



2020-2021

**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 carry out 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 & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP 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's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- 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 to 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

6-15-2020  
Date Signed

**\*\*Please use the data from the school's survey(s) (*Advance Ed and 5Essentials*) to complete this Parent & Family Engagement Plan!**

## Mission Statement (optional)

### Parent & Family Engagement Mission Statement

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

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## Engagement of Parents & Families

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 and families at Woodward Avenue Elementary will engage in the decision-making, planning, and review process of how funds are used for Title I programs through School Advisory Council participation. Woodward's School Advisory Council consists of parents, teachers, support staff, administration, and community members. School Advisory Council membership is decided a voting and election process held annually at the school. 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. Parents and families can provide input when helping to complete the School Compact. The School Compact is reviewed with parents at Parent-Teacher Conferences to reemphasize key components of the plan.

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## 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 assist with closing 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.
5	ESOL Program	Instruction and intervention support are provided for students for English Language Learners through our ESOL program. Parents of English Language Learners are engaged in our school through a variety of program including Hispanic Heritage Month activities, one-on-one communication, and future programs including Parents to Kids.

## Annual Title I 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), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Identify Annual Title I meeting dates, times, and activities.	Principal and School Advisory Council	May 28, 2020	Dates and times will be listed on school's calendar, website, and marquees. Event flyers will be created, and copies will be provided to parents and families.
2	Prepare Title I Meeting agenda and brochures.	Principal	August 2020	Copies of agendas and brochures will be filed in Title I records as evidence.
3	Shared at Open House/Title I Meeting plans with faculty and staff.	Principal	August 2020	Faculty meeting agendas/minutes; Lead Collaborators' Meeting agendas/minutes; August 2020 SAC agenda/minutes will be collected as evidence.
4	Host/Facilitate Annual Title I Parent Meeting	Principal	September 10, 2020  *October 22, 2020	Copies of program agendas, Parent Sign-in Sheets, Copies of Title I brochures, and photos will be collected as evidence.

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## 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:** Woodward Avenue Elementary parent meetings 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 Open House, Meet the Teacher, Title I Parent Meetings, Literacy Night, Math Night, Science Night, and a Parent Expo.

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## Parent & Family Engagement Activities (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-introduction 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 to positively impact student success.	August 2020	Sign-in Sheets Climate Surveys
2	Kindergarten Orientation	Administration	Time for Kindergarten parents to meet their child's teacher and tour the campus.	August 2020	Sign-in Sheets Climate Surveys
3	School's Website, Classroom Websites, School Messenger Announcements, Flyers, and other handouts	Administration, Faculty and Staff	These methods will help improve school to home communication and will impact student academic success. Familiarity with the campus should positively impact parent engagement and student achievement.	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 2020	Sign-in Sheets Climate Surveys Agendas
5	Family Nights (Math, Literacy, Science 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 2020	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 academic success.	May 2021	Sign-Sheets, Parent Feedback

## Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, 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	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.	September 2020	Sign-in Sheets, Agendas
2	Partnering with Parents	Title I Parent Education Facilitator	Improved teacher/parent relationship will positively impact student success.	October 2020	Sign-in Sheets, Agenda Minutes and Surveys
3	Diversity Training Part 2	Nicholas Prince	Faculty and staff building relationships with students and families from all backgrounds will impact student achievement.	December 2020	Sign-in Sheets, Agenda
4.	Growth Mindset Training	Title I Parent Education Facilitator	Designed to help staff realize that we are all programmed with a mindset; however, having a Growth Mindset is ideal for helping to get our students and families to know their full potential is limitless.	November 2020	Sign-in Sheets, Agenda Minutes and Surveys

## 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 submit the parents' comments with the plan that will be made available to the local education agency.

**Response:** Woodward Avenue Elementary utilizes a Parent Liaison and Parent Teacher Association to increase parental involvement. Woodward houses 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 are on hand for families in need.

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### **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:** Parents and families of Woodward Avenue Elementary students are provided detailed information about planned family engagement 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 and Family Engagement Plan 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.

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### **Upload Evidence of Input from Parents**

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

**Please upload into SharePoint and keep copies for your records.**

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### **Upload School-Parent Compact**

Note: As a component of the school-level PFEP, each school shall jointly develop, with parents for all children served under this part, a School-Parent 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.**

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### **Upload Evidence of parent and family input in the development of the School-Parent Compact**

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

**Please upload into SharePoint and keep copies for your records**

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## **Previous year's Parent & Family Engagement Plan (PFEP) Evaluation**

### **Parent & Family Engagement summary (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 Meetings	2	277	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	383	Helped to build rapport between families and teachers positively impacting student success.
3	Boo Hoo Breakfast	1	22	Opportunity for new Kindergarten students and parents to network with Administration and learn about the school.
4	Math Night, Parent Expo, Family Movie Night, Literacy Night, Science Night	5	734	Allowed parents to learn about curriculum information and to engage in classroom activities their students have experienced to positively impact 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.

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	1	68	Using volunteers to enhance learning will have a positive impact on student achievement.
2	Diversity Training	None	Zero	Focus on building relationships with students and families from all backgrounds will impact student achievement. This training was not provided due to COVID-19/Canceling of school March-June 2020.
3	Partnering with Parents	1	63	Focused on Improving teacher/parent relationships to positively impact student success.

## 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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Childcare	Provide childcare for parents volunteering for Title I events and activities.
2	Parents & Families work schedules	Host meetings and extracurricular activities at a variety of times to allow for more participation.
3	Transportation	Provide opportunities to meet with parents at pickup and drop off areas when on campus.
4	Language Barriers (ELL Students)	Provide copies of communication documents and flyers in Spanish. Identify Spanish-speaking faculty members to help communicate to parents about upcoming events and activities.
5	COVID-19 (School Canceled March-June 2020)	Provide educational resources and the latest information to parents and families on CDC Guidelines and health precautions to help stop the spread of COVID-19 and to allow for student success at school.

## 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	Dads Take Your Child to School Day	State program focused on encouraging dads to spend time with their students at school. More than 300 Dads and students attended WAE's event.
2	Grandparents' Day	Annual program developed to recognize grandparents and the contributions they make to ensure student success. More than 250 Grandparents and students attended WAE's event.
3	Daddy Daughter's Dance	School social event focused on getting dads to spend quality time with their daughters. A special evening of celebration, collaboration, dancing, and fun. More than 250 Dads and daughters attended WAE's first annual event.
4	Family Science Night	School extracurricular event focused on engaging parents and students in learning activities designed to build awareness of the scientific method and the process of experimental investigations. More than two hundred parents, students, and families attended this second annual event.



**Please submit completed Parent & Family Engagement Plan (PFEP)  
to your Title I Office Representative.**

***PFEP must be signed by the Principal and approved prior to  
being uploaded into CIMS***

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Approval check by PFE ☐