## REMEMBER TO REFER TO THE PFEP CHECKLIST

## Check the Building Capacity List and Staff Training lists in your folder for new ideas

## Title I, Part A 2018-2019 Parental and Family Engagement Plan

## Veterans Park Academy for the Arts 2018-2019 (FIRST DRAFT)

##  I, Dr. Laura Stanford, 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, 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)];
* 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)];
* 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 schoolwide program plan under section 1116
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1116)];
* If the plan for Title I, Part A, developed, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116];
* 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 1116)];
* 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 [Section 1116)
* 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 1116)].

Laura Stanford

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| **Dr. Laura Stanford, Principal**  | May 17, 2018 |

**Mission Statement**

Parental Involvement Mission Statement:

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| **Response:** At Veterans Park Academy for the Arts we value personal academic and artistic achievement, therefore will cooperatively involve parents and families to increase the academic performance and development of the social maturity of our students. |

**Involvement 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 [Sections1116)].

To increase parent involvement, parents will be invited to join the SAC during the volunteer trainings at the beginning of the school year, through the school website, flyers, Twitter, and Parentlink phone calls. Personal Multilingual Invitations will be sent to ensure diversity within the committee. Parents will be provided information through the newsletter about upcoming events and meetings by utilizing the aforementioned forms of communication.  All documentation, such as agendas, sign-in sheets, evaluations, and meeting minutes, will be maintained in the Title I Tool Kit.

 During a scheduled SAC meeting, the committee will hold an open discussion and will decide, with input from parents, how the 1% set aside for Parent Involvement will be used. Ideas and input from parents will be documented in the SAC Meeting Minutes.

**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, 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].

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| **count** | **Program** |  |
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| ESOL Family Night | Evening event that combines community and school resources to teach parents how to help their children at home. Include Adult Education to develop English speaking skills for parents. All invitations, flyers, and Parent Link messages are translated into Spanish. |
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**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 (schoolwide or targeted assistance), Adequately Yearly Progress, 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 [Section 1116)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Open House for Elementary and Middle | Faculty and staff | August  | Sign-in sheetsParentlink, Parent evaluations |
| 2 | Hold annual Title I Meeting (during SAC)The Title I Power Point will be shown in addition to SIP goals. The Title I Power Point will also be translated into languages deemed necessary.  | Title I Team | August | NewsletterCopy of PP,Sign-in sheets |
| 3 | Student Led Conferences/Curriculum Night and Pride Night | Administration, Title I TeamESOL, Title I Team | October and January | Newsletter, Copy of PP, Agenda (schedule of the evening)Sign-in sheets |

**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)].

* Open houses will be held in the morning, afternoon, and evening to offer flexibility for parents.
* SAC meetings will also be held in the evening on the same day.
* Parent /Teacher meetings will be offered two days a week from 2:25-2:55. Flexible scheduling will be offered as needed to accommodate parents who have varied work schedules.
* Parents are encouraged to reschedule meetings if scheduling conflicts arise.
* *Translators will be available during all parent involvement events.*

**Building Capacity**

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

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| **Count** | **Content and****Type of Activity** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Open House for Elementary and Middle | Faculty and Staff | Provide information to parents on expectations and how parents can help their children | August  | Parentlink, website, sign in sheet, flyer, handout, Parent evaluation survey, agenda |
| 2 | Hold annual Title I Meeting at SAC | Administration, Title I Team | Advise parents as to what a title I school is as well as the benefits. | August | Parentlink, website, sign in sheet, flyer, handout, Parent evaluation survey |
| 3 | Reading and Math Curriculum Training for Parents | Administration, Title 1, Teachers | Advise parents on ways to support reading and math achievement at home and how to understand STAR progress monitoring results | September | Parentlink, website, sign in sheet, flyer, handout, Parent evaluation survey, agenda |
| 4 | Student Led Conferences/Curriculum Night | Administration, Title I Team, faculty and staff | Parents will get an opportunity to view their children’s work and academic progress. | October | Parentlink, website, sign in sheet, flyer, Parent evaluation survey, agenda |
| 5 | Parent Involvement Training | Parent Involvement Specialist  | Students will be provided additional academic support. | Aug, Nov, Jan and March will take place during the day and in the afternoon.  Reminders of upcoming training will be included in monthly newsletter. | Parentlink, website, sign in sheet, flyer, Parent evaluation survey, signage at parent pick-up. Agenda |
| 6 | Student Advisory Committee | Faculty and Parents | Collaborating and making decisions for the students and school; feature clubs, performances, and other student groups at each SAC meeting | Monthly | Parentlink, website, sign in sheet, flyer, agenda, Parent evaluation survey |
| 7 | Strategies for Success | Administration, Faculty | Share learning and behavioral strategies to support student success at home | November/December | Parentlink, website, sign in sheet, flyer, agenda, Parent evaluation survey |
| 8 | Pride Night | PI/Teachers/Parents/Students | Students will showcase their academic and artistic achievements with family. | January | Parentlink, website, sign in sheet, flyer, handout, feedback survey, agenda, agenda |
| 9 | ESOL Family Night(approved by SAC  | Administration,PI Specialist | Families will learn about “A Day in the Life of a Student,” strategies to support students at home and how to navigate required ESOL meetings. Community involvement includes the library, Adult Ed, and C4 Financial Coaching | October andFebruary | Parentlink, website, sign in sheet, flyer, handout, feedback survey, agenda, agenda |
| 10 | Food Distribution | Volunteers/ PI Specialist | The primary need of food will be met which will lower the stress in the home permitting for additional focus on academic areas.  | Monthly | Parentlink, website, sign in sheet, flyer, signage at parent pick-up, agenda, Parent evaluation survey |
| 11 | High School Information Night | Administration, East Zone High School Counselors, Middle School Counselor | This information session will highlight the programs and offerings at East Zone High School to assist in the School Choice process; feature 1-2 high schools per session | September, November, January | Parentlink, website, sign in sheet, flyer, handout, feedback survey, agenda |
| 12 | All Pro Dads/Mentors of Minds (MOM)Oct.-Both groups-Kickball eventDec-Both groups-Community outreachFeb-Sweetheart Dance (father daughter) May-Both groups-Mother’s day event | PI Specialist/parents | This will benefit students by educating parents about various activities on parenting and how to foster academic achievement.  | Oct, Feb, Dec, May,  | Parentlink, website, sign in sheet, flyer, handout, feedback survey, agenda |
| 13 | Veterans Day Celebration | PI Specialist/All Staff/Students/Parents | This event enabled our students an opportunity to showcase their talents and academic skills learned all in one event. | November | Parentlink, website, sign in sheet, flyer, handout, feedback survey, agenda |

**SAC meetings need to have an educational component related to parent and family engagement and student achievement in order to be included as a parent involvement event**

**All parent and family engagement events need to have an educational component related to parent and family engagement and student achievement**

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, 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 programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Volunteer Training is provided to elementary/middle staff | Volunteer Coordinator | Improved communication with volunteers | August and January | PowerPoint, email  |
| 2 | Faculty training on Parentlink | Assistant Principal | Increased communication with parents | September and February | Parentlink usage reports |
| 3 | It is the expectation that the teachers read the school newsletter with events that will increase and improved parent involvement.  | Parent Involvement Specialist, Faculty and Staff | Research based articles provided from the parent involvement monthly newsletters | Quarterly | feedback survey and school academic/training record |

**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)].

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| We will enhance our family-friendly school by welcoming parents and providing caring and efficient service to their needs in person and on the phone. In all areas of our school we will answer questions in a courteous manner that demonstrates our concern for them to be a partner in their child’s education. We will provide translation as needed to build trusting and respectful relationships. We will conduct a survey in order to evaluate our success and make changes as indicated. |

**Communication**

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

* Timely information about the Title I programs [Section 1116];
* 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[Section
* If the schoolwide program plan 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].

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| * Title I information will be sent home with students, shared via PowerPoint at the annual title 1 meeting and also via website.
* District and school flyers outlining Title 1 will also be sent home.
* If requested by parents, meetings will be scheduled as requested.
* Sign in sheets will be used to show that information was received.
* All parents’ comments that state dissatisfaction with the school wide plan will be made available to the LEA. All scheduled meetings are offered at various times to accommodate the needs of our parents.

Emails, flyers, school and teacher newsletters, syllabi, meetings for parents before and after school hours, offer curriculum and academic expectations and standards. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement 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 [Section 1116)].

As new students enroll throughout the school year, they will receive a welcome packet that includes school information, as well as, Title I information and the Right to Know letter. Every effort will be made to ensure that full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children are available. Veterans Park Academy for the Arts will provide interpretation and translation services **as needed** at workshops, meetings, and conferences and the TalkSystem will be used as appropriate. Written communications will be available in English, Spanish and Haitian Creole. Parents can choose their preferred language for ParentLink. We will make every effort to provide full opportunities for parents with disabilities or (when requested) those with special needs.

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

**Upload Evidence of Input from Parents**

TO BE COMPLETED BY VPAA :

Upload evidence of parent input in the development of the plan.to the Title 1 Crate for the 2018-2019 school year

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**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116].

TO BE COMPLETED BY VPAA :

Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the 2018-2019 school year

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**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116)].

TO BE COMPLETED BY VPAA :

Upload evidence of parent input in the development of the compact to the Title 1 Crate for the 2018-2019 school year

## In this section you are reviewing the 2017-2018 parent involvement activities. You will need to put in the number of times you offered the events and how many participated

**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 [Section 1116)]. Include participation data on the Title I annual meeting.

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| **Count** | **Content and****Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Open House for Elementary and Middle | 1 | 1500 | Provide information to parents on expectations and how parents can help their children |
| 2 | Hold annual Title I Meeting | 1 | 60 | Advise parents as to what a title I school is as well as the benefits. |
| 3 | Social Media Awareness | 1 | 30 | Advise parents on ways to monitor social media activity so that it does not interfere with academic progress; advise on ways to use electronic outlets to extend learning |
| 4 | Student Led Conferences/Curriculum Night | 1 | 1000 | Parents will get an opportunity to view their children’s work and academic progress. |
| 5 | Parent Involvement Training | 3 | 60 | Students will be provided additional academic support. |
| 6 | Student Advisory Committee | 8 | 150 | Collaborating and making decisions for the students and school; feature clubs, performances, and other student groups at each SAC meeting |
| 7 | Strategies for Success | 1 | 20 | Share learning and behavioral strategies to support student success at home |
| 8 | Pride Night | 1 | 350 | Students will showcase their academic and artistic achievements with family. |
| 9 | ESOL Family Night(approved by SAC on Dec. 7, 2017) | 1 | 75 | Families will learn about “A Day in the Life of a Student,” strategies to support students at home and how to navigate required ESOL meetings. Community involvement includes the library, Adult Ed, and C4 Financial Coaching |
| 10 | Food Distribution | 2 | 300 | The primary need of food will be met which will lower the stress in the home permitting for additional focus on academic areas.  |
| 11 | High School Information Night | 1 | 350 | This information session will highlight the programs and offerings at East Zone High School to assist in the School Choice process; feature 1-2 high schools per session |
| 12 | All Pro Dads/Mentors of Minds (MOM)Oct.-Both groups-Kickball eventDec-Both groups-Community outreachFeb-Sweetheart Dance (father daughter) May-Both groups-Mother’s day event | 0 | 0 | This will benefit students by educating parents about various activities on parenting and how to foster academic achievement.  |
| 13 | Veterans Day Performance | 1 | 2000 | This event enabled our students an opportunity to showcase their talents and academic skills learned all in one event. |

## In this section you are reviewing the 2017-2018 staff training activities. You will need to put in the number of times you offered the events and how many participated

**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 [Section 1116)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Volunteer Training is provided to elementary/middle staff | 1 | 200 | Improved communication with volunteers |
| 2 | Faculty training on Parentlink | 1 | 115 | Increased communication with parents |
| 3 | It is the expectation that the teachers read the school newsletter with events that will increase and improved parent involvement.  | 4 | 115 | Research based articles provided from the parent involvement monthly newsletters |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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) [Section 1116)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Meals | Provide dinner for evening PFEP events |
| 2 | Family Work Schedules |  Plan events at different times to increase attendance and participation |
| 3 | Language | Provide translators at PFEP events |
| 4  | Child Supervision  | We will reach out to high school students to offer community service hours in exchange for childcare. |

**Best Practices (Optional)**

Describe the parental involvement 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)

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| **count** | **Content/Purpose** | **Description of the Activity** |
| **1** | ESOL Family Night | Families will learn about “A Day in the Life of a Student,” strategies to support students at home and how to navigate required ESOL meetings. Community involvement includes the library, Adult Ed, and C4 Financial CoachingThe most effective part of this event was inviting our community sponsors to speak with our parents and inform them of their services. |