

**NORCREST ELEMENTARY**  
**School-Level Parent and Family Engagement Plan (PFEP)**  
**2020-2021**

**Mission Statement**

*The mission of Norcrest Elementary School is to serve the students, staff, and community by instilling the love of learning, challenging students to achieve higher expectations, and preparing students to be college and career ready.*

**Engagement of Parents and Families**

*Norcrest Elementary will engage parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's program is exempt from statutory or regulatory provisions, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].*

*Parents are involved in the Title I program through monthly parent activities that begin in August with our open house and annual Title I meeting for all grades. During open house, parents receive invitations to meet the teacher, explore student curriculum materials, and learn about the school, parent, and student responsibilities and expectations through the school parent compact. During this time, teachers introduce parents to the various assessments applicable to each grade level and invite parents to become part of the school decision-making process through SAC and PTA membership.*

*Planning of SAC, PTA, and Title I, family nights are done in close collaboration to maximize participation and provide opportunities for parents to participate in school events in diverse ways. SAC meetings are held monthly and parents are welcomed to involve themselves in the decision making process by reviewing, providing input, and evaluating the school improvement plan, school parent compact, and School parent engagement plan. Furthermore, discussions involving the Parent Allocation funds held annually, provides parents an opportunity to give input in finding the best use of these funds.*

*The close collaboration and promptness of involving our parents in the decision-making process of school related events depend on timely notification. Norcrest Elementary uses a wide range of methods to reach our parents such as parent links, school website, flyers, and our monthly town hall meetings. Norcrest also provides school information in four different languages and offers services such as translators and using chat moderators to ensure we communicate effectively with our community.*

## Coordination and Integration

*Norcrest Elementary will coordinate and integrate parental involvement 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 (HIPPY); the Parents as Teachers Program; Voluntary Pre-Kindergarten; public preschool; Title I, Part C; Title I, Part D; Title III; Title IV; and Title VI [Section 1116(e)(4)].*

Count	Program	Coordination
1	Town Hall Meetings	Administration and Leadership Team
2	Title I Annual Meeting and Open House	Title I Liaison, Faculty, Administration
3	E-Learning Workshops	Leadership Team, Faculty
4	Resources and Materials Workshops	Faculty, Leadership Team
5	Title III (ESOL) LEC Camp	Leadership Team, Administration, Faculty

## Annual Parent Meeting

*Norcrest Elementary will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents engaged. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].*

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
Title I Annual Meeting and Open House	Annually	Delgado-Gaitan, C. (1991). Involving parents in the schools: A process of empowerment. <i>American journal of Education</i> , 100(1), 20-46.	Sign In/Participant Attendance
Virtual Town Hall Meetings	Monthly	Olmstead, C. (2013). Using technology to increase parent involvement in schools. <i>TechTrends</i> , 57(6), 28-37.	Sign In/Participant Attendance

<i>Parent Links and School Website</i>	<i>Bi weekly</i>	Ames, C. (1993). Parent Involvement: The Relationship between School-to-Home Communication and Parents' Perceptions and Beliefs. Report No. 15.	<i>Parent Link response reports and Website survey participation</i>
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## **Flexible Parent Meetings**

*Norcrest Elementary will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].*

*Norcrest offers flexible meeting times to meet our parents' diverse needs. Monthly SAC meeting times are selected based on majority vote. Voting on SAC meeting times done yearly invite all teacher, parents, and community partners to participate. Town Hall meetings are scheduled monthly, and parents have two prescheduled times to choose to attend. PTA solicits responses from parents to determine preferred meeting times and meetings are held every other month. Furthermore, parent nights are scheduled for both afternoon and evening sessions on rotation to allow opportunities for all to attend.*

*Parents have the option of childcare when participating in Parent Involvement meetings onsite, whenever possible. Many activities are scheduled during school hours, on weekends, and during breaks (spring, winter) to allow all diverse scheduling needs and opportunity for involvement. These activities include health screenings, campus beautification, and book mobile to name a few.*

## **Building Capacity**

*Norcrest Elementary will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)].*

<b>Specific Activity</b>	<b>Frequency and Duration</b>	<b>Evidence-Based Research</b>	<b>Evaluation of Implementation and Effectiveness</b>
<i>E-Learning Training and Support</i>	<i>Quarterly</i>	Aliyyah, R. R., Rachmadtullah, R., Samsudin, A., Syaodih, E., Nurtanto, M., & Tambunan, A. R. S. (2020). The Perceptions of Primary School Teachers of	<i>Participation Attendance</i>

		Online Learning during the COVID-19 Pandemic Period: A Case Study in Indonesia. <i>Journal of Ethnic and Cultural Studies</i> , 7(2), 90-109.	
Academic Materials and Resources Parent Night ELA	Twice a year	Baker, L., Scher, D., & Mackler, K. (1997). Home and family influences on motivations for reading. <i>Educational psychologist</i> , 32(2), 69-82.	Participation Attendance
Academic Materials and Resources Parent Night MATH	Twice a year	Lopez, C. O., & Donovan, L. (2009). Involving Latino parents with mathematics through family math nights: A review of the literature. <i>Journal of Latinos and Education</i> , 8(3), 219-230.	
Academic Materials and Resources Parent Night Science	Annually	Sullivan, J., & Hatton, M. (2011). Methods and Strategies: Math and Science Night. <i>Science and Children</i> , 48(5), 58-63.	
Town Hall Meetings	Monthly	Otani, M. (2020). Parental involvement and academic achievement among elementary and middle school students. <i>Asia Pacific Education Review</i> , 21(1), 1-25.	Participation Attendance

## Staff Training

*Norcrest Elementary will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, 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 schools [Section 1116(e)(3)].*

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
E-Learning Resources and Support (Canvas/Teams)	Preplanning	Han, I., Han, S., & Shin, W. S. (2019). Teachers' and Students' Perspectives on Good Teaching Using Technology in Elementary Classrooms. <i>International Journal of Information and Communication Technology Education (IJICTE)</i> , 15(3), 103-116.	Participation Attendance

I-Ready Reading Progress Monitoring	Quarterly	Swain, M., Randel, B., & Norman Dvorak, R. (2020). Impact Evaluation of Reading "i-Ready Instruction" for Elementary Grades Using 2018-19 Data. Final Report. No. 107. <i>Online Submission</i> .	Participation Attendance
E-Learning and ESE Support Sessions	Weekly	Smith, S. J., & Basham, J. D. (2014). Designing online learning opportunities for students with disabilities. <i>Teaching Exceptional Children</i> , 46(5), 127-137.	Participation Attendance

### Other Activities

Norcrest Elementary will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].

*Norcrest Elementary encourages community-based organizations and business to participate in parent involvement activities such as creating resources centers, sponsoring workshops and trainings, and developing partnership opportunities. We encourage our parent community to participate in Title I workshops, resources such as the Title I Book Mobile and parent nights. PTA provides parents opportunities to donate their time and participate in various school events. While SAC and SAF sets the platform for communication and parent input concerning the school year.*

### Communication

Norcrest Elementary will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about programs under this part [Section 1116(c)(4)(A)];
- A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [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, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and
- If the school-wide program plan under Section 1114 (b) is not satisfactory to the

*parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].*

*Norcrest Elementary works diligently in providing timely communication with parents and the school community. Parent Links, email, the school website, and flyers done in several languages help the school reach and inform our largely diverse community. Town Hall meetings held monthly update parents on school progress and address community concerns. Parent Teacher communication is an ongoing process, and teachers work diligently to reach and personally discuss student concerns, progress, and plans to assist parents in helping their child succeed in school.*

### **Accessibility**

*Norcrest Elementary will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)].*

*Norcrest elementary provides full opportunities for participation in parent involvement by providing information in four of the dominant home languages present in our community. The school also provides translator services for the parents with limited English proficiency. If necessary, the school will request services from the districts multicultural department. Furthermore, Norcrest makes appropriate accommodations for disabled parents, and considers these accommodations in all school related events. Parents of migratory students will be provided with the necessary assistance and enrollment in programs focusing on student needs, such as health care, support services, and tutoring. The school guidance counselor and social worker work closely with parents and teachers to provide equal access and a quality education to all Norcrest families.*

### **School-Parent Compact**

As a component of the school-level parent involvement plan, 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 [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

### **Adoption**

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on (09/15/20) and will be in effect during the 2020-2021 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2020.

  
**Signature of Principal**

9/18/20  
**Date**

  
**SAC Chairperson**

9/18/20  
**Date**