

Castle Hill Elementary
School-Level Parent and Family Engagement Plan (PFEP)
2020-2021

Mission Statement

Castle Hill Elementary School's mission is "Under Construction: Building a Strong Foundation for the Future." Our beliefs are that no matter what the trials are for our students and staff, we will continue to persevere. We have students with one or more disabilities, homeless families, students who are adopted or in foster care, students who are abused, and the list goes on, but with our loving, caring, and safe environment, we work diligently together as a team to ensure our students receive the tools they need to be successful at school. To ensure our students get the best education possible, we provide our faculty and staff with professional development courses throughout the school year and professional learning communities (PLCs).

Engagement of Parents and Families

Castle Hill Elementary will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under 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 programs, 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)].

Castle Hill Elementary 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. School Advisory Council (SAC) and School Advisory Forum (SAF) meetings will be held monthly to review and revise the School Improvement Plan (SIP). Parents and guardians will be encouraged to give feedback during the meetings and on surveys. Meeting times will vary to accommodate parents and to increase parental involvement.

Coordination and Integration

Castle Hill 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, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e)(4)].

Count	Program	Coordination
1	Literacy Night	Parents, teachers and staff, administrators, and community partners
2	Fresco Math Night	Parents, teachers and staff, administrators, and community partners
3	Science Night	Parents, teachers and staff, administrators, and community partners
4	21 st Century Community Learning Center Parent Development Night	Parents, teachers and staff, administrators, and community partners

5	Open House	Parents, teachers and staff, and administrators
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Annual Parent Meeting

Castle Hill 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 involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Title I Parent Seminars	Title I Department	August 2020-June 2021	Sign-in sheets; surveys
2	Open House	Administration, teachers, and staff	August 2020	Sign-in sheets, agenda
3	Parent/Teacher Conferences	Teachers	September 2020-June 2021	Conference forms with signatures; email communication, communication via TEAMS
4	School Advisory Meetings	Administration and SAC Chair	September 2020-May 2021	Sign-in sheets, agenda
5	21 st Century Community Learning Center Parent Engagement Nights	21 st CCLC Site Coordinator	September 2020-June 2021	Sign-in sheets, agenda

Flexible Parent Meetings

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

Ninety percent of our parent meetings will be held in the evening and ten percent are in the morning due to the pandemic. This schedule was created based on meeting with parents and getting feedback from them. Parents can bring their children as they will be accommodated at the meetings. The Community Liaison, Social Worker, and Head Start teachers will conduct home visits as needed, mainly virtually. Teachers will provide optional meeting times for parent-teacher conferences. The majority meetings will be held virtually due to the current pandemic we are facing.

Building Capacity

Castle Hill 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)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Parent Conferences	Teachers	Information valuable to parents	Ongoing	Student assessments	Parental Involvement on Student Academic Achievement <i>Castro, Maria. Educational Research Review, Volume 14, Feb 2015</i>
Mentoring Program	Guidance Counselor	Student behavioral outcomes	Ongoing	Student assessments and observations	Parental Involvement on Student Academic Achievement <i>Castro, Maria. Educational Research Review, Volume 14, Feb 2015</i>
Parent Seminars	Title I District staff	Parent information	Ongoing	Student assessments and observations	Parental Involvement on Student Academic Achievement <i>Castro, Maria. Educational Research Review,</i>

					Volume 14, Feb 2015
Parent Involvement Nights	School faculty and partners	Provide resources and information to help children at home	Ongoing	Sign-in sheets	Parental Involvement on Student Academic Achievement Castro, Maria. Educational Research Review, Volume 14, Feb 2015

Staff Training

Castle Hill 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)].

Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Professional Learning Communities (PLCs)	Administration and Support Staff	Instructional staff work together per grade level to focus on a content area. Teachers work together to collaborate and create plans that will increase student achievement. Literacy coach, administration, and support staff provide trainings based on student data to instructional staff through PLCs.	<u>August 2020-May 2021</u>	<u>Student data, agenda and plans, sign-in sheets</u>
District Professional Development	District Staff	Instructional and non-instructional staff are provided	<u>August 2020-June 2021</u>	<u>Sign-in sheets, agenda, student data</u>

		with opportunities to attend district professional development courses to improve student achievement and growth in academics and social emotional learning.		
Administration/Support Staff Professional Development		Based on student data and the needs of the school, administration and sometimes support staff will present information that focuses on core content areas, social growth, and/or behavior	<u>August 2020-June 2021</u>	<u>Sign-in sheets, agenda, student data</u>
Technology for integrated learning		Instructional staff are provided with I-Ready technology to enhance integrated learning in the classrooms. Professional development trainings and refresher courses are provided for instructional staff.	<u>August 2020-June 2021</u>	<u>Sign-in sheets, agenda, student data</u>

Other Activities

Castle Hill 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)].

The Title I mobile unit will be available to provide information and resources to parents. The Guidance Counselor and Parent Educator will be available for conferencing and education seminars.

Castle Hill Elementary has the 21st Century Learning Community Center (CCLC) that takes place after school during the school year and over the summer. It is free to parents and offers enrichment activities for students and parental involvement meetings throughout the school year.

Communication

Castle Hill 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)].***

In order to assure parental awareness of the Title I programs and initiatives, parents will be notified in the school newsletter, School Advisory Council (SAC) and School Advisory Forum (SAF) meetings, parent link, the school website, and through school activities.

Accessibility

Castle Hill 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)]

All activities and publications will be translated where possible in various languages. Additionally, vital and urgent information will be translated via parent links. Staff members will be utilized to translate information in the native language of the parents during meetings.

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 09/22/2020 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 October 28, 2020.

Letitia Ingram-Phillips

Signature of Principal

9/22/2020

Date

Melanie Fieldo

School Advisory Council (SAC) Chairperson

09/22/2020

Date