



I, Mrs. Heather Ricksecker, do hereby certify that all facts, figures, and representations made in this plan are true, correct, and consistent with the statement of assurances. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on the PFEP Program. All records necessary to substantiate these requirements will be available for review by appropriate District, State and Federal staff for a minimum of five (5) years. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the plan. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

**Assurances**

- The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
- Involve the parents and family of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent [Section 1116(a)(3)(b)];
- Jointly develop/revise with parents the School-Level PFEP, distribute it to parents of participating children, and make it available to the local community [Section 1116(b)( )];
- Involve parents and families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the PFEP and the joint development of the school-wide program plan under Section 1116(c)(3);
- Use the findings of PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP [Section 1116(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments when the school submits the plan to the Local Educational Agency (LEA) [Section 1116(b)(4)];
- Provide each family an individualized student report about the performance of their child on the State assessment [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned [Section 1112(e)(1)(B)(i)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)].

Principal Signature

8/14/19

Date

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

Fairlawn Elementary School will empower students to become lifelong learners by giving them ownership of their learning. Students will utilize problem solving skills and effective communication to solve authentic tasks every day.

**Involvement of Parents/Families**

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

Fairlawn Elementary involves families in the decision-making process and planning via School Advisory Council (SAC) meetings. The SAC is comprised of administration, school staff, parents and community partners who represent the ethnic, racial and economic community that is served by the school. The SAC meets monthly to develop, review and offer feedback for the implementation and evaluation of the School Improvement Plan and Parent Involvement Plan. The SAC reviews data, discusses strategies implemented and evaluates progress made by the students. Notices of the SAC meetings are sent out via the monthly newsletter, school calendar and are posted on the marquee. Sign in sheets, agendas, minutes, and any additional information are housed in the front office.

### Coordination and Integration with Other Federal Programs

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

Program	Coordination
Parent Nights	In addition to parent conferences scheduled by teachers, there will be schoolwide parent nights for parents to visit classrooms for conferences and then a night within the first nine weeks to review expectations.
Individuals with Disabilities Education	Supplemental instructional support provided by the school is discussed with parents during the development of the students' IEP
Individual Classroom Activities	Individual grade teams may have activities for parents to participate with their child. Ex. Second Grade Pumpkin Day-Students will demonstrate how to group seeds in groups of ten, find the circumference of the pumpkin, do pumpkins sink or float, etc.
Kids at Hope	Fairlawn will continue their emersion in the Kids at Hope initiative. Faculty and staff will collaborate with the Executive Roundtable Kids at Hope liaison and share the philosophy with parents.

### Annual Parent Meeting

Provide a brief description of the following:

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

Title I Annual Meeting is conducted in the Fall of the school year to inform parents of the school's Title I program. Reminders are sent home prior to the meeting to include, student planner reminder, school messenger phone call contact system, and flyers to inform parents of the meeting. Attractors are often used to entice the parents to attend and, children and parent incentives or snack is offered.

Parents are welcomed and will utilize sign in sheets to document their attendance at the meeting. PowerPoint presentation is conducted to inform the parents of the meaning of the Title I program and what it entails along with the rights of the parents in relation to this program. Parents are also shown the data that is disaggregated to address the needs of students. Break-out sessions are offered with both school-wide and targeted assistance for specific students to enhance their learning. Parent information and ways to assist their children will be on hand along with demonstration and participation opportunities for the parent to partake in. It is imperative that parents will walk away with relative information for them to understand school curriculum and the ways to assist their children as well at home.

### Flexible Parent Meetings

Describe how the school will:

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

Fairlawn will offer meetings/parent nights at various times to support our families. Transportation is not provided. Home visits are scheduled by the school social worker on an as needed basis.

### Building Capacity

Describe how the school will:

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

Activity	Materials Provided	Person Responsible	Timeline	Evidence of Effectiveness
Meet Your Teacher	Assist parents with academic and behavioral expectations of each class so they can support their child with their schoolwork. Student practice workbooks iReady Software Program	Administration, Faculty and Staff	Sept 2019	Sign in sheets, parental feedback
PTO Meetings	Students whose parents are actively involved in their child's education demonstrate improved student performance. PTO encourages parental involvement.	Administration	August 2019-June 2020	Sign in sheets, Parental Feedback
Monthly Parent Newsletters	Newsletter includes tips on how parents can help their children, how parents can become involved and serve as notification of school related activities and events.	Administration	August 2019-June 2020	Parental Feedback
Volunteer/Business/Community Partner Recruitment	Volunteers are recruited to assist students with academics in the classroom	Volunteer/Business Partner Coordinator	August 2019-June 2020	Applications
Parent Nights	Parents and students participate in conferences	Administration, faculty and staff	September 2019,	Sign in sheets

	and expectations are presented to parents		January 2020	
FSA Night	FSA information is presented to parents	Administration, faculty	December 2019	Sign in sheets
Skyward Family Access	Parents sign up for family access to monitor their child's academic progress and attendance. Office staff trains families on the access	Office Staff	August 2019-June 2020	Applications
School Advisory Council Meetings	Review of SIP, student achievement data	Administration	August 2019-June 2020	Sign in sheets, agendas, minutes
Report cards, planners, Friday folders, Social Media	Parents are informed of student progress through home school communication	Administration	August 2019-June 2020	Parent Feedback, signed report cards, notes/signatures in planners, parental feedback

**Staff Development**

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

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

Activity	Person Responsible	Area of Focus	Timeline	Evidence of Effectiveness
Volunteer Training	Administration/Volunteer Coordinator	Train staff during preschool on how to recruit volunteers	August-June 2019-2020	Volunteer Applications
Building home school relationships, cultural sensitivity (embedded into grade group meetings, staff meetings)	Administration	Improve ability of staff to increase parental involvement, increase awareness of various culture school serves, understand the social/educational backgrounds of families	August 2019-June 2020	Parental Feedback

### **Other Activities**

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

Dental screenings are provided to our students through a community agency. Health assistants come to Fairlawn to perform dental screenings. Hearing screenings are done on an as needed basis. Communication and follow up with families are provided by the health agency. Teachers can utilize the parent resources on the district website and refer families to the Parent Academy for various types of support for families.

### **Communication**

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

- **Timely information about the Title I program and activities;**
- **Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;**
- **If requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decision relating to the education of their child/children [ESEA Section 1116].**

Communication regarding various school/district/Title I activities will be disseminated via monthly parent newsletters, conferences, school website, social media, school website, and School Messenger are some of the ways that the school will communicate curriculum information, assessment information, information about student progress and school activities. Data and student progress is communicated/discussed throughout the year. These times also include, but are not limited to parent conferences, parent nights, FSA Night, PST meetings, IEP meetings and School Advisory meetings.

### **Accessibility**

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

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

Family Academic Focused Nights

Celebration Ceremonies for performance improvement

### **Barriers**

**Provide a description of the:**

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

**Conference Night is allotted to providing specific report for minority grouping to include data reflection and ways to support children at home to enhance learning. Teacher will meet with and conference with parents quarterly to support this initiative.**

<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
ESOL subgroup Minority subgroup	ESOL staff to support for Haitian Creole and Spanish speaking students. New African American staff to support students.