

# **Walsingham Elementary 2019-2020**

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## **Parent and Family Engagement Plan**

I, Tamara A Killian 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 parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- 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 parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- 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 [Section 1111(h)(6)(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 is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; 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 (h)(6)(A)].

## Mission Statement

### Parental Involvement Mission Statement (Optional)

**Response:** Walsingham Elementary school community creates a quality educational setting that promotes critical thinking skills for college and careers by providing a relevant and rigorous curriculum and building positive relationships.

## 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 parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Walsingham Elementary School believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). We will communicate information regarding SAC in parent newsletters, school messenger calls, and Open House. More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent Family Engagement Plan (PFEP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. This parental input will be documented in school newsletters and SBLT agendas. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed by SAC and community stakeholders to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings.

## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement 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 [Section 1118(e)(4)].

count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP.
2	VPK	Walsingham Elementary and the VPK will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers and the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc.

3	Kindergarten Orientation	All incoming Kindergarten parents are invited to discuss procedures, curriculum, school orientation and district policies.
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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 [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Parents are given handouts that relate to the event that is taking place and presentation materials.	Principal, Assistant Principal	August 2019	PowerPoint presentation and handouts that have what items were addressed
2	Develop and disseminate invitations through flyers, newsletters, and school messenger	Principal, Assistant Principal, MTSS	August 2019	Flyers, School Messenger call, newsletter
3	Distribute Compacts for parents, students and teachers to sign	MTSS	August 2019	Signed compacts
4	Maintain documentation	MTSS	September 2019	Copy of newsletter, annual meeting PowerPoint, school website, Title I parent survey results, Title I parent station
5	Advertise/publish events	Principal, Assistant Principal, MTSS	August 2019	School Messenger message script, Marquee notice

## 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 parental involvement [Section 1118(c)(2)].

**Response:** The leadership and staff at Walsingham Elementary School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our Title I meeting and Fall Festival for parents and students attending Walsingham, are offered in the evening. In the event a parent misses any meetings, a letter will be sent home advising the parent they missed the meeting and they are invited to contact the school to receive the information provided at their convenience. Parent/Student activities are planned and promoted through newsletters, school messenger calls, marquee, and student agendas. PTA and SAC meetings are on the second Tuesday of the month during the evening, with an opportunity to attend alternate times after dismissal. When hosting events such as Connect for Success, these events are held within three different times. The first in the evening (5:00-7:00PM), the second (7:00-7:30AM) and the third (2:00-2:40PM).

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title 1 Annual Meeting	RTI/MTSS/Principal/Assistant Principal	Creating a relationship with parents will increase family involvement and student achievement	August 2019	Notices in newsletters, powerpoint presentations, parent attendance sign in sheets, parent question/answer table
2	Curriculum Night	Principal, Assistant Principal, MTSS, Classroom Teachers	Looking at student progress and goal setting to promote highest student achievement	May 2020	Data Folder, Parent survey, Invitations
3	ESOL Night	Principal, ESOL Department, MTSS	Parents work with ESOL teachers to gather resources to implement strategies to increase learning gains	December 2019	Survey
4	Connect for Success	MTSS and C4S Liaison	Parents come to learn about ways they can enhance learning at home with the use of approved learning sites.	October 2019	Sign in sheets and Walsingham Newsletter
5	Restorative Practices	WES RP Team	Parents will learn about Restorative Practice strategies to	2019-2020	Sign-In Sheet, Survey

			help with students at home and at school		
6	Book Fair	PTA President	A station will be set up by the check-out counter that contains reading strategies that parents can do at home. Technology support in academics as well as strategies that parents can use to support their children at home to support student achievement	January 2020	Advertisement, Parent sign in
7	Open House	Principal, Assistant principal, MTSS Coach and Classroom teachers		August 2019	Sign in sheets with teachers collected, Conference logs, and Compacts
8	Math and Science Night	Principal, Assistant principal, MTSS Coach and Classroom teachers	Parents come to learn about Math and Science strategies used in the classroom in order to assist students at home. Parents will read with their students and learn about reading strategies	Second semester 2020	Sign in sheets, survey, parent packets
9	Reading Under the Stars	MTSS/SAC	Parents will attend conferences to learn Kindergarten curriculum, schedules, and strategies for assisting students at home	Second Semester 2020	Parent packet of reading strategies, parent sign in sheet
10	Kindergarten Student Led Conference Night	MTSS/Administration/Kindergarten teachers		First semester 2019	Parent packet of Kindergarten strategies, parent sign in sheet

## 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 programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Monthly Professional Development Meetings	Principal, Assistant Principal, Classroom Teachers	Data driven discussions to increase student engagement and learning gains. During the monthly professional development trainings we discuss the input from team leaders regarding parent involvement needs and ideas. We then train the staff on that specific need. For example, how to lead parent conferences with the new MAP data. The importance of sharing data with parent so they can understand without using district acronyms.	Fourth Tuesday of every month	School Wide Data, agenda
2	Team Leader Meetings	Principal, Assistant Principal, Classroom Teachers	Data driven discussions to increase student engagement and learning gains. Taking the trends that we see school wide to create activities that will benefit parents and students at home. We also leave the last few minutes of the meeting to discuss ways to increase parent involvement. Team members collectively receive input from their team to bring to leadership. From the input we plan an activity for the staff during our monthly professional development meetings.	Second Tuesday of every month	Agenda/Teacher Feedback
3	Restorative Practices	WES RP Team	Data Driven discussions based on student behavior, parental involvement, fostering parent/school/student relationships and conflict resolution.	2019-20	School Wide Data
4	Tier 2 Progress Monitoring Training	Assistant Principal	Disaggregate data in order to improve the RTI process to better serve students' academic and behavioral needs	September 2019	School Wide data
5	Just in Time Reading Coach	Reading Coach	Data driven discussions and improved strategies based on student achievement in Reading	2019-20	School Wide data
6	Social/Emotional Learning	Student Services Team	Professional development for instructional staff to implement	2019-20	Discipline data

		(Counselor, Social Worker)	social emotional curriculum into daily lesson plans		
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## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

**Response:** Walsingham Elementary School will maintain a system to provide parent resources, as well as inform others of their availability. The Title I Facilitator will be responsible for this task. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. Furthermore, Walsingham Elementary will inform parents regarding the Parent Resource Center provided at the Title I Center. School staff will attend extracurricular events on the weekends to promote positive parent-student-teacher communication

## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- 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 [Section 1118(c)(4)(B)];
- 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[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) 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 [Section 1118(c)(5)].

**Response:** Walsingham Elementary School will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, email and the school website. At the Back-2-School Night / Annual Title I Meeting, information about Title I programs, curriculum, and academic assessments will be shared in a general meeting. Teachers will maintain sign-in sheets and provide a copy to the Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Parents will be provide a response form to complete to provide input or to ask questions. The principal will respond by email to all questions left. If a parent is unsatisfied with the

school-wide program plan under Section 1114 (b)(2), they will be asked to provide their comments to the Principal who will then provide the comments to the Title I office. Up-to-date information will also be kept at the "Parent Station" located in the front office for parent convenience.

## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement 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 [Section 1118(e)(5) and 1118(f)].

**Response:** Walsingham Elementary School will make the Parent Family Engagement Plan (PFEP) available to parents on the school's website. A hard copy of the PFEP will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. American Sign Language (ASL) translation services will also be made available upon parent request.

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## Discretionary Activities

School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

☒ Not Applicable

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## Upload Evidence of Input from Parents (into the Audit Box KIA Folder)

- Upload evidence of parent input in the development of the plan

## Upload Parent-School Compact (into the Audit Box KIA Folder)

Note: As a component of the school-level parental involvement policy/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 Section 1118(d)].

Upload an electronic version of the Parent-School Compact.



## Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)

Note: As a component of the school-level parental involvement policy/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 Section 1118(d)].

Upload evidence of parent input in the development of the compact.

### 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 [Section 1118 (e)(1-2)]. 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	Kindergarten Student Conferences	1	56	Creating a relationship with parents will increase family involvement and student achievement.
2	Reading Under the Stars	1	215	Parents came to learn about reading strategies and brought books to read with students under the stars to encourage a love of literacy.
3	Annual Title 1 Night	1	622	Families were invited to learn about the benefits of a Title 1 school and materials they have access to.
4	ESOL Night	1	10	ESOL families came to learn reading and math strategies for working with their students at home. Parents were welcomed into the school and provided a translator to encourage them to feel comfortable in the school setting.
5	Connect for Success Parent Night	1	27	Parents will know and understand what students are expected to master in all subject areas. Parents will feel like partners in their child's success at school.
6	Curriculum Showcase	1	228	
7	All Pro Dad's		39	Male role models will participate in relationship building experiences with their students in order to encourage more participation in school and their student relationships
8	Ready Set Kindergarten	51		Parents will be informed on our Kindergarten program and be able to prepare students for the transition from Pre-K to K

**Review Rubric:**

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**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 [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Monthly Professional Development meetings	10	50	Data driven discussions to increase student engagement and learning gains. During the monthly professional development trainings we discuss the input from team leaders regarding parent involvement needs and ideas. We then train the staff on that specific need. For example, how to lead parent conferences with the new Map testing. The importance of talking data in a way that parents can understand without using district acronyms.
2	Team Leader	10	12	Data driven discussions to increase student engagement and learning gains. Taking the trends that we see school wide to create activities that will benefit parents and students at home. We also leave the last few minutes of the meeting to discuss ways to increase parent involvement. Team members collectively receive input from their team to bring to leadership. From the input we plan an activity for the staff during our staff monthly professional development meetings.
3	Restorative Practice Intro	1	42	Teachers will be aware of Restorative Practice strategies and use them with students in order to increase relationships and positive climate in classrooms.
4	Restorative Practice Circles Training	4	40	Teachers will be aware of Restorative Practice strategies and use them with students in order to increase relationships and positive climate in classrooms. Teachers will also use circles to address all aspects of the classroom, in order to build relationships with students and increase trust within the classroom.

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Language barrier for ESOL Parents	Provide a translator during school functions and provide documents that are translated into their native tongue
2	Transportation for our African American and Hispanic population and families living in poverty	Provide transportation for the neighborhoods that most of our African American and poverty families live
3	Parent Involvement for are lower poverty parents	Provide parent involvement activities in the morning and evening

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## Best Practices (Optional)

Describe the parental involvement 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)