**Waller**

**18-19 Parent and Family Engagement Plan**

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parent 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)]?**

Our Title I Annual Meeting will be held Thursday, Sept 13, 2018 at 4pm 30 minutes prior to our Open House. An additional meeting time will be offered at 9 am on Sept 13, 2018.

**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 on-line 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 the following school year. An evaluation of the current PFEP is conducted during a SAC meeting. 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.

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

During our SAC meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year’s SWP 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)]?**

The opportunities for parents will include but are not limited to evaluation forms at parenting events and Title I nights, IEP meetings, parent-teacher conferences, SAC meetings, CST meetings, Facebook, and Parent Compact meetings. Suggestions made by parents, if practical and reasonable, will be implemented in a timely manner.

**E. If the School-wide Program 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**

**F. By what means will the school provide assistance to parents in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children [Section 1116(e)(1)]? (Include activities in Table A)**

Assistance will be provided during Open House, Title I Annual Meeting, Parent Portal workshops and Curriculum Nights.

**G. By what means will the school provide parents a description and explanation of the curriculum in use at the school [Section 1116(4)(B)]? (Include activities in Table A)**

It will be given at Open House, Title I Annual Meeting, Curriculum Nights, Parent-Teacher conferences, in Newsletters and on Facebook and our Website.

**H. By what means will the school provide parents a description and explanation of the academic assessments used to measure student progress [Section 1116(4)(B)]? (Include activities in Table A)**

Title I Annual Meeting, Open House, Parent-Teacher conferences and a Question and Answer session in both the spring and the fall.

**I. By what means will the school provide parents a description and explanation of the achievement levels of the State academic standards that students are expected to obtain [Section 1116(4)(B)]? (Include activities in Table A)**

Curriculum Nights, Parent-Teacher Conferences, Spring and Fall question and answer session, Parent Portal trainings.

**J. By what means will the school provide parents materials and training to help them to 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)]? (Include activities in Table A)**

Curriculum Nights, Parent-Teacher Conferences, Spring and Fall question and answer session, Parent Portal trainings, and the Digital Citizenship Video for students that will be shared with the parents.

**Table A**

**Parent Training Opportunities**

**Include all activities for requirements F through J above and all 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\*** |
| Sept. | Title I Annual Meeting/Open House  Community Night | Requirements of Title I,  Classroom expectations,  Curriculum, assessments | F,G, H, I, J | Both |  |
| Nov | Math and Science Night/FSA &  MAP Question & Answer Session | Curriculum, assessments, standards | G, H, I, J | PM |  |
| March | Festival of Nations/FSA & MAP Question & Answer Session | Curriculum, assessments, standards | G, H, I, J | PM |  |
| May | Bingo for Books/Reading Night | Curriculum, assessments, standards | G, J | PM |  |
| May | Pre K-K Transitions | Curriculum, assessments, standards | G, H, I, J | AM |  |
| On-going | Parent Portal | Contact Information, encourage usage, progress monitoring | J | Both |  |
| Sept-May | Parent Leadership Class | Curriculum, assessments, standards, attendance | G, H, I, J | Both |  |

\*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 | School Advisory Council | Plan/review/improve the PFEP  and develop the SWP | PM |  |
| Aug-May | School Newsletter | Explains school specific information | AM & PM |  |
| Aug-Jun | Parent Liaison | Serve as the liaison between parents and the school to encourage engagement, encourage attendance. | AM & PM |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*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)]?**

The school will utilize trainings provided by the district for the faculty and staff. In addition, the school will share information at SAC Meetings.

**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)]?**

Our VPK parents are invited to attend all parenting activities and curriculum nights, Parent Leadership Classes, during our Open House, and Title I Annual Meeting we will have community partners available to speak with parents including but not limited to Crime Stoppers, local law enforcement and fire department and PanCare personnel.

**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 understanding Eureka math. During our Parent Leadership classes and during our Curriculum nights, we are adding help for parents to become familiar with the Eureka Website which provides parents and students on-line tutorials.

**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 Open House to sign-up for a parent-teacher conference to complete a compact. For parents who don’t sign-up, teachers will make contact requesting a conference.

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

During Open House we will have different community resources available to let parents know how their organizations can help.

**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)]?**

Staff trainings will be discussed with parents at SAC meetings and an evaluation will be given for parents to voice their opinions, comments and questions about the trainings.

**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)]?**

We will share with parents literacy training opportunities that are available in the community as well as try to establish a literacy training for parents at the school.

**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)]?**

When events are planned at the school, food will be provided and day care will be available.

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

Parent volunteers will be asked to help recruit other volunteers. We will also ask volunteers to be part of a directory that will allow them to contact other volunteers for car pooling, etc.

**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)]?**

Our social worker, parent liaison and guidance counselor will make home visits.

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

We will continue to use Smore and Newsletters to contact parents and provide information about school activities. The Parent Liaison will also make phone calls as necessary.

**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.)**

Based on the Spring Parent Survey results, work schedule was listed as the top barrier to participation. We plan to offer morning and evening events to give every parent an opportunity to participate.

**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.

**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)]?**

Based on the Spring Parent Surveys responses, the majority of parents indicated that right after school and evenings (5pm-8pm) are the most convenient times for meetings. This will be taken into consideration when scheduling events.

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

A minimum of 2 weeks notice will be our school policy. This will give parents an opportunity to save the date. Various methods of communication, Facebook, IRIS alerts, Newsletters, Smore, 2 flyers for each event, will be used to notify and remind parents about events to ensure the greatest participation.

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

|  |  |
| --- | --- |
| **Category** | **List of Items** |
| Parent Liaison & Social Worker | Salary, benefits |
| Parent Communications | Paper, ink/toner, copier rental, stamps, digital newsletter, printed materials/brochures, Smore |
| Parent Training/Events | Refreshments, materials, supplies, printed materials, ink/toner |
| Parent/Teacher Conferences | Subs to cover classrooms, stipends for after hours |
| Parent Center | Equipment and supplies |