

Northwest Elementary School

Parent and Family Engagement Plan

I, Marie Brainard, 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 carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- 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 [Section 1118(b)(1) and (c)(3)];
- 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 [Section 1118 (b)(1)];
- 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 under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parent and family engagement plan [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- 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 [Section 1111(h)(6)(B)(i)];
- 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 within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; 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 [Section (h)(6)(A)].


Signature of Principal or Designee


Date Signed

Mission Statement

Parent and Family Engagement Mission Statement (Optional)

The Northwest School Community is dedicated to building relationships that encourage the development of academic success, emotional intelligence, critical thinking and strong, caring citizens in a safe learning environment.

The Parent Involvement Mission is for parents to participate in events and utilize resources provided to ensure student success.

Engagement 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Northwest Elementary believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC), PTA, and parent conferences. More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and the Title I Parental Family Engagement Plan (PFEP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC and PTA meetings, parent training sessions and parent conferences.

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 [Section 1118(e)(4)].

count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP.
	VPK	Northwest Elementary and the VPK office will work together to coordinated transition programs for students entering the regular public school program. Activities may include: coordinating meetings with parents, VPK teachers,

2	Kindergarten transition	and kindergarten teachers to discuss specific learning needs of students, joint parent meetings to discuss transitioning, etc. The school provides families with informational sessions to successfully make the transition during the Kindergarten Round Up in January 2021 and a NWES Orientation in May 2021
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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 [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Maintain documentation	Principal and Assistant Principal	August 2020	Title I audit box housed in Principal's office and documentation will be uploaded to electronic audit box
2	Stand Alone Annual Title I Parent Meeting	Assistant Principal	August 7 & 10, 2020	Agendas and sign-in sheets
3	Create sign-in sheets	Assistant Principal	August, 2020	Sign-in sheets for meeting and individual classrooms
4	Advertise/publicize event	Principal and Assistant Principal	May-August, 2020	School Messenger messages, school marquee, and posting on school website
5	Develop and disseminate invitations	Principal, teachers, and Assistant Principal	May-August, 2020	Flyer with date of dissemination and posting on school website
6	Develop agenda, handouts, and/or presentation materials that address the required components	Principal and Assistant Principal	August, 2020	Copies of agendas, PowerPoint presentation, and handouts

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 parental involvement [Section 1118(c)(2)].

Northwest Elementary School seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. We offer evening events throughout the year. We survey parents through the Title I Parent survey, AdvancEd survey and by the feedback slips at the end of each event. We make adjustments to training session days of week and times based on parent input.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent and family activities, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Annual Title I Meeting and Open House	Principal and Assistant Principal	Assist parents and students with school-wide and classroom expectations so that their child(ren) will be successful during and after school.	August 7/10, 2020	Sign-in sheets, handouts, agendas, and presentation materials
2	Report card recognition assemblies	Administration and classroom teachers	Each grading period we will hold recognition assemblies for 3 rd , 4 th and 5 th grades (separately) to celebrate student achievement: most progress, perfect attendance, Honor Roll and Principal's list.		Sign in sheets
3	PBIS Night	Principal and Assistant Principal, PBIS team	Parents will have the opportunity to meet with principal to discuss school issues and work towards improving school culture. Sessions topics will include highest student achievement, making learning gains in math, science and reading	September 2020	Sign-in sheets, handouts, agendas, and presentation materials
4	Curriculum/ Literacy Night	Principal and Assistant Principal, Literacy Team	Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement in literacy across all content areas to support 100% gains on ELA FSA	October 2020	Sign-in sheets, handouts, agendas, and presentation materials
5	Kindergarten Round Up	Principal, Assistant Principal, Kindergarten teachers, Community Involvement Assistant	Parents will be provided information about Kindergarten curriculum	January 2021	Sign in sheets, agenda, power point
6	Curriculum/ Math Night	Principal and Assistant Principal, Math Team	Parents will be provided with content specific sessions, aligned with FL	February 2021	Sign-in sheets, handouts,

			standards, identifying strategies they can use at home to promote highest student achievement in mathematics across all content areas to support 100% gains on Math FSA		agendas, and presentation materials
7	Curriculum/ Science Night	Principal, Assistant Principal, Science team	Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement in science across all content areas to support proficiency on the Science SSA.	March 2021	Sign-in sheets, handouts, agendas, and presentation materials
8	SAC /PTA meetings	Principal, Assistant Principal, SAC/PTA members	SAC/PTA members provide input and feedback for school improvement and initiatives. They also communicate meeting outcomes via their meetings and Facebook.	September 2020 October 2020 January 2021 February 2021	Sign in sheets, agenda minutes and power points
9	Commitment to Character luncheons	School Counselor, Community/Family Liaison	Parents are invited to a C2C Luncheon when their child has been chosen as the C2C Student of the month for their class.	September 2020 thru May 2021	Sign in sheets
10	Kindergarten Orientation	Principal, Assistant Principal, Kindergarten teachers, Community Involvement Assistant	Parents are invited to learn about NWES and a day in the life of a kindergartener.	May 2021	Sign in sheets, agenda, power point, materials, back packs with supplies

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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 count and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
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1	Staff PLC	Principal/Assistant Principal, MTSS Coach/Teacher Leaders	Improve the ability of staff to work effectively with parents: CRT, Trauma Informed Care	August 2020	Presentations, meeting agendas
2	Grade level PLCs	Principal/Assistant Principal, MTSS Coach/Teacher Leaders/District Content Coaches	Work within cross content teams to identify students strengths and areas of support and reach out to parents to work with them to support their children throughout the year	August 2020-May 2021	Cross Content Weekly meeting agendas
3	Staff SIP teams/grade level PLCs	Principal/Assistant Principal, MTSS Coach/SIP goal managers	Provide background knowledge on student population, collaborate on school wide routines and processes	Aug. 2020-May 2021	Teacher/Parent/Administration observations and meeting

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)].

Northwest Elementary will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. Furthermore, Azalea Middle will inform parents regarding the Parent Resource Center provided at the Title I Center. School staff will attend extracurricular events on the weekends to promote positive parent-student-teacher communication

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 schoolwide 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)].

Northwest Elementary School will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, email and the school website. At the Annual Title I Meeting/Open House, information about our NWES Title I program, curriculum, and academic assessments will be shared in a general meeting. Teachers will maintain sign-in sheets and provide a copy to the Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Parents will be provide a response form to complete to provide input or to ask questions. The principal will respond by email to all questions left. If a parent is unsatisfied with the school-wide program plan under Section 1114 (b)(2), they will be asked to provide their comments to the Principal who will then provide the comments to the Title I office. Up-to-date information will also be kept at the "Parent Station" located in the front office for parent convenience. Teachers will provide monthly progress reports to communicate student progress in all areas of the curriculum

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)].

Northwest Elementary School will make the Parental Involvement Plan (FPEP) available to parents in English and Spanish on the school's website. A hard copy of the PFPEP will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. American Sign Language (ASL) translation services will also be made available upon parent request.

Discretionary Activities

School Level Parent and Family Engagement Plan Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

☒ Not Applicable

Upload Evidence of Input from Parents (into the Audit Box KIA Folder)

Upload evidence of parent input in the development of the plan

Upload Parent-School Compact (into the Audit Box KIA Folder)

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 Section 1118(d)].

Upload an electronic version of the Parent-School Compact in all languages represented at school site.

Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)

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 Section 1118(d)].

Upload evidence of parent input in the development of the compact.

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	Title I Annual Meeting	1	385	Parents received an overview of the Title I program, the specifics of Northwest Elementary's program, where to find information, grade level curriculum and how to be involved.
2	PBIS Safety Night	1	33	Parents received information about the school wide positive behavior system, cyberbullying, pedestrian safety, water safety, and were able to have their child Ident a Kid.
3	Literacy Night	1	188	Students and parents participated in literacy activities. Parents learned how to utilize the activities at home with their students to support all content areas. Parents were able to interact with teachers during the training activities. Through the discussions parents were able to learn more ways to support their students with literacy from home.
4	Math Night	1	135	Students and parents participated in math activities. Parents learned how to utilize the activities at home with their students. Parents were able to interact with teachers during the training activities. Through the discussions

				parents were able to learn more ways to support their students with math from home.
5	Science Night	1	64	Parents received information about the District Science showcase, how to conduct an experiment, participated in a variety of STEM activities and received materials for science projects.
6	Kindergarten Round Up	1	30	Parents are given specifics to the District Kindergarten program (Jan 2020).
7	Report Card assemblies	6	246	Each grading period we held recognition assemblies for 3 rd , 4 th and 5 th grades (separately) to celebrate student achievement: most progress, perfect attendance, Honor Roll and Principal's list.
8	Commitment to Character Luncheons	6	148	Parents are invited to a C2C Luncheon when their child has been chosen as the C2C Student of the month for their class.

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

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	Ongoing PLC's with Teacher Leaders or District Coaches	weekly	45	Work within cross content teams to identify students' strengths and areas of support and reach out to parents to work with them to support their children throughout the year.
2	Restorative Practices	5	65	Instructional and support staff participated in the review and on going strategies of restorative practices in staff /grade level PLCs.
3	Equity training	8	65	Instructional and support staff were formally introduced to the definition of equity and it's impact on education, barriers to learning and perceptions of staff throughout the year.

4	ESE monthly meetings	1x per month	15	Worked with PSW facilitators and ESE teachers and leading IEP meetings/conferences with parents
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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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Lack of parent involvement at Title I curriculum nights	Offer alternate meeting times in the morning periodically throughout the year
2	Parent work schedules	We will communicate our trainings through the website with videos, newsletter summaries

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
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