



I, Carolyn Wilkins, do hereby certify that all facts, figures, and representations made in this plan are true, correct, and consistent with the statement of assurances. 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 the PFEP Program. All records necessary to substantiate these requirements will be available for review by appropriate District, State and Federal staff for a minimum of five (5) years. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the plan. 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
- Involve the parents and family of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent [Section 1116(a)(3)(b)];
- Jointly develop/revise with parents the School-Level PFEP, distribute it to parents of participating children, and make it available to the local community [Section 1116(b)( )];
- Involve parents and families, 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 PFEP and the joint development of the school-wide program plan under Section 1116(c)(3);
- Use the findings of PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP [Section 1116(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments when the school submits the plan to the Local Educational Agency (LEA) [Section 1116(b)(4)];
- Provide each family an individualized student report about the performance of their child on the State assessment [Section 1112(e)(1)(B)(i)];
- 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 does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned [Section 1112(e)(1)(B)(i)]; and
- 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 1112(e)(1)(A)].

Carolyn N Wilkins  
Principal Signature

8/28/2018

Date

**Parent and Family Engagement Mission Statement (optional)**

Our mission is to provide opportunities for parents and families to participate in activities at school and in the community that will increase their involvement in

**Involvement of Parents/Families**

**Describe how the school involves the parents/families in an organized, ongoing and timely manner, in the planning, reviewing and improvement of Title I programs including involvement in decision making of how funds for Title I will be used [ESEA Section 1116].**

Parkway Elementary involves the PTO president and parent and community members in the decisions about using Title I funds. Each month the School Advisory Council reviews the budget and makes recommendations for usage.

**Coordination and Integration with Other Federal Programs**

**Describe how the school will coordinate and integrate parent and family engagement programs and activities with other programs. Explain how these activities will teach parents how to help their child/children at home [ESEA Section 1116)**

<b>Program</b>	<b>Coordination</b>
Back to School Dance and Book Fair	The Back to School Dance allows families to become part of our community of learners. While attending they can go to the media center and select books from the book fair for their students. Instructional staff are available to assist them in finding right fit books.
Grandparents Day	Grandparents are invited to have lunch with their grandchildren and learn how students are taught to make good nutritional decisions about lunch choices.
SAC/ Monthly	Parents are invited to attend monthly SAC Meetings to learn about the progress of the school and how to become more involved.
PTO/ Monthly	Parents are invited to attend monthly PTO Meetings. These meetings help them engage in school community and learn how to support the school programs.
Spaghetti Dinner/ Annual Title I meeting	The dinner allows families to become part of our community of learners. At that event we will conduct our Annual Title I meeting.
Rockin' Reading Night	This event is an opportunity for parents to learn reading strategies to use at home.
Student Led Conferences (2X/year)	Student Led Conferences are held to have students share their progress with parents. Teachers can make recommendations for how to support from home.
Parkway Treasures Night (3x/year)	Parents are encouraged to participate in school events, sign planners, and support at home reading. Each time they do this they earn points. If they earn 80% of the possible points per quarter they get a Parents' Night Out and we keep the students for 2 hours.
CSI Night	Parents and families attend to learn about investigating like a scientist. This event allows demonstration of scientific thinking.
FSA Parent Nights	These nights share information about the FSA testing and how parents can support their students from home.
Parkway & The Arts	This night is a demonstration of students' art work. Students are able to explain how they express themselves artistically. Parents

Family Trivia Night	Families will participate in an academic Trivia Game. They will learn more about the grade level standards their students are focusing on in the classrooms.
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### Annual Parent Meeting

**Provide a brief description of the following:**

- **Specific steps your school will take to conduct the Title I Annual Meeting to inform parents and families of participating children about the school's Title I program.**
- **The nature of the Title I program that is shared with parents (school-wide or targeted assistance).**
- **How the school, at the annual meeting, will inform parents of school performance data and the right of parents.**

The Title I Annual Meeting is held in conjunction with our Annual Spaghetti Dinner. It will also start earlier so that the parents of those students staying for 21<sup>st</sup> Century can stay right after pick up time. It will be presented school-wide. The standard power point will be used to guide the conversation.

### Flexible Parent Meetings

#### Describe how the school will:

- Offer a flexible number of meetings, such as meetings in the morning or evening,
- Provide, with Title I funds, transportation, childcare or home visits as such services relate to parent and family engagement [ESEA Section 1116].

Our school meetings are held right afterschool or in the evenings when we focus on school-wide meetings. We also offer parent teacher meetings, PSTs and other student specific meetings in the mornings if that fits the parent schedule better. Our Student Led Conferences are offered in an open house style allowing parents to come any time in a two hour window.

### Building Capacity

#### Describe how the school will:

- Implement activities that will build the capacity for meaningful parent/family engagement
- Implement activities that build relationships with the community to improve student achievement
- Provide materials and trainings to assist parents/families to work with their child/children.
- Provide other reasonable support for parent/family engagement activities [ESEA Section 1116].

Activity	Materials Provided	Person Responsible	Timeline	Evidence of Effectiveness
Back to School Dance and Book Fair	Reading strategies	Coaches	Sept 7-14	Increase in Reading Counts testing
Grandparents Day	How to Support Your Grandchild's Learning	Coaches	Sept. 11 <sup>th</sup>	Increase in student achievement
SAC/ Monthly	Agendas/ Handouts	SAC Chair	Monthly	Increase in attendance at meetings
PTO/ Monthly	Agendas/Handouts	PTO Chair	Monthly	Increase in parent participation

Spaghetti Dinner/ Annual Title I meeting	Information on Parkway Treasures	Wilkins	Sept 27 <sup>th</sup>	Increase in parent engagement at events & through homework
Rockin' Reading Night	Reading Strategies	Coaches/ Lit Committee	Oct 10 <sup>th</sup>	Increase in reading performance
Student Led Conferences (2X/year)	Brochure: How to support your student	Teachers	Oct 25 <sup>th</sup> & 26 <sup>th</sup>	Increase in student achievement
Parkway Treasures Night (3x/year)	Handout for how to earn points	Wilkins	Yearly	Increase parent involvement & communication
CSI Night	Materials for scientific investigation	Casper	January 24 <sup>th</sup>	Increase science scores
FSA Parent Nights	State provided parent handouts for FSA	Wilkins/ Coaches/ Teacher	Nov 7 <sup>th</sup>	Increase student achievement
Parkway & The Arts	No handouts	Cruz	Feb 13 <sup>th</sup>	Increase in parent involvement

**Staff Development**

**Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, and other school leaders, as well as other staff with the assistance of parents/families in:**

- **The value of their contributions;**
- **How to reach out to, communicate with, and work with parents and families as equal partners; and**
- **How to implement and coordinate parent/family programs and build ties between parents/families and the school [ESEA Section 1116].**

<b>Activity</b>	<b>Person Responsible</b>	<b>Area of Focus</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Kids At Hope	Wilkins	Social Emotional	Preschool Week	Decrease in ODR
Social Emotional Learning	Wilkins/ Sherman	Social Emotional	Preschool Week	Decrease in ODR
PBIS	Rivera	Classroom Management	Preschool Week	Decrease in ODR
ClassMax	Wilkins	Data Driven Instruction	Aug 28 <sup>th</sup>	Increase Data Driven Instruction, Increase student achievement
Collaborative Scoring/ Writing	Wilkins Coaches	Writing, Data Driven Instruction	Aug 27 <sup>th</sup> , Monthly	Increase Writing Achievement
iReady	Coaches	Data Driven Instruction	Aug 31 <sup>st</sup>	Increase Data Driven Instruction

### **Other Activities**

**Describe other activities, such as a parent resource center, the school will conduct in order to encourage and support parents/families in more meaningful engagement in the education of their child/children [ESEA Section 1116].**

We have a 21<sup>st</sup> Century Afterschool Program that includes a parent engagement component. We also host some fun family events in the community like Chuck-E-Cheese nights and Barnes and Noble Bookfairs.

### **Communication**

**Describe how the school will provide to parents of participating children the following:**

- **Timely information about the Title I program and activities;**
- **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 participate, as appropriate, in decision relating to the education of their child/children [ESEA Section 1116].**

We publish a monthly parent newsletter that includes information on how to support students' school work. We also use Social Media to notify parents of events and accomplishments.

### **Accessibility**

### **Discretionary Activities (Optional)**

**Describe any activities that are not required, but will be paid through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)**



**Barriers****Provide a description of the:**

- **Barriers that hindered participation by parents during the previous school year**
- **Steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].**

**Barrier (Including the Specific Subgroup)****Steps the School will Take to Overcome**

A barrier in transportation to the school

When needed we send things home to parents and then communicate with them via phone