

## **LITTLEWOOD ELEMENTARY SCHOOL Title I, Part A Parent & Family Engagement Plan**

I, Justin E. Russell, 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 conduct outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of the Every Students Succeeds Act (ESSA). Such programs activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
- The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [ESSA Section 1116(d)]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section 1116(e)(f)]
- The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]
- The school will be governed by the statutory definition of "parents and family engagement" as defined in ESSA Section 8101, and is expected that to carry out programs, activities, and procedures in accordance with this definition.
- The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).

  
Signature of Principal or Designee

May 2, 2019  
Date Signed



## Parent & Family Engagement Mission Statement

**Response:** Littlewood creates a welcoming environment and believes in building positive relationships between school and home in order to improve student achievement. Making parents a partner in their child's education enables each child to grow to his/her fullest potential.

### Involvement of Parents

The school will involve parents in the planning, review, and improvement of Title I programs, including parental involvement, and in the decisions regarding how funds for parental involvement will be used by:

- Inviting parents to attend the School Advisory Council (SAC) meetings in order to share their concerns and ideas about the Title 1 Program and how Parent and Family Engagement funds should be used.
- Providing all parents with an opportunity for input through the annual School Climate Survey.
- Having parents complete an Evaluation form after Title 1 activities in order to provide input regarding the Title 1 Program and Parent and Family Engagement activities.

### Coordination and Integration

The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parents how to help their children at home.

Count	Program	Coordination
1	Head Start	Head Start children will be invited to Kindergarten Round-Up in Spring 2020, where parents will be taught how to help their children at home so that they are ready for school.
2	ESOL & Title III Parent Leadership Council	Parents will be invited to attend ESOL & Title III meetings in order to learn how they can better help their children at home.

### Annual Parent Meeting

The school will 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 (school-wide or targeted assistance), and the rights of parents through the following activities.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	School will hold the Annual Parent Meeting in September	Principal, Title I Lead Teacher Title 1 Team	September	Parent Input Evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings.
2	Development of agenda for Annual Parent Meeting.	Principal, Title I Lead Teacher	August- September	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Title I Lead Teacher	August- September	Copies of presentation and all handouts
4	Send notices in school newsletter, send invitations via backpacks, alert parents of meeting.	Principal, Title I Lead Teacher	August- September	Photograph of marquee, copy of newsletters and invitations

### Flexible Parent Meetings

The school will offer flexible opportunities for parents and families to participate in organized and ongoing workshops and meetings by:



- Conducting multiple sessions of workshops to accommodate family schedules.
- Conducting workshops & activities at various times such as mornings, afternoons, and evenings.
- Using Title 1 funds to provide childcare during parent workshops so that families may participate.
- Possibly using Title 1 funds to provide food for parent workshops.
- Possibly using Title 1 funds to provide transportation to and from parent workshops.

## Building Capacity – Parent/Family Workshops

The school will implement the following activities as a means to build the capacity for strong parental and family engagement and to support a partnership among the school, families, and the community to improve student academic achievement.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Academic Planner Training	Classroom Teachers	Effective Home-School Communication provides parents with knowledge & strategies to help prepare their child for school success.	September 2019	Agenda, Parent Evaluation Forms, & Sign-In Sheets
2	Helpful Homework Tips	AP / T1 Lead Teacher / PFE Committee / Classroom Teachers	Provide materials & training to improve the ability of parents to work effectively with their children at home to raise student academic achievement.	Fall 2019	Agenda, Parent Evaluation Forms, & Sign-In Sheets
3	FSA Parent Training	AP / T1 Lead Teacher / Classroom Teachers	Provide parents with knowledge, grade level expectations, & strategies to help their child prepare for the FSA.	Fall 2019	Agenda, Parent Evaluation Forms, & Sign-In Sheets
4	STEAM Night	AP / T1 Lead Teacher / Science & Technology Committee	Improve the ability of parents to work effectively with their children at home to raise student achievement in STEM subjects.	Winter 2020	Agenda, Parent Evaluation Forms, & Sign-In Sheets
5	Spring Curriculum Showcase	AP / Curriculum Council / Title 1 Lead Teacher / Classroom Teachers	Promote reading at home and improve the ability of parents to read effectively with their children at home to raise student academic achievement.	Spring 2020	Agenda, Parent Evaluation Forms, & Sign-In Sheets

## Staff Training

The school will provide the following professional development activities to educate the teachers and school staff in how to reach out to, communicate with, and work with parents and families as equal partners and how to implement and coordinate family programs, plus build relationships between families and the school.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Review of District and School-level Parent & Family Engagement Plans	Title I Lead Teacher	A positive student impact will result from the staff's ability to effectively work with families.	August 2019	Training agendas and sign-in sheets Training evaluations Parent Surveys
2	Review of Home-School Compact and School Improvement Plan	Title I Lead Teacher and Principal	A positive student impact will result from the staff's ability to effectively communicate the academic expectation to families.	August 2019	Training agendas and sign-in sheets Training evaluations Parent Surveys
3	Planner Training	Title 1 Lead Teacher	Effective Home-School Communication and improving the faculty's ability to work effectively with parents to promote family	August 2019	Training agendas and sign-in sheets



			engagement will result in improved student academic achievement.		
4	Engaging Parent Workshops	AP / Title 1 Lead Teacher Curriculum Council	Making parents a partner in their child's education by improving their ability to work effectively with their children at home will result in improved student academic achievement.	August 2019 – May 2020	Training agendas and sign-in sheets Training evaluations Parent Surveys

## Other Activities

The school will conduct activities, make resources available to parents and families, and provide encouragement and support to families so that they can more fully participate in the education of their children by:

- Maintaining a Parent & Family Resource Area consisting of information related to the school and Title I Program, as well as academic resources available for home use.
- Making the Parents Make a Difference newsletter available through the school website, The Parent & Family Resource Notebook, and a hard copy upon request.

## Communication

The school will provide parents of participating children with:

Timely information about the Title I program and activities by:

- Conducting the Annual Meeting.
- Communicating through our bi-weekly newsletter, The Lions' Roar, grade-level newsletters, and on our website.

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:

- Information shared at the Annual Meeting.
- Information shared at Open House.
- Information shared at Parent Workshops.

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children:

- Parent / Teacher Conferences
- School Advisory Council meetings
- PTA Meetings

A means to document parent comments/concerns regarding the school wide program plan when it is not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns with the plan that will be made available to the local education agency by:

- Submitting evidence of parental input, including evidence of dissatisfaction to the Title I office as part of the regular Parent & Family Engagement Plan review process.
- Distributing Title 1 Complaint Procedure to all parents.

## Accessibility

The school will provide full opportunities for participation in parent & family engagement activities for all participants (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

- Utilizing quarterly Skyward reports as a means to identify families who may need accommodations in order to actively participate in school activities.
- Providing school documents in various languages, as practicable.