**Discovery Elementary Title I, Part A Parent & Family Engagement Plan (PFEP).**

I, \_\_\_\_\_\_\_\_Kim Feltner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 carry out 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.

|  |  |
| --- | --- |
| **Signature of Principal or Designee** | Date Signed |

# Mission Statement

Parent & Family Engagement Mission Statement (Optional)

**Response:** Discovery Elementary believes that parent involvement is essential to student achievement. The quest of Discovery Elementary is to create a cooperative learning atmosphere that stimulates the awakening of each student's potential while encouraging an environment of mutual respect and community pride. Everyone, Every day, In Some Way, Is a Winner at Discovery Elementary.

# 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 parent and family engagement will be used.

**Response:**

A.

Public Input for SAC will be announced in our newsletter, marquee and Connect Ed. phone messaging system. Opportunities for input will also be offered at our September Title 1 Meeting and Open House. This will be completed by the principal and the Title I Parent Liaison. This activity will occur during the month of September. Additionally, points of interest and a presentation of the Title 1 budget will take place dur this time.

B.

The principal will develop an agenda and sign-in sheets for parent input. This will be scheduled for the evening of September 12th during the annual Title I meeting. We usually have 70% attendance at Open House.

C.

Our Annual Public Title I Meeting will occur on September 12th. One meeting will take place in the cafeteria for all families. The administration, teachers and the Title I Parent Liaison facilitate the meeting. Translations will be offered for Spanish speaking families. There will be an agenda, PowerPoint, and handouts for parents.

D.

Title 1 Updates/and Budget reviews take place monthly at School Advisory Council (SAC) meetings and PTA meetings.

# 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 III, Title IV, and Title VI.

|  |  |  |
| --- | --- | --- |
| **count** | **Program** | **Coordination** |
| 1 | Title I, Part C | Migrant Education Program Coordinator, Migrant Advocate and Migrant Recruiters work together to provide services and support to the migrant students and their families. |
| 2 | Title X, Homeless | The school works closely with the Title X homeless coordinator, to ensure that homeless students have the materials and resources that they need. |
| 3 | Title I, Part D | The district provides remedial and supplemental instructional resources to students who fail to meet performance needs due to neglect, delinquency or At Risk. Student transition programs exist for those in a DJJ program assisting with increased graduation opportunities as well as industry certification.  The Early Warning System {EWS} is monitored to address concerns when immediately in |
| 4 | Title I Part A | Under Title I Part A the school works with outside agencies that provide specific services to targeted students and their families. |
| 5 | Title II | The district provides ongoing Professional Development in the core subject areas to ensure quality instruction and student success. |
| 6 | Title III | The district ESOL coordinator and staff provide ongoing support and professional development for teachers to ensure instructional best practices are utilized. |

# 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 and print sign-in sheets for all parent meetings | Clerical | All year | 5 Star Notebook |
| 2 | Maintain Title I Meeting Sign-in sheets | Parent Liaison | 9/2018 | 5 Star Notebook |
| 3 | Present Title I information as Computer Slides | Principal | 9/2018 | Title I Meeting Sign-in sheets |
| 4 | Maintain Open House Sign In Sheets | Admin | 9/2018 | 5 Star Notebook |
| 5 | Present Key Points at Meeting | Principal | 9/2018 | PowerPoint/Handout |
| 6 | Advertise/Publicize Annual Title I Meeting | Principal/Parent  Liaison | 9/2018 | Connect Ed. Script |
| 7 | Advertise/Publicize Open House | Principal | 9/2018 | Sign-in sheet/agenda/Input |
| 8 | SAC/PTA/ESOL Meetings | SAC Chair | All year | School Grants and Projects |
| 9 | Monthly Newsletters/School Website | AP | Monthly | Parent Survey |
| 10 | Connect Ed. Telephone Calls | Principal | Monthly | Parent Survey |
| 11 | SAC Parental Input/Newsletter/Marque | Principal | Monthly | Sign-In Sheets/Input letters |
| 12 | ESOL Parent Leadership Meetings | Teacher/Admin | Bi-annual | Sign-in Sheets/Agenda |

# 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:** Discovery Elementary will schedule parent meetings at various times of the day to meet the needs of the parents. We will offer academic parental meeting in reading, math and writing. Homework and grading policies will also be discussed. Materials for check out from our ESOL/Community Center will be offered and available to all parents. Our school with the assistance of community members will advertise and encourage attendance at the district Family FACT (Families and Communities Together) fair in the spring. Certified teachers will be offering homework help/tutoring to students after school, parents may attend for additional learning/assistance.

# 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 | Open House | | Admin/Teachers | |  | | --- | | Assist the parents with curriculum requirements, and grading practices. | | | 9/2018 | Sign-in sheets and input cards |
| 2 | Math Night | Acad. Coach/Teachers | | Parents will receive math curriculum for their child's grade level. Example of how parents can teach the skill at home will be demonstrated. | 11/2018 | | Input cards |
| 3 | Science Night | Acad. Coach/HS Science Students  Nat’l Sci. Honor Soc. | | Presentation of scientific information. Teachers share the steps in the Scientific Method. | 5/2019 | | Sign-in sheets and input cards |
| 4 | ESOL/Parent Community Room | ESOL Team/Parent Liaison | | |  | | --- | | Parental supplies to assist students with curriculum and homework.  Bi-lingual supplies & materials | | All year | | Sign-in sheets and input cards |
| 5 | Admin Walk-thru | Admin | | |  | | --- | | Specific feedback for improved teacher performance. | | All year | | VSET |
| 6 | |  | | --- | | Parenting Fair | | Title I Committee /  Parent Workshop Facilitator | | Teaching parents how to assist their children in the home. | Bi-Monthly | | Sign-in sheets, Parent Survey |

# 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 | Ideas for parental involvement will be sent to all teachers electronically | Title I Liaison | Improve the ability to work effectively by providing examples of best practices for parental involvement. | Monthly | Newsletter/Parent Input |
| 2 | Social Worker - Home Visits and Attendance | Social Workers | Social Worker speaks at our faculty meeting to discuss her role with parent involvement and attendance. | Monthly | Agenda |
| 3 | District Title I Staff Development | District | Assist with Parental Activity | As needed | District Workshop: Survey |
| 4 | Faculty Meetings/Video clips | Principal | Teachers' knowledge will increase in the area of conferencing | Monthly | Agendas |
| 5 | SIP focused PL | Administration | Teachers will improve skill level of teaching with learning targets, writing rubrics, and rigorous assignments. | All Year | DPP |

# 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:** Discovery Elementary has a ESOL/parent Community room which is located in a portable for easy access to families. It is used for Discovery families seeking translation or comm unity assistance, but the district also utilizes the facility to host meetings for parents and families from any VC school. The parent room is operated by a Title I Parent Liaison and ESOL team who sends out newsletters and promotes the use of the center. Technology is available for parent use, with internet access. We have combined our SAC/PTA & ESOL committee meetings hosting all 3 committees on the same evening, so all school supports have an open means of communication. We hope this transition encourages membership for continued parental involvement.

**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:** Discovery Elementary offers numerous opportunities to involve parents in school activities. Communication is in Spanish and English. We use phone calls, website, marquee, and personal invites to keep parents informed. We use our Title I per pupil allocation to fund activities. We host and advertise monthly School Advisory Council meetings. The times/days of the meetings vary to meet the needs of the parents and community members. Additionally, all activities are advertised for increased community participation.

**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:** Discovery Elementary offers numerous opportunities to involve parents in school activities. Communication is in both Spanish and English. We use our phone calls, marquees website and personal invites to keep parents informed. Our ESOL/Parent Community room is available at numerous times and has dictionaries and storybooks in English and Spanish.

Teacher conferences are translated by our bilingual paraprofessional. Personal notes from teachers to families are also translated. IEP meetings take place annually for all our students with special needs.

**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 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Home Visits | Administration/School Social Worker/Parent Academic Facilitator | All Academic Areas | All year |
| 2 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; | SAC/PTA/ESOL | SAC Chair  PTA Pres.  ESOL Team | All Academic Areas | All year |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Good News Club | Administration/Volunteers | All Academic Areas | Sept. - May |

# 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.

# 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.

# 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.

## 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** |  | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Meet the Teacher:8/10/18 | 1 |  | 471 | Increased communication leading to more academic conversations & involvement |
| 2 | New Year Open House: 9/12/18 | 1 |  | 272 | Increased communication leading to more academic conversations & involvement |
| 3 | Polar Express Community event | 1 |  | 487 | Increased family involvement will improve relationships and academic communication |
| 4 | ERPL/Parent Data Day 4/4/18 | 1 |  | 101 | Increased family involvement will improve relationships and academic communication |
| 5 |  | 1 |  |  | Increased family involvement will improve relationships and academic communication |

# 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 | Student Data Chats | Monthly | All teachers | Maintaining awareness & parent communication will encourage student achievement |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

# 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 | |  | | --- | | Parents work Schedules | | Flexible activity & informational meeting times |
| 2 | Transportation | Provide Votran passes when necessary & available |
| 3 | Childcare for younger siblings | |  | | --- | | Provide daycare using HS students needing volunteer hours | |
| 4 | Hispanic families feeling intimidated because of lack of English language | Provide translators |
| 5 | Communication | connect-ed, email, text messages, and letters sent for all events  in Eng. & Span. |

# 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)

|  |  |  |
| --- | --- | --- |
| count | Content/Purpose | Description of the Activity |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

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