

Woodward Avenue Elementary Title I, Part A Parent & Family Engagement Plan (PFEP).

I, Carlos M. Scott, 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 school will be governed by the statutory definition of parent and family engagement, and will carryout programs, activities, and procedures in accordance with the definition:
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community;
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement plan and the joint development of the schoolwide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's parent and family engagement plan;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.


Signature of Principal or Designee

10-1-2018
Date Signed

Mission Statement

Parent & Family Engagement Mission Statement (Optional)

Response: We believe that each child is special. We guide our students to love learning, cooperate with each other, and respect themselves.

Involvement of Parents

Describe how the school will involve parents 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: Parents at Woodward Avenue Elementary will engage in the decision-making, planning, and review process of how funds are used for Title I programs through the School Advisory Council. Woodward's School Advisory Council consists of parents, teachers, support staff, administration, and community members. School Advisory Council membership is decided through a voting process. Members are elected to serve a one or two-year term. Members of the School Advisory Council vote on the development of the Title I Parent & Family Engagement Plan. Input of meeting proceedings are documented through recorded minutes which are voted on and approved by School Advisory Council membership.

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	VPK	VPK works with Woodward's school staff to coordinate transition plans for students entering Kindergarten.
2	Title I, Part A	Tutoring services will be provided after school, supplemental materials and supplies will be used to close the achievement gap between groups of students, and supplemental funds will be allocated for on-going professional development for faculty and staff as determined by district/state assessment data.
3	IDEA	Additional instructional support including accommodations and modifications provided by the school will be discussed with parents during the development of students' Individualized Education Plans.
4	Title I, Part C	Parent support is offered through migrant services such as translation and food assistance programs. Academic assistance through credit accrual/recovery, tutoring, and summer school is provided.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), 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	Identify Annual Title I meeting dates, times, and activities.	Principal and School Advisory Council	August 7, 2018	Dates and times listed on school calendar, website, and marquee. Event flyers were created, and copies will be provided for parents and families.

2	Prepare Title I Meeting agenda and brochures.	Principal	September 2018	Copies of agendas and brochures will be filed in Title I records as evidence.
3	Share Open House/Title I Meeting plans with faculty and staff.	Principal and Assistant Principal	August-September 2018	Faculty meeting agendas/minutes Lead Collaborators' Meeting agendas/minutes August 2018 SAC agenda/minutes
4	Host/Facilitate Annual Title I Parent Meeting	Principal	September 12, 2018 October 22, 2018 (Parent Expo)	Copies of program agenda, Parent Sign-in Sheets, Copies of Title I brochures, Photos

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parent and family engagement.

Response: Parent meetings at Woodward Avenue Elementary will be scheduled at various times before, during, and after school to accommodate the needs of our families. Parent-Teachers conferences will take place in teachers' classrooms and in the principal's conference room when necessary. Woodward Avenue Elementary will host different academic events for all parents and families to attend including Literacy Night, Math Night, Science Night, and Technology Night.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, 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-introductions of students and families to classroom teachers, administration, and guidance.	Administration, Faculty and Staff	This time will help students and families to establish a relationship with caring adults on campus.	August 2018	Sign-in Sheets, Climate Surveys
2	Kindergarten Orientation	Administration	Time for Kindergarten parents to meet their child's teacher and tour the campus.	August 2018	Sign-in Sheets Climate Surveys
3	School's Website, Classroom Websites, ConnectEd Messages, Flyers, and other handouts	Administration, Faculty and Staff	These methods will help improve school to home communication and will impact student academic success.	On-going	Parent Feedback

4	Open House Celebration	Administration, Faculty and Staff	This event will help introduce parents and families to the school and classroom policies and will help build rapport ultimately impacting academic success.	September 2018	Sign-in Sheets Climate Surveys Agendas
5	Family Nights (Math, Literacy, Technology Night, Boo Breakfast, Parent Expo, Movie Nights, School Spirit Nights, Snow Day)	Administration, Faculty and Staff PTA	Activities and events scheduled will provide opportunities for parents to experience subject area curriculum to help improve student academic success.	On-going	Sign-in Sheets, Parent Feedback, Surveys
6	SAC Training	SAC Chair, Administration	This activity will increase parents' knowledge of academic expectations and foster parent/school partnerships that will help improve academic success.	Fall 2018	SAC Minutes, SAC Sign-in Sheets
7	Portfolio Reviews	Administration, Select Faculty	This activity will help families understand their students' growth throughout the year and improve academic success.	End of School Year	Sign-Sheets, Parent Feedback

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 and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Business Partner Training	Administration	Faculty will gain knowledge in how to build ties between parents and school using business partners to positively impact student achievement.	October 2018 Nov 2018	Sign-in Sheets, Agendas
2	Volunteer Training – Faculty, Staff, and the SAC will be trained on working with parents and volunteers.	Volunteer Coordinator/ Business Partner Coordinator	Using volunteers to enhance learning will have a positive impact on student achievement.	August	Sign-Sheets, Agenda

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more fully participating in the education of their children.

Response: Woodward Avenue Elementary utilizes a Parent Liaison and our School Leadership Team to increase parental involvement. We house an extensive library with books, DVD's, and magazines to encourage parental engagement within the school and activities, skills, and strategies families can implement at home. Parent participation is promoted at all events held on campus throughout the school year. Food items, shoes, clothes, and school supplies to have on hand for families in need.

Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- 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;
- 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
- If the schoolwide program plan 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.

Response: Parents and families of students at Woodward Avenue Elementary will be provided information about Title I programs using a variety of communication techniques including weekly ConnectEd messages, flyers, parent-teacher conferences, website news bulletins, and school marquee messages. Information will be shared with families weekly, monthly, or as needed. Woodward's administration will monitor the effectiveness of communication through the 5Essentials Survey and parent feedback. Woodward's Parent Involvement Activities List will be posted on the school's website, school bulletin board, and copies will be available in the Main Office and in the Parent Resource Center.

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.

Response: All parents and families of Woodward Avenue Elementary students are provided detailed information about planned family involvement opportunities. Parents and families are encouraged to take part in school activities using a variety of communication tools including text messages, phone messages, flyers, social media announcements, verbal conversations by faculty, staff, and administration. Information is provided in both English and Spanish. Translators are accessible on site. Woodward's Parent Involvement Activities List and the Parent-School Compact are made available to parents in person, on the school's website, Parent Liaison Office, Main Office, and at School Advisory Council meetings.

Discretionary Activities

Discretionary School Level parent and family engagement plan 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	Providing necessary literacy training for parents from Title I Part A funds, if the LEA has exhausted all other reasonably available sources of funding for the training [Section 1118(e)(7);	Parents to Kids – provides literacy training to parents to help their children learn to read.	Academic Coaches, Administration	Increase reading scores	Fall
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e) (10);	Provide a variety of meeting times to allow flexibility for parent meetings and activities.	Faculty and Staff Administration	Increase all academic areas and parent participation	On-going
3	Adopting and implementing model approaches to improving parental involvement [Section 1118(e) (11);	Family Resources – allows parents and families to use the resources as tools to help increase reading, writing, math, science, social studies, study habits, and behaviors.	Administration, Volunteer Coordinator	Increase all academic areas and parent participation	Fall
4	Developing appropriate roles for community-based organizations and businesses including faith-based organizations in parental involvement activities [Section 1118(e) (13)	Volunteer and Business Partner Training – this training allows all involved to know and understand the rules and procedures when working with volunteers and business partners.	Administration	Increase all academic areas and parent participation	Fall

Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan.

Please upload into SharePoint and keep copies for our records.

Upload Parent-School Compact

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload into SharePoint and keep copies for your records.

2018-2019

Upload Evidence of Parent and family engagement in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload into SharePoint and keep copies for your records.

Evaluation of the previous year's Parental & 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. 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	Annual Title I Parent Meeting	2	47	Reviewed what Title I is, shared how Title I funds are determined/awarded to schools, and provided information to parents about the resources available within our school.
2	Meet the Teacher	1	321	Designed to allow for introductions between classroom teachers, parents, and students. Helped to build rapport between families and teachers.
3	Boo Hoo Breakfast	1	38	Opportunity for new Kindergarten students and parents to network with Administration and learn about the school.
4	Math Nights, Parent Expo, Family Movie Nights, Literacy Night	5	478	Allowed parents to learn about curriculum information and to engage in an extension of classroom activities their students have experienced.

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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Volunteer Training with faculty, staff, and SAC members	4	142	Using volunteers to enhance learning will have a positive impact on student achievement,
2	Family Friendly Schools	2	87	Information/strategies on how to build relationships between the school and the families and students served

3	Business Partner Training	2	64	Teachers and staff will gain knowledge in how to build ties between parents and schools using business partners.
---	---------------------------	---	----	--

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 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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents & Family's work schedules	Host meetings and extracurricular activities at a variety of times to allow for more participation.
2	Transportation	Provide opportunities to meet with parents at pickup and drop off areas when on campus.
3	Language Barriers	Provide copies of communication documents and flyers in Spanish. Identify Spanish-speaking faculty members to help communicate to parents about upcoming events and activities.
4		

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
1	Breakfast Bytes with the Principal	Hosted each Tuesday during the month of February to allow parents and families to eat breakfast with the Principal while completing an online 5Essentials Survey.
2	Grandparents' Day	Annual program developed to recognize grandparents and the contributions they make that impact student success.
3	Parent Expo	More than one hundred parents and families were engaged in learning activities designed to increase their awareness of Math and ELA standards and Technology programs available to their students.

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.