**Parker Elementary School**

**19-20 Parent and Family Engagement Plan**

**Date Updated with SAC: District Approved: 7-18-19**

**Dates Reviewed: District Reviewed:**

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parent and must be distributed to parents in an understandable and uniform format, and in the language parents can understand. It must be made available for the community and updated periodically to meet the changing needs of the parents and the school. [Section 1116(b)].

**Instructions: Describe the means by which the school will carry out the ESSA requirements below.**

**1. POLICY INVOLVEMENT**

**A. By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school’s participation in Title I, the requirements of Title I, and the right of parents to be involved [Section 1116(c)(1)]?**

The school will conduct two separate meetings at different times to accommodate the needs of the parents. One of the meetings will be in the evening in conjunction with our Fall Open House. Additional meetings and times will be added in alignment with other parental involvement activities scheduled in the first month of the school year. The parents will be notified via flyers sent home with each child, school newsletters sent out by administration, school wide class dojo alerts, and class newsletters. Information will be placed on our website, as well as the marquee in the front of the school.

**B. By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP [Section 1116(c)(3)]?**

All parents are given the opportunity to complete a paper or on-line Title I Spring Parent Survey. The results of the survey are tallied and shared with the faculty for their thoughts on ways to improve our PFEP for next year. An evaluation of the current PFEP is conducted during a SAC meeting. Based on the evaluation and survey results, revisions to the plan are made for the next school year. The plan will be reviewed during SAC meetings throughout the year to make revisions according to the changing needs of parent and the school. In addition individual phone calls by administration will be made to involved parents that were not present at the SAC meeting. In addition individual conversations will be had with parents as they are picking up or dropping off their students.

**C. By what means will the school involve parents in the joint development of the School Improvement Plan [Section 1116(c)(3)]?**

During our May 14th SAC meeting, results from the Title I survey will be discussed. Strategies from the current year’s SWP are reviewed. Revisions are made based on needs, barriers, and parent input.

**D. By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]?**

Parents will complete evaluation forms at parenting events, review and discuss parent/teacher compacts at IEP meetings, parent-teacher conferences, and CST meetings. Parent input will be gathered at SAC and PTO meetings also. In addition, administrators, guidance counselors, and the parent liaison are all connected to each teachers class DOJO account, where parents have the ability to communicate with school stakeholders. Additional conversations will be relayed when parents are dropping students off for school or picking students up from school to the adults on duty.

**E. If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district [Section 1116(c)(5)]?**

Parents who are not satisfied with the school-wide plan will complete a form to be submitted with the plan to the district.

**2. BUILDING CAPACITY FOR INVOLVEMENT**

**In Table A, list the activities that will address topics F - J.**

**F. Assist parents in understanding:**

* **State academic standards;**
* **State and local academic assessments;**
* **requirements of Title I;**
* **monitoring a child’s progress; and**
* **work with educators to improve the achievement of their children [Section 1116(e)(1)]**

**G. Description and explanation of:**

* **Curriculum in use at the school [Section 1116(4)(B)]**

**H. Description and explanation of:**

* **Academic assessments used to measure student progress [Section 1116(4)(B)]?**

**I. Description and explanation of:**

* **Achievement levels of the State academic standards that students are expected to obtain [Section 1116(4)(B)]**

**J. Provide materials and training to:**

* **help parents work with their children to improve their children’s achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement [Section 1116(e)(2)]**  (LEA note: this includes Parent Portal training)

**Table A**

**Parent Training Opportunities**

**List all activities for requirements F through J and transition activities that involve parents.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Timeline** | **Title of**  **Training/Event** | **Topics** | **Requirement(s)**  **Addressed**  **(F,G,H,I,J,)** | **Time**  **(AM or PM)** | **# of Parents**  **Attended\*** |
| Sept | Title I Annual Meeting | Requirements of Title I | YES | PM |  |
| Sept | Donuts for Dads | Parent involvement | YES | AM |  |
| Oct | Fall Festival Literacy | Parent involvement,  ELA literacy, Reading Strategies |  | PM |  |
| Oct | Family Math Night | Parent involvement,  Eureka Math strategies, Take Home Math Strategies |  | PM |  |
| Nov | Family Science Night | Parent involvement,  Eureka Math strategies, Take Home Math Strategies |  | PM |  |
| Jan | MAP / FSA Informative | Information about upcoming state / local assessment and understanding of results |  | AM |  |
| April | PreK to K Transition | Early activities preparing for school based success |  | PM |  |
| May | Math and Muffins with Moms | Parent involvement, Summer strategies for upcoming academic success. |  | AM |  |

\*To be updated throughout the year.

**Table B**

**Other Events/Activities**

**Other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children [Section 1116(e)(4)].**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Timeline** | **Title** | **Purpose** | **Time**  **(AM or PM) or Method** | **# of Parents**  **Attended\*** |
| Aug-May | School Advisory Council | Plan/review/improve the PFEP  and develop the SWP | PM |  |
| Sept | Open House | Improve parent involvement | PM |  |
| Jan | Volunteer/Mentor Orientation | Improve parent involvement | AM |  |
| Jan | Parent Portal for Parents | Improve parent involvement and student achievement | AM |  |

\*To be updated throughout the year

**K. By what means will the school educate the faculty, staff, and administrators, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school [Section 1116(e)(3)]?**

|  |  |  |
| --- | --- | --- |
| **Parent Engagement PD Topic** | **Date** | **Number of Attendees (complete after the event)** |
| Mindfulness Training | 8/5/19 |  |
| Communicating with Parents Book Study | 8/6/19 |  |
| Monthly Coffee with Admin | Monthly |  |

**L. To the extent feasible, by what means will the school coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children [Section 1116(e)(4)]?**

At Parker Elementary we have several parent involvement programs such as Doughnuts for Dads, Muffins for Moms, PreK - K Transition activities, Literacy Fall Festival, as well as Parenting Love and Logic Classes.

**M. By what means will the school provide other reasonable support for parental involvement activities as parents may request [Section 1116(e)(13)]? (Based on the Title I Spring Parent Survey results, what activities did the parents request that are included in this plan?)**

Based on the results of our Spring Parent Surveys, parents are requesting help understanding Eureka math, MAP and FSA information. We are also going to conduct additional Parent Portal workshops at different times throughout the year in 2019-20. We will be updating our online components that we can link to our website and class DOJO to better help parents. We will add online resources and tutorials to further assist with the standards.

**N. Elementary Only - How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed [Section 1116 (d)(2)(A)]?**

Parents will be encouraged at Open House to sign-up for a parent-teacher conference to complete a compact. For parents who don’t sign-up, teachers will make contact requesting a conference. In addition, stipends will be paid to teachers to conduct parent teacher conference to get additional compacts.

**O. Optional – How will the school develop appropriate roles for community-based organizations and businesses in parent involvement activities [Section 1116(e)(13)]?**

**P. Optional – By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the trainings [Section 1116(e)(6)]?**

**Q. Optional – By what means will the school provide literacy training for parents if the LEA has exhausted all other sources of funding [Section 1116(e)(7)]?**

**R. Optional – By what means will the school pay reasonable and necessary expenses, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1116(e)(8)]?**

**S. Optional – By what means will the school train parents to enhance the involvement of other parents [Section 1116(e)(9)]?**

**T. Optional – By what means will the school conduct in-home conferences for parents who are unable to attend at school [Section 1116(e)(10)]?**

**U. Optional – By what means will the school adopt and implement model approaches to improve parent involvement [Section 1116(e)(11)]?**

**3. ACCESSIBILITY**

**V. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). [Section 1116(f)]? (List the barriers identified by parents in the Title I Spring Survey and the methods by which the school will assist to overcome the barriers.)**

Based on the Spring Parent Survey results, work schedule was listed as the top barrier of participation. We plan to offer morning and evening events to give every parent an opportunity to participate. In addition, we are going to offer more on-line content to our parents to allow them to view the content at their discretion as their schedule allows.

**W. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand [Section 1116(e)(5) and (f)]?**

All school communications are translated for our ELL families. Google Translate and staff members assist with this. Our new ADA approved website will translate all uploaded documents. Bilingual staff members assist with conferences and phone calls.

**X. By what means will the school offer a flexible number of meetings, such as meetings in the morning or evening to accommodate parents’ schedules [Section 1116(c)(2)]?**

Teachers are paid as consultants and they can schedule additional parent conferences at the parents availability. Parent availability will be taken into account for all parent conferences and other meetings.

**Y. By what means will the school provide parents with timely information about meetings, activities, and events [Section 1116(c)(4)(A)].**

At the beginning of every month a newsletter will be distributed via email and DOJO highlighting the upcoming events. 2 weeks prior to the event a flyer will be sent out highlighting the event, asking for possible RSVP’s. DOJO messages and the marquee will be given for last minute reminders.

**Title I Expenditures Parent and Family Engagement (Adjust to reflect the planned expenditures)**

|  |  |
| --- | --- |
| **Category** | **List of Items** |
| Parent Liaison | Salary, benefits |
| Parent Communications | Paper, ink/toner, copier rental, digital newsletter, printed materials/brochures |
| Parent Training/Events | Refreshments, materials, supplies, teacher as consultants, printed materials, ink/toner |
| Parent/Teacher Conferences | Subs to cover classrooms, stipends for after hours |