**Springfield**

**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)]?**

The school will conduct an Annual Meeting in early September. The district will provide a powerpoint presentation that includes all of the requirements of the law and the Title I program.

**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 next 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 parent 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 a 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)]?**

Parents will be provided opportunities to formulate suggestions and to appropriately participate in making decisions through the following ways: evaluation forms at parenting events, IEP meetings, parent-teacher conferences, SAC meetings, CST meetings. Any appropriate and reasonable suggestions made by parents will be considered and 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)**

The school will assist parents in understanding various school related topics (standards and assessments, for example) during the following times: Pre K-5th grade orientation, our annual Open House, the Title I Annual Meeting for parents, Parent Portal workshops during orientation, FSA nights in February, and K-5 Transition Night in May.

**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)**

 The school will provide parents and families a description and explanation of the curriculum in use at the school through the following: Fall Open House, Booriffice Science night, Holiday Bingo for Books, Transition Meetings, Newsletters, Parent-Teacher Conferences, awards ceremonies, pre recorded phone calls home.

**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)**

The school will provide this information through Parent-Teacher Conferences, FSA Nights, Transition Meetings, Newsletters, awards ceremonies, pre recorded phone calls home.

**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)**

 Title I Annual Meeting, FSA Night, Fall Open house, Parent/Teacher Conferences

**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 Center, Family Resource Center, K-5 Transition Night, Parent Portal Trainings, Booriffic Night, Book Bingo night

**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/Oct | Title I Annual Meeting | Requirements of Title I | F,G,H | AM and PM |  |
| Sept | Open House | Classroom expectations, curriculum, assessment | F,G | PM |  |
| Oct | Booriffic Math/Science Night | Curriculum Assessment Standards | F,G,H,I,J | PM |  |
| Dec | Christmas Book Bingo | Curriculum Assessment Standards | F,G,H,I,J | PM |  |
| Feb | MAP/FSA Night | Assessments | H, I | AM and PM |  |
| May | Transition night/Summer Support | Curriculum, assessments, summer activities | F,G,H,I,J | AM and PM |  |
| On-going | Parent Portal Training | Contact information, encourage usage, progress monitoring, help with math | F,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 | School Advisory Council | Plan/review/improve the PFEP and develop the SWP | AM and PM |  |
| Aug-May | School Newsletter | Explain school information and events | Newsletter |  |
| Sept | Donuts for Dads | Stress the importance of student attendance | AM |  |
| May | Mother’s Day Tea | Stress the Importance of Reading | AM |  |
| Aug-June | Parent Liaison | Serve as a liaison between parents and the school to encourage engagement, encourage attendance |  |  |

\*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.

**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)]?**

 Pre K parents are invited to all of the events at the school, such as Open House, Booriffic Night, Book Bingo, MAP/FSA night, and Transition Night. Day time events such as Mother’s Day Tea and Donuts for dads are also held. Parents are encouraged to attend all of these events which are spread throughout the year.

**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 Surveys, parents are requesting help with communication from the school. At a Title I school such as Springfield, alternative ways to communicate must be explored, such as the use of flyers and newsletters. Parents have also requested alternative times for meetings, and also help with understanding the new Math program and the FSA standards.

**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)]?**

**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.)**

 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. We are also planning to offer more options for those families who have limited English proficiency.

**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 ends and evenings 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 communications, such as flyers, digital sign outside, the school website, flyers, Class Dojo, and recorded phone messages 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 | Salary, benefits |
| Parent Communications | Paper, ink/toner, copier rental, stamps, digital newsletter, printed materials/brochures |
| Parent Training/Events | Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants/author visits, ink/toner |
| Parent/Teacher Conferences | Subs to cover classrooms, stipends for after hours |
| Parent Center | Equipment and supplies |