

Northside Elementary School

20-21 Parent and Family Engagement Plan

Date Updated with SAC:
Dates Reviewed:

District Approved: 5-4-20
District Reviewed:

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parents and must be distributed to parents in an understandable and uniform format, and in the language parents can understand. It must be made available for the community and updated periodically to meet the changing needs of the parents and the school. [Section 1116(b)].

Instructions: Describe the means by which the school will carry out the ESSA requirements below.

1. POLICY INVOLVEMENT

A. By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school's participation in Title I, the requirements of Title I, and the right of parents to be involved [Section 1116(c)(1)]?

At the annual meeting of parents in September, Bay District Schools will hold a general virtual meeting where information will be presented about the Title I program, curriculum, and academic assessment. Parents will learn about the school programs and about opportunities to participate in decisions related to the education of their child. Parents will be given an overview of the PFEP and other information including websites and ways to assist their child at home. The Title I Annual Meeting will be conducted virtually and posted on various social media platforms which allows parents to attend the date/time that works best for their schedule.

B. By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP [Section 1116(c)(3)]?

All parents are given the opportunity to complete a paper or online Title I Spring Parent Survey. The results of the survey are tallied and shared with the faculty for their thoughts on ways to improve our PFEP for next year. An evaluation of the current PFEP is conducted during a SAC meeting. Input and feedback will be gained electronically or virtually when unable to meet in person. Based on the evaluation and survey results, revisions to the plan are made for the next school year. The plan will be reviewed during SAC meetings throughout the year to make revisions according to the changing needs of parents and the school. Parents on the SAC committee and those expressing desire to join the SAC committee for the 2020-2021 school year were emailed a draft of the 20-21 PFEP and a Google Form requesting feedback and input.

C. By what means will the school involve parents in the joint development of the School Involvement Plan [Section 1116(c)(3)]?

During a SAC meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year's SIP are reviewed. Revisions are made based on needs, barriers, and parent input.

D. By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]?

Parents are provided frequent opportunities to meet and/or provide suggestions regarding the school and educational process. Parent/Teacher meeting opportunities include Parent/Teacher Compact Conferences, Child Study Team Meetings, IEP Meetings, and parent/teacher conferences.. Parents are provided opportunities for suggestions/input by completing event evaluation forms, School Climate Survey, Title I Annual Survey, and participation in SAC/PTO Meetings. Responses to suggestions will be made as soon as practicably possible.

Parents are provided frequent opportunities to meet and/or provide suggestions regarding the school and educational process. Parents will also be provided with virtual options to provide suggestions and to participate in decision making. These options include, but are not limited to, Google Forms, virtual meetings, Class Dojo, Canvas communications, etc. Virtual meeting opportunities include Parent/Teacher Compact Conferences, Child Study Team Meetings, IEP Meetings, and parent/teacher conferences.. Parents are provided opportunities for suggestions/input by completing virtual event evaluation forms, School Climate Survey, Title I Annual Survey, and participation in virtual SAC/PTO Meetings. Responses to suggestions will be made as soon as practicably possible.

E. If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district [Section 1116(c)(5)]?

Parents who are not satisfied with the school-wide plan will complete a form to be submitted with the plan to the district.

2. BUILDING CAPACITY FOR INVOLVEMENT

In Table A, list the activities that will address topics F - J.

F. Assist parents in understanding:

- **State academic standards;**
- **State and local academic assessments;**
- **requirements of Title I;**
- **monitoring a child's progress; and**

- work with educators to improve the achievement of their children [Section 1116(e)(1)]

G. Description and explanation of:

- Curriculum in use at the school [Section 1116(4)(B)]

H. Description and explanation of:

- Academic assessments used to measure student progress [Section 1116(4)(B)]?

I. Description and explanation of:

- Achievement levels of the State academic standards that students are expected to obtain [Section 1116(4)(B)]

J. Provide materials and training to:

- help parents work with their children to improve their children's achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement [Section 1116(e)(2)] (LEA note: this includes Parent Portal training)

Table A

Parent Training Opportunities

List all activities for requirements F through J and transition activities that involve parents.

Timeline	Title of Training/Event	Topics	Requirement(s) Addressed (F,G,H,I,J)	Time (AM or PM)	# of Parents Attended*
September	Title I Annual Meeting	Requirements of Title I	F, G, I, J	Virtual	
August	Orientation	School procedures and expectations, academic standards and assessments, curriculum (including reading and math), FSA resources, school-home communication.	G, H, I, J	AM, PM, multiple days	
September	Open House	School procedures and expectations, academic standards and assessments, curriculum (including reading), FSA resources, school-home communication.	G, H, I, J	Virtual	
October	Math Night	Interactive Event to familiarize parents with math standards,	G, H, I, J	Virtual	

		curriculum, resources, and strategies for success			
February	Writing (and Reading) Night	Information regarding reading and writing expectations and standards across curriculum, resources, visual displays of writing progression pre-k - 5th grade	G, H, I, J	Virtual	
May	Pre-K to K Transition	Kindergarten readiness, curriculum, standards, school procedures and expectations	G, H, I, J	Virtual	
Ongoing	Parent Portal	Assistance provided daily in front office and during parent events in the computer lab, encouraging usage and keeping contacts updated	J	AM and PM	
Ongoing	Monitoring Progress	Information regarding how parents can monitor their child's progress with regards to MAP/FSA test scores, Parent Portal usage, checking Communication Folders, etc.; provided in conjunction with other events and upon individual request	F, H, J	AM and PM	

*To be updated throughout the year.

Table B
Other Events/Activities

Other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children [Section 1116(e)(4)].

Timeline	Title	Purpose	Time (AM or PM) or Method	# of Parents Attended*
Aug-May	Canvas Trainings for Parents and Staff	District-provided trainings for parents to communicate with teachers	Virtual	
Aug-May	School Advisory Council	Plan/review/improve the PFEP	Virtual	

		and develop the SWP		
Aug-May	School Newsletter	Provide School Specific Information	Communication Folders, electronically sent	
Aug-May	Parent Resource Center	Assist and provide individualized support to parents	AM	
September	Dads Take Your Child To School Day	Encourage dads to get involved	AM	
Sept-May	Core Essentials Values - Monthly Celebration	Provide information on character education	Virtual	
May	Pre-K Social	Stress the importance of regular school attendance and reading with children at home	AM	

*To be updated throughout the year

K. By what means will the school educate the faculty, staff, and administrators, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school [Section 1116(e)(3)]?

Information on the importance of parental involvement, parent-school communication and coordination of programs is shared with Northside faculty during pre-school inservice and faculty meetings throughout the year. This information is shared with support staff during staff orientation and support staff meetings. Teachers participate in professional development which includes the following topics: Communicating with Parents, Reaching Out to Parents, and other trainings as needed.

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
<i>Communicating with Parents (including Class Dojo, Parent Portal/Focus)</i>	<i>August 2020</i>	
<i>Reaching Out to Parents (including weekly newsletters, answer keys, sharing online resources)</i>	<i>BOY School-wide training</i>	

<i>Canvas Trainings</i>	<i>August 2020</i>	
<i>Compact Training on Canvas in Northside Inservice class</i>	<i>August 2020</i>	

L. To the extent feasible, by what means will the school coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children [Section 1116(e)(4)]?

Northside will coordinate with:

- Department of Children and Families to provide Access assistance for parents
- Participate in the Voluntary Pre-School Program; involving all 3 classes currently housed on our campus in all school events and programs
- Title III to provide assistance with translation during events/meetings and translation of written correspondence
- Local churches who provide holiday meals, food backpacks for weekends and school breaks, clothing, school supplies
- Anchorage Children's Home/Life Management Center - provide counseling services and Interventions for home
- Children's Advocacy Center - provide resources and training
- Florida Therapy - provides student services on campus

M. By what means will the school provide other reasonable support for parental involvement activities as parents may request [Section 1116(e)(13)]? (Based on the Title I Spring Parent Survey results, what activities did the parents request that are included in this plan?)

Based on the results of our Spring Parent Survey, parents are requesting help (in order of most requests) with Math, Reading, and Monitoring My Child's Progress. To address these requests, Northside hosts a math night early in the school year and a writing night which incorporates reading components mid-year. We also provide Parent Portal (progress monitoring) assistance virtually and in-person throughout the school year as parents request individual assistance. We maintain a Parent Center with access to a computer, printer, and scanner.

N. Elementary Only - How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed [Section 1116 (d)(2)(A)]?

Parents will be encouraged at Orientation to sign-up for a virtual parent-teacher conference to discuss the compact. For parents who do not sign-up, teachers will make contact requesting a conference. Teachers are advised of this requirement at pre-school inservice training and reminded frequently throughout the school year via email and faculty meetings. A google document listing the number and percentage of completed compacts for each teacher is maintained by the Title I coordinator. Teachers are provided paid hours to

conduct evening virtual conferences in order to accommodate parents who cannot attend conferences during the school day.

O. Optional – How will the school develop appropriate roles for community-based organizations and businesses in parent involvement activities [Section 1116(e)(13)]?

P. Optional – By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the trainings [Section 1116(e)(6)]?

Q. Optional – By what means will the school provide literacy training for parents if the LEA has exhausted all other sources of funding [Section 1116(e)(7)]?

R. Optional – By what means will the school pay reasonable and necessary expenses, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1116(e)(8)]?

S. Optional – By what means will the school train parents to enhance the involvement of other parents [Section 1116(e)(9)]?

T. Optional – By what means will the school conduct in-home conferences for parents who are unable to attend at school [Section 1116(e)(10)]?

U. Optional – By what means will the school adopt and implement model approaches to improve parent involvement [Section 1116(e)(11)]?

3. ACCESSIBILITY

V. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). [Section 1116(f)]? (List the barriers identified by parents in the Title I Spring Survey and the methods by which the school will assist to overcome the barriers.)

Northside Elementary School will take the necessary steps to ensure that communications for all parents are in a format and to the extent practical, in a language parents can understand. Materials will be translated when feasible and/or requested by parents to ensure all parents have the opportunity to participate in the education of their child. Should interpreters be needed at workshops or meetings, one will be provided to the extent practical and for a language parents

can understand. Bay District employs a Spanish-speaking paraprofessional available to translate and act as Parent Liaison to Spanish-speaking students. Title III offers translation services, Spanish, Vietnamese, Russian, and Chinese are predominant requests for translations. All buildings are handicap accessible. All parents may request auxiliary aids and services to ensure meaningful participation by informing the school of this need when enrolling a student or by phone call, email, or letter to the Administration. Additionally parents can request services on any workshop evaluation form. All requests for services will be kept by the Administration for documentation purposes.

Parents stated the primary reason they do not participate in school events is work schedule. Northside Elementary School hosts events during the school day and after school hours. When practical, the school provides more than one date and time for school events to ensure more parents and family members can attend. Days and times of school-wide events are selected by reviewing the 2019 Title I Spring Survey responses from parents and guardians. Parents and guardians are encouraged to bring other family members including small children to events. Public transportation is available in our area including Bay Town Trolley.

W. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand [Section 1116(e)(5) and (f)]?

All school communications are translated for our ELL families. Google Translate and staff members assist with this. Our new ADA approved website will translate all uploaded documents. Bilingual staff members assist with conferences and phone calls. On the 2019 Spring Survey, parents noted Text Messages and Emails as the most preferred forms of communication. School employees utilize social media, email, and applications to text and email parents when feasible.

X. By what means will the school offer a flexible number of meetings, such as meetings in the morning or evening to accommodate parents' schedules [Section 1116(c)(2)]?

The leadership and staff of Northside Elementary School have a strong belief in the importance of parental involvement, so meetings are held at a variety of times to accommodate the schedules of parents. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times and days of the week for parents to attend meetings. SAC meetings will be held quarterly after school. PTO meetings will be held monthly rotating after school and evening meetings. Workshops and other parent meetings will be scheduled during the evening hours or during school hours at parent request in an effort to offer access to information to parents who cannot attend any of these meetings. The 2019 Spring Survey data showed any workday to be a good day for an event or conference and the best time would be in the evening between 5:00 and 8:00 pm.

Y. By what means will the school provide parents with timely information about meetings, activities, and events [Section 1116(c)(4)(A)].

A monthly calendar of events is included in the Northside Newsletter which is distributed monthly. Event flyers are sent home and emailed via PeachJar at least two weeks prior to the event. Special event announcements are posted on Northside social media sites. All tentative event dates are posted on social

media sites and the Northside website at the beginning of the school year or as soon as events are scheduled whichever date is earliest.

Title I Expenditures Parent and Family Engagement (Adjust to reflect the planned expenditures)

Category	List of Items
Parent Communications	Paper, ink/toner, copier rental, stamps, digital newsletter, printed materials/brochures, Communication Folders, Compacts
Parent Training/Events	Materials, supplies, printed materials, consultants/author visits, ink/toner, mailing supplies , books
Parent Center	Supplies