

## Title I Parent and Family Engagement Plan

I, Dianne Dwyer, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

The LEA shall ensure that the LEA and each Title I school has a written PFEP that (a) was jointly developed and agreed upon with parents; (b) is updated periodically; and (c) is distributed to parents of Title I students and made available to the local community. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall include the components as described in section 1116. The LEA must ensure that Title I, Part A funds reserved are used to carry out the activities and strategies in the PFEP as outlined in section 1116(3(D)(i - v).

The LEA shall ensure that Title I schools convene an annual parent meeting; offer a flexible number of meetings; involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the programs; and provide parents with timely information about programs, a description of curriculum, forms of the academic assessment used to measure student progress, the expected proficiency students are expected to meet, opportunities to provide input on their child's education and ensure that parents are involved in the decisions regarding how the set-aside is allotted for parent and family engagement.

The LEA shall ensure that each participating school, in conjunction with the parents of participating students, has jointly developed a school-parent compact that describes the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment; addresses the importance of ongoing communication between teachers and parents; describes the ways in which each parent will be responsible for supporting their child's learning; and is discussed with parents of elementary aged students.

The LEA shall, provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. Additionally, all LEAs are required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their right to know the professional qualifications of their student's classroom teachers and paraprofessionals.

ESEA Sections 1116(a)(2)(D), 1116(b), 1116(c), 1116(d), 1116(f), 1112(e)(3)(C), 1112(e)(4), 1116(a)(2)(B), 1116(h), 1112(e)(3), 1112 (e)(1)(B)(ii).

*Dianne Dwyer*

Signature of Principal or Designee

*6-2-20*

Date Signed

**APPROVED**

## Title I Parent and Family Engagement Plan

### Mission Statement - Parent and family engagement Mission Statement (Optional) Response:

Umatilla Elementary School, along with families and the community, will strive to help each student achieve educational accomplishments through motivating instruction, successful learning experiences, and a safe and orderly environment. By providing high expectations and opportunities for success, students will be able to reach their academic goals. We understand that active participation by parents and families will help students in their academic achievement.

### Involvement of Parents and Families

Describe how the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used.---

Response:

Umatilla Elementary School believes in involving parents/families in our Title I programs. The SAC has the responsibility of developing, implementing, and evaluating school level plans, including the SIP and PFEP, Title I Plan/Budget, Parental Involvement Plan/Budget, and the School Compact. Parents represent at least 50% of SAC membership. The members of the SAC are elected upon by peers (faculty, staff, and parents). Parents are given the opportunity to review the plan and offer their input prior to approval. For the PFEP, all parents are given the opportunity to complete surveys at the end of the school year that will give their input in activities, trainings, and materials that are needed to help students. Minutes, agendas, sign-in sheets, advertisements are used as documentation of parent input. Parents will be notified of SAC meetings through school newsletter, weekly call-outs, website, marquee, and Facebook

**Coordination and Integration** -Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI.

count	Program	Coordination
1	IX, Homeless	Umatilla Elementary School works with the Homeless Liaison as well as the student services department to see that parents of homeless students have opportunities to participate in family engagement programs and activities.
2	Head Start	Towards the end of the school year, a Kindergarten Round-Up is held to provide information, early registration and screenings to incoming kindergarten students.
3	Individuals with Disabilities Education Act (IDEA)	To discuss support that could be provided by Title I during the development of a student's IEP.
4	Title III	The ELL teacher assistant works with ELL students and also serves as a liaison between school and home and often serves as a translator. Teachers at Umatilla Elementary School are also ESOL

## Title I Parent and Family Engagement Plan

		certified. Rosetta Stone is also use for qualifying ELL students.
5	Title I C, Migrant	This program promotes the coordination of educational and support services including timely transfer of academic records. This program helps to ensure migrant students to not face additional educational challenges due to the differences in academic standards throughout the country.

### Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents about the school's Title I program, the nature of the Title I program, Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity.

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Create agenda, handouts and/or PowerPoint presentation to share Title I plans and budget	CRT/FSL	September	Copies of agenda, handouts/PPT, and meeting minutes
2	Create and send out invitations and notice of meeting date/time	CRT/FSL	September	Copy of flyer, newsletter and/or invitation
3	Advertise the meeting	CRT/FSL	September	Advertisement sent home in student newsletter, post on school marquee, school website, and include in weekly call-out
4	Prepare sign-in sheets for the meeting	CRT/FSL	September	Sign-in sheets from the meeting
5	Maintain documentation	CRT/FSL	September	Documentation will be kept in the CRT or FSL's office

### Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening and different days of the week. The school may provide with Title I funds, transportation, childcare, or home visits, as such services relate to parent and family engagement. Response:

## Title I Parent and Family Engagement Plan

Our Annual Title I meeting will be held in the evening. If requested, we will hold another meeting during the school day to accommodate parents who work during the evening time. The meeting will be advertised on the school marquee, website, newsletter, and weekly call-out. Teachers participate in parent/teacher conferences that offer a variety of days/times to accommodate parent schedules. If a parent is not able to meet in person, a telephone conference will be set up. Our Family Engagement Center will be open during the school days as well as during event meetings and events; such as report card nights, SAC, APT, family events. Title I funds will be used to provide materials, supplies, and food for parent/family meetings and workshops.

### Building Capacity

Describe how the school will implement parent and family involvement activities that are designed to improve student academic achievement and school performance. Describe how the activities will support a partnership among the school, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher/ Curriculum Night	All instructional staff	Students and parents will meet their teacher and get information about the curriculum, compacts, and student expectations	August 2020	Sing-in sheets, advertisement, website
2	Title I Annual Meeting	CRT, FSL, Principal	Increase opportunities for family involvement by describing academic events that our school will be able to have this year with the help of Title I funds. These events will bring families together with the purpose of being actively involved in their child's education	August 2020	Sign-in sheets, flyer, agenda, handouts, increase in percentage of family participation
3	Donuts with Grown-ups	FSL	Increase opportunities for family involvement by highlighting the importance of family members being actively involved in their child's education	September 2020	Sing-in sheets, flyer, agenda, handouts, increase family participation at school
4	School Newsletter	Principal, School Secretary, FSL	Increase opportunities for family involvement and awareness of monthly happenings	Monthly	Post on website, offer in other languages, increase family participation at school
5	Telephone Call-outs	Principal	Improve communication	Weekly	Increase family participation at school

## Title I Parent and Family Engagement Plan

6	Weekly Food Backpacks	School Clerk	Improve communication	Weekly	Increase school grades and family participation
7	Report Card Nights, Parent Conferences	Teachers	Improve grades	Fall 2020 Spring 2021	Sing-in sheets, advertisement, update website, improve school grades
8	STEAM Night	STEAM Teacher, FSL, CRT, teachers	Improve grades, opportunity for family involvement	Winter 2021	Sign-in sheets, flyer, agenda, handouts, improve school grades
9	Kindergarten Round-Up	CRT, FSL, Principal, Clerk, KG teachers	Improve communication and family involvement	April 2021	Sign-in sheets, flyer, agenda, handouts, increase family participation at school
10	Family Engagement Center & Teacher Prescription Pad	FSL	Improve grades	August-May	Sign-in sheets, check-out sheets, improve grades

### Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents 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 [Section 1118(e)(3)].

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	FSL Training	Title I	Improved student achievement	Every other month	Increased parent participation at school, agendas, handouts
2	Staff Training	Title I	School staff trained to involve families and reach out to them	Annually	Increase family participation, sing-in sheet

### Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

**Response:**

## Title I Parent and Family Engagement Plan

The Family School Liaison will be available in our Family Engagement Center to help families check out materials to help their child at home. Through the use of the “teacher prescription pad”, the FSL will be able to better serve the family/student with materials suitable for the struggling area(s). The Family Engagement Center will be available during the school day and during evening meetings such as with SAC and APT meetings.

### Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- 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 [Section 1118(c)(4)(C)]; and
- If the school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

### Response:

Umatilla Elementary School will hold an annual Title I meeting at the beginning of the school year. At this meeting, we will explain to families what Title I is, how it works, and the services/resources available through Title I (for students and families). This meeting will be advertised in the school newsletter, school marquee, weekly call-out, school website and school Facebook page. Sign-in sheets, copies of handouts/PowerPoint, and meeting minutes will be kept in the CRT or FSL's office.

During “Meet the Teacher/Curriculum Night”; families will be given information regarding school policies, procedures, curriculum, assessments, and expectations. Teachers will follow the district blueprints and they will also collect data through i-Ready and content area tests will help determine classroom instruction. Families are provided with their students grades through Skyward. Families and students who are served through the ESE program, ESOL program, and MTSS Tier 3 are invited to attend meetings, an invitation is sent home with the students.

Each grade level will offer two report card nights per a school year. Teachers and administrators will be available to meet with families at these meetings, or in addition to these meetings. If families are unable to attend in person, a telephone conference is scheduled. Sign-in sheets and conference forms will be kept.



## Title I Parent and Family Engagement Plan

### Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

#### Response:

Families are provided with opportunities to be involved in their child's education throughout the school year. Opportunities include involvement and participation in our Meet the Teacher/Curriculum Night, Report Card Conferences, STEAM Night, SAC meetings, APT meetings. Translators for Spanish speaking families are available at these times.

Through our Family Engagement Center, computers/iPad will be available for families to check out so that students and families will have access to programs at home.

For families of students with special needs/disabilities, and students in the ESOL program, will be notified in writing of meetings for their child.

In general, family notifications are provided via school newsletter, school website, school marquee, school call-outs, Facebook, and letters/forms sent home with students. Notifications can be made available in Spanish.

If families are unable to attend any meeting about family involvement, copies of the handouts are available at the school. Copies of the School Improvement Plan and Family Engagement Plan will be available in the office for families to view. Families of students with disabilities will be notified of meetings in writing in compliance with ESE guidelines.

### Discretionary Activities - Discretionary School Level Parent and family engagement Policy

Components: Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing family involvement	Conferences are offered at a variety of times. Discussion about student academic progress, testing, and grades	Teachers	Student and families have a better understanding of grades, academic testing and data	Twice per school year

## Title I Parent and Family Engagement Plan

**Please make sure to upload in Good Image the following documents as evidence:**

- Flyer/Invitation for family and parent input
- Meeting Agenda
- Meeting minutes – showing input in the development of your PFEP and compact.
- Meeting sign-in sheet
- Copy of Family-School Compact

### Evaluation of the previous year's Parent and Family Engagement Plan **Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet the Teacher/ Curriculum Night	1	1993	Students and families meet their teacher, get information about the curriculum and student expectations
2	Annual Title I Meeting	1	36	Increase the opportunity and desire for family engagement. Share specifics of our Title I Plan and budget.
3	Donuts with Grown-ups	1	869	Increase the opportunity and desire for family engagement. Families showing support for their child's academic success.
4	Food Backpack Program	27	540	By ensuring that each student has something to eat over the weekend. It reduces family stress and increases the desire to participate in school.
5	Report Card Nights	1	565	Parents met with teachers to discuss their child's progress and ways they can work with the school to increase achievement.
6	STEAM Night	1	168	Students and families worked together at various stations to complete projects and participate in activities that involve Science, Technology, Engineering, Art, and Math
7	Family Engagement Center	All Year	35	Families are able to check out materials to help them work with their



## Title I Parent and Family Engagement Plan

				child at home with academic area(s) that are in need of improvement.
8	3 <sup>rd</sup> Grade Reading Night	1	50	Families enjoyed books and reading activities provided by teachers. Families could then use these strategies at home to help their child.
9	Spring Festival	1	402	Teachers across all grade levels had booths where families could participate in activities by working together. Increases the opportunity for family involvement.

### Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Family Engagement PD	1	80	Improve ways in which we communicate with families and help to understand different family situations. Improve student academics and family engagement.

### Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (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) [Section 1118(a)(E)].

## Title I Parent and Family Engagement Plan

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Economically disadvantaged families lack transportation	Offer transportation when families indicate a need
2	Students may not be aware of family engagement events	Advertise family engagement events on the morning news and have teachers talk about events in class.
3	Students and families are not motivated to attend family engagement events	Advertise the type of food to be served
4	Language barriers	Send home communication in English and Spanish when possible. Our FSL is available to contact Spanish speaking families to relay messages from teachers about academics, attendance, etc.

### Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity