

E5

West Hollywood Elementary **School-Level Parent and Family Engagement Plan (PFEP)** **2019-2020**

Mission Statement

The mission of West Hollywood Elementary School is to provide the opportunity and means for all students to achieve their maximum academic potential and develop social and life skills necessary to become engaged global citizens.

Engagement of Parents and Families

West Hollywood Elementary School will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

West Hollywood Elementary will take the following actions 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 (school-wide or targeted assistance), school choice, supplemental education services, and the rights of parents. Include timeline, person responsible, documentation to be maintained, and the steps to ensure that all parents are invited and encouraged to attend [Section 11189c)(1)].

Activity/Task/Person Responsible/Timeline/Documentation/Evaluations

Public Meeting Flyer/Title I Liaison/By the End of August /Flyer, Newsletter, School Website Announcement/Parent Link, Marquee/Office Manager & Head Custodian/By the End of September/Agenda & Sign-in Sheets
 Annual Public Title I Meeting and Open House/Principal, Assistant Principal, Title I Liaison, Support Staff, Teachers/By the End of September/Agenda, Sign-in Sheets

Coordination and Integration

West Hollywood Elementary 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	Public Meeting Flyer	Title I Liaison, Last Week of August, Flyer, Newsletter, School website
2	Announcement: ParentLink & Marquee	Assistant Principal by the 1 st week of September email requests
3	Develop an Agenda and Sign-in Sheets	Principal, Assistant Principal, Title I Liaison by the 2 nd week of September
4	VPK	The school will work with the VPK Office to coordinate transition

		needs of students, joint parent meetings to discuss specific learning needs of students and academic progress.
5	Headstart	Headstart prekindergarten teachers will conduct at least two home visits, hold joint parent meetings to discuss specific learning needs of students, and academic progress.
6	Innovative Aeronautical Program	The school will introduce students to additional STEM activities through incorporating grade specific Aeronautical science lessons through on-going family activities.

Annual Parent Meeting

West Hollywood Elementary will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Public Title I Meeting and Open House	Principal, Assistant Principal, Title I Liaison, Support Staff, Teachers	September 4 th , 2018	Agenda
2	Public Meeting Flyers	Title I Liaison	4 th Week of August	Flyer, Newsletter, School Website
3	Announcement: ParentLink & Marquee	Assistant Principal	1 st Week of September	Email/requests/ParentLink Report/Text Messages
4	Develop and Agenda & Sign-In Sheets	Principal, Assistant Principal, Title I Liaison	1 st Week of September	Agenda

Flexible Parent Meetings

West Hollywood Elementary will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].

West Hollywood Elementary School will schedule meetings at various times during the day/evening to better accommodate parents. Our school will hold an orientation for parents to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the school's Title I Plan. Teachers will hold conferences individually with parents of children in their classrooms. Parents will receive information about the child's progress/test scores and an explanation of any interventions that teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. The school will offer parents literacy meetings to provide an explanation of statewide assessment systems, standards, Florida

Building Capacity

West Hollywood Elementary School will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)].

Count	Content/ Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Open House (FSA, FCAT Science, Benchmark Assessments Tests (BAFS) I & II, etc.)	Guidance, Teachers	Teachers will share information about child's assessment results, expectations, and goals for the school year.	September 4, 2019	Sign-in sheets, Flyer, Progress
2	Family Fiesta! (Social Emotional Learning & Local Resources)	Administration, Literacy Coach, Teachers	Parents will be provided with grade specific instructional strategies and resources that they can use at home.	October 24, 2019	Sign-in sheets, Flyer, Evaluation form
3	Reading Rodeo! (Reading & Writing)	Administration, Literacy Coach, Team Leaders	Parents will be provided with grade specific instructional strategies and resources that they can use at home.	November 14, 2019	Sign-in sheets, Flyer, Evaluation form
4	Math Madness!	Administration, Literacy & Math Coach, Teachers	Parents will be provided with grade specific instructional strategies and resources that they can use at home.	February 13, 2020	Sign-in sheets, Flyer, Evaluation form
5	STEAM Safari! (Science, Technology, Engineering, Arts, Mathematics)	Administration, Literacy & Math Coach, Teachers	Parents will be provided with grade specific instructional strategies and resources that they can use at home.	March 12, 2020	Sign-in sheets, Flyer, Evaluation form
6	Curriculum Carnival! (All Subject Areas)	Administration Literacy & Math Coach, Specials Teachers	Parents will be provided with grade specific instructional strategies and resources that they can use at home.	April 16, 2020	Sign-in sheets, Flyer, Evaluation form
7	Success Day	Administration.	Parents will be provided	Week of	Sign-in sheets.

Staff Training

West Hollywood Elementary School will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, 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 schools [Section 1116(e)(3)].

Count	Content/Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Value of parental involvement: A monthly newsletter will be distributed to teachers that include information on the value of parental involvement	Administration, Title I Liaison, Lead Teachers	Improve the ability to work effectively with parents by providing examples of best practices for parental involvement,	Monthly throughout the school year	Newsletter
2	Communicating and working with parents	Administration, Title I Liaison, Lead Teachers	Improve the ability of staff to work effectively with parents	August 2018	Agenda, handouts, sign-in sheets, feedback
3	R.O.A.R. – School-Wide Behavior Plan	Administration, Title I Liaison, Lead Teachers	Provide information to staff about a process that assures the healthy development of every child so that each has the knowledge, skills, and resiliency to be successful. Students learn to work together as a learning community dedicated to caring, support, active participation, and creating a culture of positive interdependence.	Monthly throughout the year	Agenda, evaluation forms, sign-in sheets, feedback

Other Activities

West Hollywood Elementary will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].

Active Community Partner

Hispanic Unity Community

Mobile Food Pantry

Communication

West Hollywood Elementary will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about programs under this part [Section 1116(c)(4)(A)];
- A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(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, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and
- If the school-wide program plan under Section 1114 (b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].

West Hollywood Elementary School will provide information about Title I programs in a timely manner, using various methods of communication (newsletter, website with photos and videos, flyers, meetings, ParentLink, text messages, Class Dojo). Information about Title I programs, academic programs (Afterschool Programs, Extended Learning Opportunities, etc.), Florida State Standards (FSA), Next Generation Sunshine State Standards Science (NGSSS), Grade Level Expectations, and form of academic assessment will be shared with parents during Open House/Title I Information Meeting, parent conferences/meetings, and any other time a parent requests such information. Classroom teachers will explain and discuss the school's curriculum, FSA, NGSSS, and types of assessments used to measure student progress during Open House. Title I teachers and administration will explain Title I programs and opportunities at the Title I Public Meeting. Parents will be given the opportunity to ask questions to help in their understanding of all items discussed at the annual Title I Public Meeting. Parents who qualify will be notified of school choice options. FSA and NGSSS data will be shared through the school newsletter and on the school website.

Accessibility

West Hollywood Elementary School will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)]

West Hollywood Elementary School will provide the Parent & Family Engagement Plan (PFEP) in English, Spanish, and Haitian Creole. Parents will be sent notification of the plan in the school's newsletter, website, and made available in the front lobby of the school. All correspondence regarding the parent meetings will be created in English, Spanish, and

School-Parent Compact

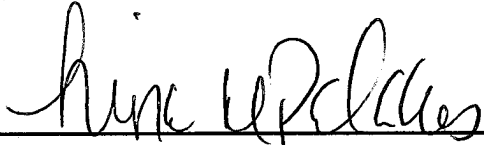
As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

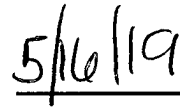
Adoption

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

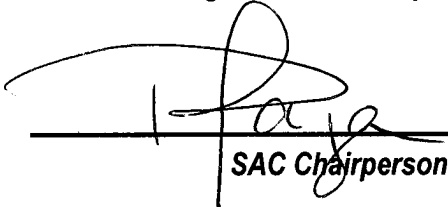
This plan was adopted by the school on May 15, 2019 and will be in effect during the 2019-2020 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 27, 2019.



Signature of Principal



Date



SAC Chairperson



Date