

## **Westside's Elementary School's Title I, Part A Parent & Family Engagement Plan (PFEP).**

I, Willie F. Williams, 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 parent and family engagement, and will carryout programs, activities, and procedures in accordance with the definition:
- Involve the parents 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;
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community;
- 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 parent and family engagement plan and the joint development of the schoolwide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's parent and family engagement plan;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- 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;
- 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; 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.

*Willie F. Williams*

*9/28/2018*

### **Mission Statement**

Parent & Family Engagement Mission Statement (Optional)

**Parents, students, staff and community members will work together to provide quality educational programs that focus on the total development of the child.**

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## Involvement of Parents

Describe how the school will involve parents [n 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 parent and family engagement will be used.

**Response:** Westside 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 through the School Advisory Council, the Parent Liaison, Blackboard Connect 5, Parent Input sessions at PTA, Parent and Teacher conferences, School website and surveys. The School Advisory Council (SAC) meets monthly and is responsible for the planning, review, and improvement of the Title I program. SAC meetings discuss the title one budget and provide time to discuss the expenditure of funds devoted to parental involvement. All parents are invited to be members of the Westside Elementary SAC. SAC members and non-member SAC parents provide input on the Parent Involvement Plan and the Title I budget, as well as all other plans related to school improvement. Parent surveys are also used to solicit parent input. Comments from parents are documented on SAC meeting minutes. These activities will be coordinated by the principal, assistant principal, SAC chair, teachers, and the parent liaison. The Westside Elementary Parent Teacher Association (PTA) meets on a regular basis and provides input on school related activities and events. All committees encourage and solicit parent input through surveys and parent comments are documented on meeting minutes.

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## Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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 111 , Title IV, and Title VI.

count	Program	Coordination
1	Title I, Part C	We have developed a process where all teachers have a coach. These coaches will work with teachers to review student's cumulative folders when admitted to the school. Teachers, coaches, and the TOA will make contact with the parent to develop strategies through the Problem-Solving Team process for home and school to develop a workable plan to ensure students receive the most out of their education while at Westside. These plans and student progress will be monitored by teachers, coaches, and the administrative staff.
2	Title X, Homeless	Title X Coordinator provides services to families to ensure that students have school supplies, community resources , and transportation. This includes partnerships with food vendors such as Food Brings Hope which will supply 501bs of groceries weekly.
3	Title I, Part D	Students will be identified when entering the school. The Teacher on Assignment's role along with the academic coaches is to help identify these students, reach out to parents, and ensure all student are working through the PST process. We will continue to have weekly meeting on these students at Behavior Leadership Team Meetings, (behavior, tardiness, and absenteeism). Similarly, their academic progress will be kept as an integral part of these meetings. If the PST process progresses to testing and eligibility supplemental instruction support provided by the school will be discussed with parents during the development of the students' IEP.
4	Title I Part A	Supplemental Tutoring after school. Supplemental materials and supplies needed to close the achievement gap. Supplemental funds for on-going staff development as determined by the results of assessment data.
5	Title II	The district provided ongoing Professional Development in the core subject areas to ensure quality instruction and student success.

6	Title III	Additional support and resources provided by the school will be with parents during the <b>LEP</b> committee meeting. The district ESOL Coordinator and staff provided ongoing support and professional Development to teachers to ensure instructional best practices are utilized. Teachers consistently monitor the <b>ELL</b> students to identify specific needs and target interventions/enrichments to ensure the appropriate pathway toward graduation.
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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.

count	Activity Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop presentation materials that address the required components	Principal	September 2018	Parent sign in sheet
2	Publicize the event	Principal	September 018	Blackboard Connect 5, flyers and marquee announcement, student planners, flyers (parent invitations) website
3	Develop sign-in sheets	Parent Liaison	September 018	Sign-in sheets for individual classrooms
4	Maintain documentation	Parent Liaison	September 2018	Title I documentation box
5	Gather information on Title I such as brochures and DVD outlining services	Principal	September 2018	Information prepared for presentation
6	Prepare information on Curriculum and classroom expectations	Teachers	September 018	Title I Parent Survey
7	Annual Open House/Title I parent meeting	Principal	September 018	Blackboard Connect 5, and marquee announcement, sign in sheets and parent survey

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## 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 parent and family engagement.

**Response:** Westside Elementary is aware of the need to offer a flexible number of meetings for services related to parent involvement. The administrator requires that teachers conference with parents within the first nine weeks of school regarding their children's progress and how the parent may assist in the child's success. The teachers schedule these meetings at the parents' convenience. Evening meetings such as School Advisory Council and PTA are available for those parents who are not available during the day. Open House, SAC, and PTA meetings are generally held in the evenings. Parents are encouraged to have input in the School Improvement Plan and the Parent Improvement Plan, input times do vary to allow parents the opportunities to participate. The Parent Center is open at various times during the day to meet the availability of parents. The school is also aware of the limited time some of the parents have for meetings so we offer "drive through" events where the Parent Liaison is available at the Parent Pick-up/Drop-off to hand out relevant materials. Child care is offered to parents attending the Parent to Kids Workshops. Input for the School Improvement Plan is solicited from parents; we schedule input times in the morning, afternoon, and evening to ensure that parents can participate.

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## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Student Academic Achievement and Title I Program Information: Open House	School Staff	Information is provided to parents on expectations and ways they can help children	September 2018	Sign-in Sheets, Parent/Teacher Q&A
2	Family Date Night	School Staff	Families learn ways to extend learning to the home environment.	The Third Thursday Every month Sept-April 18-19	Posttest/Sign-in Sheet
3	SAC membership training	SAC Chairman	Increase parent knowledge of academic expectations and foster parent/school communication.	October/November 2018	Sign-in sheets
4	Kindergarten Orientation	School Staff	Parents are presented materials on how to prepare children to be successful in kindergarten	Spring 2018	Parent Survey
5	Meet the Teachers	School Staff	Provides parents with classroom and school expectations	August 2018	Sign-in sheets

	<b>BINGO</b> for Books	Parent Liaison/Staff/ Media Specialist	Provides parents with the opportunity to interact hand in hand with their child and showing sportsmanship in playing BINGO to win new educational books	Oct 2018 & Feb 2019	Sign-in sheets
7	Doughnuts for Dads	Guidance Counselor	Provide Dads/grandpas/mentors the opportunity to visit their child's classroom and explain educational standards and how they can help their child.	September 2018	Sign in Sheets/ Surveys
8	Technology Night	<b>Media</b> Specialist/ Staff	Parents will be exposed to how to properly use blackboard/ and classroom Dojo to communicate with. Parents will be also educated in the online programs that can be accessed at home to help student academics	November 2018	Sign in Sheet Surveys

## 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 and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent volunteer and business partner training or staff	Parent Liaison	Improve teacher's ability to use parent volunteers and/or business partners in the classroom	January 2018	Sign in Sheet
2	Different Levels of Parent Involvement (DLOPI)	Parent Liaison/Principal	Improve the ability of staff to work with parents	Spring 2018	Surveys
3	Parent Involvement Workshop	Parent Liaison	Liaison will build capacity on how to effectively integrate parents into school activities	Spring 2018	Sign in Sheet
4	Title I Program: Program Overview	Administration	Faculty members learn about Title I program, services, and annual 1parent meeting	September 2018	Surveys

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more fully participating in the education of their children.

**Response:** Westside Elementary has numerous family activities and parent involvement opportunities throughout the school year, and parents are encouraged to actively participate in these events. Westside Elementary has a Parent Resource Center that is open to families daily. Parents can check out books and educational materials to be used at home. Westside Elementary holds numerous family activities throughout the year to encourage families to take an active interest in their child's education. "Meet the Teacher" and "Annual Open House" are held in August and September. At these events, parents meet teachers and learn about curriculum and expectations for the year. Parents are encouraged to volunteer in the classroom and to join PTA. Information on Title I programs is shared at the Annual Open House using brochures and an informational power point. Westside Elementary hosts the "Reading Date Night with Your Kids" literacy program for families every year. At Westside Elementary we also offer eighty free food bags every Tuesday, to help with families who may be struggling to put food on the table.

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## Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- 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; and
- 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.

**Response:** Information about Title I programs will be provided through newsletters, booklets/brochures, school marquee and an informational PowerPoint shown during Open Houses. The Title I Parent Involvement Plan brochure and Title I booklet are sent home with each student via backpack. Student-Parent handbooks are sent home for review and signature acknowledgement is sent back to school. A Safety and Security flyer from the principal is sent home with each child. Curriculum and assessment information is shared by teachers at the Annual Open House, during parent teacher conferences, and through newsletters/Class Dojo Class Stories. Assessment information is sent home with students via backpack and can also be found on website. Parent Portal sign on is available for all parents to monitor student progress. Parents may provide input to the school via parent input forms, interim reports, planners and student report cards. Parents are invited to be part of such organizations as SAC which provides parents timely information about Title I programs.

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## Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement 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.

**Response:** Information regarding parent participation is provided to parents via school website, phone messages, Class Dojo Class Story, parent/teacher conferences, Twitter, Remind text messaging program, student backpacks, workshops, and meetings. District information is available in English and Spanish. When requested, the District will provide a translator if school staff are not able to assist. Leadership Committee meetings for parents of ELL students is available. Staff person is assigned as an ELL Contact.

Parents with special needs are accommodated. Westside Elementary is handicapped accessible on all areas of the campus.

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### Discretionary Activities

Discretionary School Level parent and family engagement plan Components Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline	
1						
2						
3						
4						

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### Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan.

Please upload into SharePoint and keep copies for our records.

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### Upload Parent-School Compact

Note : As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

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### Upload Evidence of Parent and family engagement in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.



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## **Evaluation of the previous year's Parental & Family Engagement Plan**

### **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. Include participation data on the Title I Annual Meeting.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Student Academic Achievement and Title I Program Information: Open House	1	196	Provide parents with class expectations
2	Parent to Kids	5	80	We promoted literacy by providing free books to students at the primary grades
3	SAC membership training	3	100	Increase parent knowledge of academic expectations and allowed parent input into school policies and procedures.
4	Kindergarten Orientation	9	285	We provide community and school information in a safe environment to aid parents to ready their students for Kindergarten.
5	Meet the Teachers	4	100	To empower parents by allowing them to meet, and understand the requirements of their child's grade level, and classroom, school, district, and Title I expectations.
6	BINGO for Books	4	650	To provide family diner promoting family togetherness, and providing books for families to take home to start to build a library. Every child attending received a book of their choice.
7	Doughnuts for Dads	1	180	On Dad's day, we invited all fathers, father Figures, and moms to join us to have breakfast donated by Krispy Kreme



## 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent volunteer and business partner training for staff	1	60	Improve teacher's ability to use parent volunteers and/or business partners in the classroom
2	Different Levels of Parent Involvement (DLOPI)	1	60	Improve the ability of staff to work with parents
3	Parent Involvement Workshop	1	60	Liaison will build capacity on how to effectively integrate parents into school activities
4	Title I Program: Program Overview	1	60	Faculty members learn about Title I program, services, and annual parent meeting

## Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement 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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Working Parents	Increase grandparent involvement
2	Economically Disadvantaged Families	Coordination of resources from community and business partners through the Family Center
3	Limited English Proficiency	Provide office and school staff translators and ESOL services
4	Limited Transportation to events of economically disadvantaged parents	School coordinate neighbors to drive or offer assistance to those without transportation to reach the school

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**Best Practices (Optional)**

Describe the parent and family engagement 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)

Amount	Content/Purpose	Description of the Activity
1		
3		
4		

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.

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