**Northwest Elementary**

**Parent and Family Engagement Plan**

I, Marie Brainard, 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)].

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

**Mission Statement**

**The Parent Involvement Mission is for parents to participate in events and utilize resources provided to ensure student success.**

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Northwest Elementary** 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). 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 Parental Involvement Plan (PIP). 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. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed 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)].

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| **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. |
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| 2 | VPK | Northwest Elementary and the VPK office will work together to coordinated transition programs for students entering the regular public school program. Activities may include: coordinating meetings with parents, VPK teachers, and kindergarten teachers to discuss specific learning needs of students, joint parent meetings to discuss transitioning, etc. |
| 3 | Kindergarten Transition | The school provides families with informational sessions to successfully make the transition from Pre K to Kindergarten. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Maintain documentation | Principal  | August 2019 | Title I audit box housed in Principal's office and documentation will be uploaded to electronic audit box |
| 2 | Annual Title I Parent Meeting | Principal | August 9, 2019August 12, 2019 | Agendas and sign-in sheets |
| 3 | Create sign-in sheets | Principal | August, 2019 | Sign-in sheets for meeting and individual classrooms |
| 4 | Advertise/publicize event | Principal and Community Involvement Assistant | July/August 2019 | School Messenger messages, school marquee, and posting on school website |
| 5 | Develop and disseminate invitations | Principal, Assistant Principal and teachers | July/August 2019 | Flyer with date of dissemination and posting on school website |
| 6 | Develop agenda, handouts, and/or presentation materials that address the required components | Principal | July/August 2019 | Copies of agendas, PowerPoint presentation, and handouts |

**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)].

**Northwest Elementary** School seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. We offer evening events throughout the year. We survey parents through the Title I Parent survey, AdvancEd survey and by the feedback slips at the end of each event. We make adjustments to training session days of week and times based on parent input.

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**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I Meeting and Open House | Principal and Assistant Principal | Assist parents and students with school-wide and classroom expectations so that their child(ren) will be successful during and after school. | August 9/12, 2019 | Sign-in sheets, handouts, agendas, and presentation materials |
| 2 | Report card recognition assemblies | Administration and classroom teachers | Each grading period we will hold recognition assemblies for 3rd, 4th and 5th grades (separately) to celebrate student achievement: most progress, perfect attendance, Honor Roll and Principal’s list. |  | Sign in sheets |
| 3 | Commitment to Character/Safety Night | Principal and Assistant Principal, PBIS team | Parents will have the opportunity to meet with principal to discuss school issues and work towards improving school culture. Sessions topics will include highest student achievement, making learning gains in math, science and reading | September 2019 | Sign-in sheets, handouts, agendas, and presentation materials |
| 4 | Curriculum/ Literacy Night | Principal and Assistant Principal, Literacy Team | Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement in literacy across all content areas to support 100% gains on ELA FSA | October 2019 | Sign-in sheets, handouts, agendas, and presentation materials |
| 5 | Curriculum/ Math Night | Principal and Assistant Principal, Math Team | Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement in mathematics across all content areas to support 100% gains on Math FSA | February 2020 | Sign-in sheets, handouts, agendas, and presentation materials |
| 6 | Curriculum/ Science Night | Principal, Assistant Principal, Science team | Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement in science across all content areas to support proficiency on the Science SSA. | March 2020 | Sign-in sheets, handouts, agendas, and presentation materials |
| 7 | SAC meetings | Principal, Assistant Principal, SAC members | SAC/PTA members provide input and feedback for school improvement and initiatives. They also communicate meeting outcomes via their meetings and Facebook. | September 2019October 2019January 2020February 2020 | Sign in sheets, agenda minutes and power points |
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| 8 | Commitment to Character luncheons | School Counselor, Community/Family Liaison | Parents are invited to a C2C Luncheon when their child has been chosen as the C2C Student of the month for their class. | September 2019 thru May 2020 | Sign in sheets |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Staff PLC | Principal | Improve the ability of staff to work effectively with parents: CRT, Trauma Informed Care | August 2019 | Presentations, meeting agendas |
| 2 | Grade level PLCs | Principal | Work within cross content teams to identify students strengths and areas of support and reach out to parents to work with them to support their children throughout the year | August 2019- May 2020 | Cross Content Weekly meeting agendas |
| 3 | Staff SIP teams/grade level PLCs | Principal | Provide background knowledge on student population, collaborate on school wide routines and processes | Aug. 2019- May 2020 | Teacher/Parent/Administration observations and meeting |

**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)].

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| **Northwest Elementary**  will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. Furthermore, Azalea Middle 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)]:

**Response:**Northwest 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. Teachers will provide monthly progress reports to communicate student progress in all areas of the curriculum.

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**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:**Northwest Elementary School will make the Parental Involvement Plan (FPEP) available to parents in English and Spanish on the school's website. A hard copy of the PFPEP 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.

**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:

X Not Applicable

**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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title I Annual Meeting | 1 | 373 | Parents received an overview of the Title I program, the specifics of Northwest Elementary’s program, where to find information, grade level curriculum and how to be involved. |
| 2 | PBIS Safety Night | 1 | 77 | Parents received information about the school wide positive behavior system, cyberbullying, pedestrian safety, water safety, and were able to have their child Ident a Kid. |
| 3 | Literacy Night | 1 | 207 | Students and parents participated in literacy activities. Parents learned how to utilize the activities at home with their students to support all content areas. Parents were able to interact with teachers during the training activities. Through the discussions parents were able to learn more ways to support their students with literacy from home. |
| 4 | Math Night | 1 | 125 | Students and parents participated in math activities. Parents learned how to utilize the activities at home with their students. Parents were able to interact with teachers during the training activities. Through the discussions parents were able to learn more ways to support their students with math from home. |
| 5 | Science Night | 1 | 101 | Parents received information about the District Science showcase, how to conduct an experiment, participated in a variety of STEM activities and received materials for science projects. |
| 6 | Kindergarten Orientation | 1 | 19 | Parents are given specifics to the District Kindergarten program (Jan 2019). Parents registering for Kindergarten were given tote bags with tools for summer learning |
| 7 | Report Card assemblies | 12 | 200 | Each grading period we held recognition assemblies for 3rd, 4th and 5th grades (separately) to celebrate student achievement: most progress, perfect attendance, Honor Roll and Principal’s list. |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Ongoing PLC's with Instructional Coaches | weekly | 45 | Work within cross content teams to identify students’ strengths and areas of support and reach out to parents to work with them to support their children throughout the year. |
| 2 | Restorative Practices | 8 | 55 | Instructional and support staff participated in the introduction to restorative practices training in staff /grade levelPLCs. Focused in on the power of voice and choice. |
| 3 | ESE monthly meetings | 1x per month | 15 | Worked with PSW facilitators and ESE teachers and leading IEP meetings/conferences with parents |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Lack of parent involvement at Title I curriculum nights | Offer alternate meeting times in the morning periodically throughout the year |
| 2 | Lack of general school information | School messages, website, newsletter calendar and flyers; schedule interpreters. Advertise on the news show to involve students in getting their parents to come to events. I will intentionally communicate the Title I program to parents at all parent training sessions. |
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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)

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| **count** | **Content/Purpose** | **Description of the Activity** |

* **Review Rubric:**
Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.