data is through 6/20 and the end of the school year)	207 (data is through 6/20 and the end of the school year)	No data collected	
<b>TOTALS</b>	<b>484</b>	<b>1096</b>	<b>1141</b>	<b>1347</b>	<b>1579</b>	<b>4194</b>	<b>4012</b>	
<b>Percentage Change</b>		<b>+126.4%</b>	<b>+4.1%</b>	<b>+18.1%</b>	<b>+17.2%</b>	<b>+165.6%</b>	<b>-4.34%</b>	

**D.** Contact data for December: parents (129), students (2), ACPS staff (132), community members (19). There were no in-person contacts due to building closure.

**E.** Top disability areas for December: ASD (10), OHI (9), ADD (6), Speech (6), LD (4), ED (3)

- F. Top reasons for contacting PRC in December: PRC resources (70), workshops (34), community resources (19), IEP/504 (18), strategies (12).
- A. Family Engagement Workshops
- a. During normal school years, ACPS staff members are welcome and encouraged to attend workshops. Each workshop in the Family Engagement series is built into PLMS as course 15152, and staff can receive re-certification points for attending.
  - b. All ACPS workshops are free, but registration is required, for planning purposes. Workshops may be cancelled for insufficient registration.
  - c. PRC staff members have consulted with PRC staff in Arlington, Fairfax, Stafford, Loudoun and Prince William to see if ACPS PRC cancellation policies were in concert with those of other Northern Virginia PRCs. Each PRC concurs: if a workshop is being presented by an in-house, school division staff member, the workshop will go forward, even if only one person has registered. However, there must be a minimum of ten registrants for a workshop to go forward, where there is an outside presenter. Workshops will be cancelled 48 hours prior to the workshop, if there is insufficient enrollment by that time.
  - d. During 2020-2021, all workshops will be presented in a virtual format. The first several were presented in collaboration with FACE. All workshops from November 18 forward will be presented independent of FACE. The workshops will be recorded and archived, so that people who miss the original presentation may view it later.
  - e. Due to the uncertain nature of the 2020-2021 school year, PRC staff will plan workshops on a quarterly basis, rather than planning out the entire year all at once.
  - f. Data about the number of parents using the services of an interpreter is not available for the webinars. However, the webinars are set up so that Spanish, Amharic and Arabic interpreters automatically provide interpretation for any parent who needs it during the webinar.
  - g. It is not possible to collect data evaluating the workshops in the webinar format.
  - h. There are four additional workshops planned through early February, including:
    1. *What to Do When Your Child Worries*, Jan. 19
    2. *When Your Child has a Developmental Delay*, Jan. 21
    3. *Coping Strategies for Anxious Teens*, Jan. 27
    4. *A Family Approach to Digital Well Being*, Feb. 3

### **III. Raising Awareness of PRC/Community Outreach**

- a. 1/15 webinar training (JGR,CPD)

### **IV. Support Groups, Pop Up PRCs, and PRC Office Hours**

- a. The support groups have been rebranded as “Monthly Conversations.”
- b. PRC staff have offered no *Monthly Conversations*, PRC Pop-Ups or PRC Office Hours since the schools shut down in March. PRC staff do not view Zoom as a vehicle suited to maintaining the confidentiality required.

### **V. Library**

Forty-one books or DVDs were borrowed in 2019-2020. The PRC library is currently closed due to school building closure.

### **VI. Shine Your Light Book Club**

In conjunction with Ms. Gross, the Minnie Howard Librarian, Dr. Davis is offering the *Shine Your Light Book Club* to all interested Titans. The virtual club began with *Unbroken: 13 Stories Starring Disabled Teens* by Marieke Nijkamp. The first book club meeting was Oct. 14, with one student attending. The second meeting on Oct. 28 also had one student attending, with the student from the first meeting returning. Book club meetings will resume again in the Spring.

### **VI. Facebook and Twitter**

Parents are encouraged to “like” the PRC Facebook page found at *The Anne R. Lipnick Special Education Parent Resource Center*. The PRC had 650 Facebook subscribers in December. Twitter numbers were 105 for December (Learnwiththe PRC). Beginning the first week of March, 2019, the PRC implemented a new initiative called *Terminology Tuesdays*. The purpose of the initiative is to poll parents for troubling terminology used in the field of Special Education and define the terms in a practical way to increase understanding, comfort and utilization.

### **VII. Mail Chimp**

The PRC uses Mail Chimp as a means of distributing information about PRC and community events, usually on a weekly basis, at a minimum. People receiving PRC mailings through Mail Chimp have the option of unsubscribing. In December, there were 1597. The PRC Mail Chimp list has been merged with the account sponsored by the ACPS School Division, because it was approaching the 2000 member limit. As a result of the merger, the Mail Chimp list will continue to send messages without interruption.

### **VIII. PRC Webpage**

Schools will be able to use the resources listed on the PRC webpage when planning Disability History Awareness Month activities in October. The website is regularly updated to reflect new information and resources. In addition, the calendar reflects all PRC activities. There were 433 viewings of the PRC webpage in December.

### **IX. Other Technology**

The PRC intake form has now been converted to an electronic form housed on the Google drive. As a result, PRC team members and visitors to the PRC will have the ease of using a laptop to complete the form in a paperless format, increase efficiency, and maximize resources to collect and analyze the data required by the Virginia Department of Education. The launch and implementation of this tool began on Nov. 1, 2018. To date, the Google drive houses cumulative data representing all intake forms.

### **X. Virtual Plus Hotline**

PRC staff are assisting with the ACPS Virtual Plus Helpline. During December, there were over 99 contacts regarding the Virtual Plus Hotline, either from parents contacting the Helpline, or from staff providing information about Virtual Plus Helpline campaigns. This included things like helping parents complete the Family Choice form needed with regard to planning for school reopening.