

## School Name Parent and Family Engagement Plan (PFEP) 2020-21

I, Megan Moeschling, 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 parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(a)(3)(B)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (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 parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family engagement policies [Section 1116(a)(2)(E)];
- 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 1112(e)(1)(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 1112(e)(1)(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 1112(e)(1)(A)].

  
Signature of Principal or Designee

9/22/2020  
Date Signed

The goal of the Family Involvement Program is to bridge the gap between parent, school, and community and improve relationships between home and school, which empowers families to become proactive in their children's education on a continuous basis to provide high quality instruction to all students. The program does this by providing information, training and assistance through family/parent education courses, activities and referral services.

## **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 parental involvement will be used [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(3)(B)].

### **Response:**

Fred Wild Elementary conducts an annual Title 1 meeting each year in September, when we inform parents about Title 1 programs and how we use out Tile 1 funds. Parents are, also, given information about the opportunities that they have to participate in their child's education. Due to COVID -19, meetings will be conducted via Virtual Meeting or phone conferences.

We also hold bi-monthly SAC/PTO meetings to keep parents up-to-date and informed on this information throughout the year. At the Annual Title 1 meeting, parents are told of the opportunities they have to participate in for their child's education. In the year 2020, SAC meetings will be held Virtually due to COVID-19. At the beginning of each year, parent names are solicited for SAC during Orientation. A ballot is then sent to all parents to approve and vote for the new SAC members. Parents are encouraged to participate in SAC and PTO meetings. Discussions regarding the school budget are had during SAC meetings and decisions are made regarding Title 2 monies. After the review of the Title 1 budget, the SAC will ask for suggestions on the Parent Involvement money. Once suggestions are given, the SAC will vote on the recommendations on the Title 2 budget. Parent input is sought at each meeting and through school-wide surveys each spring. When comments, concerns or input are given, either the principal or assistant principal make notes on a copy of the agenda and comments are documented in the minutes of the meeting.

Parents are notified of the Parent Family Engagement Plan review and Home/School compact through newsletters, flyers, and backpack notifications. Progress is discussed at follow-up meetings to keep parents aware of information and continue to solicit input or recommendations at scheduled SAC/PTO meetings. The SAC committee reviews, discusses, and votes on the Parent Family Engagement Plan and the Home School Compact in the Spring 2020 for the 2020-2021 School year for final approval. Before final approval, parental input is received and reviewed at the SAC meeting. Both items were approved. Other activities that promote student achievement through parental involvement are highlighted under "Building Capacity," but include report card conference nights and science nights. Report card conference nights give parents the opportunity to spend one on one time with their child's teacher to discuss the child's achievement and how the parent can further support the child. (Report Card Conferences will be conducted via Virtual Meetings and/or phone conferences due to COVID-19).

## **Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, 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 1116(a)(2)(C) and 1116(e)(4)].

count	Program	Coordination
1	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Family Engagement Plans, and other items of concern.
2	District Parent Advisory for Advanced Academics	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program.
3	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
4	Exceptional Students Education	This Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.
5	Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers, administrators, and parent family engagement activities. Title 1 A also funds a set aside for the neglected and delinquent students in the district.
6	Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on school readiness activities. Parent involvement and education is an integral part of the Migrant Program.
7	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
8	Title II	Provides for teachers and administrators professional development and supports all teachers to be state certified.
9	Title III	Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
10	ELL	The ELL Parent Advisory Council is involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FSA standards, graduation requirements and post-secondary career opportunities.
11	Title IV	Supports activities to assist students, teachers, staff, and administrators in the areas of well-rounded educational opportunities, safe and healthy schools, and effective use of technology
12	Title V	Supports students by giving opportunities to them for on-line courses through the Highlands Virtual School
13	Title IX-Homeless & Title 1, Part A-Homeless	Student Services coordinates with Title 1 Part A and Title IX to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title IX also funds a homeless advocate for homeless students.
14	Supplemental Academic Instruction (SAI)	Supplemental Academic Instruction (SAI) funds will be coordinated to provide summer school for Level 1 readers.

15	VPK	The District has some VPK classes during the regular school year. There are some VPK classes provided and facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector or in SBHC VPK classes.
16	Nutrition Programs	LEA participates in the federal Community Eligibility Provision (CEP) program (free lunch for all students) and the free breakfast for all students program. Snacks are also provided for after school care and after school tutoring programs. Summer food programs are provided at various school sites and community locations.

## 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 (school-wide or targeted assistance), opportunities for students, School grades, Student Achievements, and the rights of parents. Provide a description of how the Annual Meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116(c)(1)].

### Response:

The Annual Title 1 Meeting is advertised in September through flyers as well as on our school website and Facebook page. Notification of the meetings will go out on September 18th. The PowerPoint presentation is prepared by administration and discusses opportunities for students, the rights of parents and the nature of the Title 1 program. The PowerPoint also discusses School Grade Goals and Student Achievement, including curriculum that is used and achievement levels that students are expected to obtain. The Annual Title 1 Meeting will be held on September 29th. \*\*The meeting will be held Virtually due to Covid-19. The link will be provided on our school Facebook page and on parent flyers. Parents will have a sign in sheet and an agenda. Meeting minutes will be kept in the front office and on our Facebook page after the meeting.

## 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 1116(c)(2)].

### Response:

Fred Wild Elementary offers a variety of times for scheduled meetings. Teachers schedule conferences with parents before and after school hours. Regularly scheduled SAC/PTO meetings are held to get input from parents to determine the most convenient time. \*\*Meetings will be held Virtually and link will be put on Facebook. Report card nights are scheduled for mid-afternoon until early evening twice per year. \*\*Report Card Conferences will be held virtually during the 2020-2021 school year due to COVID. Some will be face-to-face based on the teachers and parents preference. Teachers will send link and appt times to parents via Class Dojo. Parents are invited into the classroom to review the progress of their student by the teacher or through student led conferences. Parent involvement nights are scheduled in the late afternoon and evening. Interpreters are provided for meetings. Both the school social worker and the migrant home liaison assist in going to homes to communicate with parents. During the first SAC meetings, times and dates are discussed and scheduled. If a parent cannot attend a conference, and

there is a need to schedule an appointment during the school day, the administration will make arrangements to accommodate the parent. If a parent contacts the school in advance, transportation and childcare can be provided.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(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 1116(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116(e)(14)].

1	Back to School Parent Orientation- Drive Through	All Staff	Families are invited to attend a drive through Orientation. Families are given their assigned teacher and materials/information that they will need to begin the school year. Families who have chosen ILE learning will receive their Chromebook and materials at this time.	August 13	Number of folders and car tags given out on that night
2	Innovative Learning Environment- Virtual Parent Orientation	Administration and coaches	Parents of Innovative Learning Environment (ILE) students are invited to join (virtually) for Orientation. During this meeting, parents will be given the expectations and goals of students learning from home. Parents will have an opportunity to ask questions.	August 26	Google Form sign in sheet
3	Veteran's Day Program  TBD- due to COVID-19	Music Teacher	Families are invited to attend and they are encouraged to share pictures of family members who have served in the military. The pictures are displayed in the school's courtyard. Students learn the importance of all the branches of the military and their importance.	November 11	Sign In Sheets, student participation

4	WildCat Fest  TBD- Due to COVID-19	Parent Involvement Committee, PTO, staff	To promote family time as well as having a parent night to view individual and class science projects. Also, to inform and instruct parents about curriculum and strategies used at school to teach science and ways to assist their child with school work at home.	March	Sign In Sheets, student achievement, performance matters, core assessments
5	Family Literacy Night  TBD due to COVID-19	Reading Coach/Teachers	To promote reading among students and families	April (TBD)	Parent Participation/Sign In Sheets (204 attendance)
6	Awards Day	Administration/ Teachers	Parents are invited to observe the distribution of awards recognizing students for positive academic and behavioral performance at the end of the fourth nine weeks. Encouragement for students to continue to succeed in their academics.	May 17-20	Sign In the office
7	FWE Newsletter/ Calendar	Administration/ Staff	A monthly newsletter and calendar is sent home to parents in both English and Spanish to inform them of upcoming monthly meetings, parental engagement opportunities and student/family activities.	Monthly	Increased parent participation
8	Report Card Conference Nights	Staff	Inform parents on student achievement and ways to help at home.	October 22, 2020  April 1, 2020	Sign In Sheet/Virtually(F 2F if needed)
9	BlackBoard connect calls	Administrators	Inform parents of upcoming parent engagement events	Ongoing	Increased parent participation.

10	Parent Engagement Nights	Administrators and Parent Involvement Committee and Grade Level reps.	Provide information to parents on science, safety (including internet safety), literacy and science curriculum and strategies.	TBD- Due to COVID-19	Parent Surveys/Increased parent participation. Increase in student achievement. The math, reading and science nights evidence will be based on Math FSA, ELA FSA, Science FCAT, Performance Matters, Basal Chapter tests, Progress Monitoring, STAR, and informative assessments. AVID-attendance
11	SAC/PTO meetings- Virtual Meetings due to COVID; potential for F2F as year progresses	Administrators	Provide an opportunity for parents to be informed about school activities as well as an opportunity to provide input.	Bi-Monthly	Parent surveys/ increased parent participation
12	Facebook page	Tech 1	Promote parent awareness	Ongoing	Parent surveys
13	School /Classroom Website	Tech 1/Teachers	Student achievement will increase because parents will be well informed of school and classroom functions and activities. They will provide current information about academics and testing.	Ongoing	Parent surveys

## Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, and other school leaders and other staff with the assistance of parents, in the value and utility of contributions of parents in how to reach out to, communicate with, and work with parents as equal partners, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Provide staff training on parent engagement including ways to communicate with, reach out to, and work with parents. *Discussion with Leadership team on creative ways to engage/involve parents through COVID-19	Administration, Curriculum Leadership Team, Literacy Curriculum Resource Teacher	To increase engagement with our parents which will increase Academic Success with our students. We incorporate family nights for parents to have the opportunity to work with students on their academics and give them ideas of things that they can do at home.	Week of October 12 (Team Leader Meeting)	Increased Parent Involvement, parent input and student achievement
2	Continued planning through PLC's to dive deep into standards and use data to make decisions. *Teacher Trainings on Google classroom and support for teachers who are teaching via ILE.	Administration; Curriculum Leadership Team	Plan, prepare and schedule informational nights for technology, safety, literacy, and science. Communicate the value of parental involvement by building ties between the home and school through communication, class events, and school-wide events. Based on research student achievement should improve as a result of communication with and working with parents, as equal partners.	Ongoing	Lesson plans, student work, PLC

## 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 1116 (e)(4)].



**Response:**

The Curriculum Leadership Team - led and monitored by Megan Moesching , principal, and Allisa Burke , assistant principal, meets on the second Monday of every month during the school year or more frequently as needed, to discuss school-wide data and make plans for parent engagement activities. The Leadership team develops ideas that they take back to their grade levels to continue making grade level plans. Each grade level will be represented in a Family Engagement activity. Evidence of effectiveness or completion of an activity or task will be documented by sign-in or check off sheets for attendance and comments on parental climate surveys as well as meeting notes or minutes.

**Communication**

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(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 1116(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 1116(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 1116(c)(5)].

**Response:**

The Annual Title 1 Meeting in addition to all SAC/PTO meetings are advertised on monthly school calendars and in the school newsletter as well as on the school web site and the school's Facebook page. Meeting notifications are sent home in both English and Spanish one week in advance, and interpreters are available for meetings. Parents are kept informed about curriculum and student progress through Back to School Orientation Night, Parent Involvement events, report card nights, parent conferences, newsletters, web sites, IEP, 504, ELL and MTSS meetings. Copies of newsletters and school calendars are maintained at the school as well as documentation logs of Blackboard calls from the web site. Additionally, copies of SAC/PTO agendas, sign in sheets/minutes, and parent invitations to participate in ESE meetings are maintained at the school. Administration and front office staff work collaboratively to create materials and ensure delivery of the materials.

The school will notify parents on the first day of school through the "Right to Know" letter that parents have the right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals. The school will also notify parents when their student has been assigned or has been taught for four or more consecutive weeks by a teacher who is out of field. This notification will be a "Four Week Letter" to the parents.

The school also will provide each family with an individualized student report of the child's performance on state assessments for those students taking the assessments. Copies are available for pickup through the school's front office. A Blackboard phone call is sent out from the school to make them aware results are available.

Parents/families are encouraged to make appointments with school administration to discuss school matters, which may include giving suggestions or input or expressing concerns regarding schoolwide plans. All parents are invited to join the annual Title 1 Meeting and bi-weekly SAC meetings.

## 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 LEA 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 1116(e)(5) and 1116(f)].

### Response:

The school provides written and verbal notification of school activities in both English and Spanish through newsletters, notifications home and Blackboard Connect calls to homes in both English and Spanish. Interpreters are available for all meetings. A Migrant Programs home liaison is housed on the school campus and assists with parent notification and education. Additionally, the school contacts the district to assign an interpreter for hearing impaired parents when requested for scheduled meetings. Administration also accommodates any parents with disabilities. The meetings for Migrant/ELL parents are held at our school in October, January, and April each year by district representatives. The administration meets regularly with our ELL paraprofessional to monitor student achievement and determine if services are required for translation of any additional languages in the student/family population.

## Barriers

Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (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 1116(a)(2)(D)(i)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Consistent SAC committee to assist with ideas on decisions for student success.	Administration will personally invite families to volunteer on campus.
2	Inclusion of LEP parents into school meetings	Have translators available during meetings
3	COVID-19- Families are hesitant to attend meetings due to the fear of Covid.	Meeting will be held Virtually to give more families the opportunity to participate.