

# West Elementary School

## Parent and Family Engagement Plan (PFEP)

### 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 1116(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 school-wide program plan under section 1114(b)(2) [Section 1116(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 1116(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 shall submit parent comments with the such plan when the school submits the plan to the local educational agency [Section 1116(c)(5)];
- 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 1112(e)(1)(A)].

# Parent and Family Engagement Statement

## Engagement 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 [Sections 1116c(3), 1114(b)(2), and 1118(a)(2)(B)].

### Response:

**West Elementary School acknowledges the fact that it is very important to involve parents in all Title I programs. WES School Advisory Council (SAC) consists of 50% non-employee parents as members. SAC meetings are held monthly and members participate in reviewing and revising the Parent & Family Engagement Plan (PFEP), the School Improvement Plan (SIP), and Parent Compact. They also have input on how Title I funds are spent to increase student achievement. Minutes are kept reflecting the input of parents.**

## 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 1116(a)(2)(D) and 1116(e)(4)].

| Program  | Coordination   |
|--|--|
| Title I Part A                                 | Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers, administrators, and parent family engagement activities. Title 1 A also funds a set aside for the neglected and delinquent students in the district.  |
| Title I Part C, Migrant                        | Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on school readiness activities. Parent involvement and education is an integral part of the Migrant Program. |
| Title III                                      | Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.  |
| Title IX- Homeless & Title 1, Part A- Homeless | Student Services coordinates with Title 1 Part A and Title IX to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title IX also funds a homeless advocate for homeless students.   |

## 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 (school-wide 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 1116(c)(1)].

| Activity/Tasks  | Person Responsible         | Timeline          | Evidence of Effectiveness                  |
|---|----------------------------|-------------------|--|
| Use prepared Power Point presentation for Title I Meeting | Principal                  | September/October | Copies of handouts and PowerPoint          |
| Advertise/publicize meeting                               | Principal & Assigned Staff | September/October | Memo sent home to parents/School's Website |
| Develop sign-in sheets                                    | Principal & Assigned Staff | September/October | Sign-in sheets for meeting                 |
| Webpage   | Principal & Assigned Staff | September/October | Use of technology for parental involvement |

## 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 1116(c)(2)].

### Response:

**The administration, faculty, and staff of West Elementary School understand and recognize the importance of parental involvement. WES schedules student-led conferences during the day, 2 times a year, for parents to attend after awards ceremonies. WES also offers parent/teacher conferences at different times throughout the day. If necessary, meetings are scheduled before and after school to accommodate parents and families. Parental involvement activities are scheduled in the evenings so all parents can attend some of the activities. In accordance with Title I, Part C, WES provides transportation for Migrant students and their families for parent/teacher conferences.**

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(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 1116(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 1116(e)(14)].

| Content and Type of Activity   | Person Responsible                                      | Anticipated Impact on Student Achievement   | Timeline                   | Evidence of Effectiveness   |
|--|---|---|----------------------------|---|
| Title I Annual Meeting   | Principal, Assistant Principal & Assigned Staff         | Student achievement may increase due to better parental understanding of the curriculum and how to access resources for themselves and their children.          | Fall 1 <sup>st</sup> Qtr.  | Invitations, sign-in sheets, agenda                                   |
| Parental involvement meetings for targeted groups  | Principal, Assistant Principal & Assigned Staff         | Content specific parent meetings will be held to promote academic subject areas.  | Throughout the school year | Invitations, sign-in sheets, copies of materials used during meetings |
| Individual parent, student, and teacher conferences held after 1 <sup>st</sup> grade period. | Principal, Assistant Principal & Classroom Teachers     | Teachers will discuss the child's assessment results, grades, expectations, and goals for the year.   | Throughout the school year | Teacher logs, compact agreements and office sign-in sheets            |
| Skyward Parent Access  | Principal, Assistant Principal, School & District Staff | Provides parents the opportunity to check grades, attendance, discipline, missing assignments data which allows parents to support student achievement at home. | Throughout the school year | Parent contact and conference notes.                                  |
| Facebook, Weekly Skylert Calls and School Website  | Assistant Principal & School/District Staff             | Provides parents the opportunity to view scheduled events and activities occurring on school campus   | Throughout the school year | School Facebook page and School Website                               |

## 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, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

| Content and Type of Activity | Person Responsible              | Anticipated Impact on Student Achievement                                    | Timeline                   | Evidence of Effectiveness |
|------------------------------|---------------------------------|--|----------------------------|---------------------------|
| New Teacher Mentor Program   | Principal & Assistant Principal | Mentor provides examples, materials, and knowledge of how to communicate and | Throughout the school year | New Teacher Mentor notes  |

|   |                                 |  |                            |   |
|---|---------------------------------|--|----------------------------|---|
|   |                                 | work with all parents  |                            |   |
| Staff Learning Meetings                         | Principal & Assistant Principal | Provides information on effective communication with parents                 | Throughout the school year | Copy of agenda, sign-in sheet, handouts |
| Individual Teacher Meetings with Administration | Principal & Assistant Principal | Ensures teacher is aware of the importance of effective parent communication | Throughout the school year | Agenda, sign-in sheet, meeting notes    |

## 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 1116 (e)(4)].

**West Elementary School welcomes parents to our school in a friendly, professional manner. Parents can also use our school website to gain valuable information regarding our school's activities. The guidance counselor and dean is available to parents of students who struggle academically or behaviorally. The counselor works with parents to develop a plan they can use at home to help strengthen performance at school. Parents can also access resources through the district office designed to support efforts at home. WES also sends home monthly calendars that alert parents to upcoming activities, events and opportunities to be involved at school. Additionally, a parent resource center is available for parents to use a computer and printer.**

## Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(c)(4)(A)];
- 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 [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[Section 1116(c)(4)(C)]; and
- If the school-wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1116(c)(5)].
  - Response:

**West Elementary School hosts an Annual Title I meeting in the Fall to present information regarding the Title I Program. The meeting is advertised via Skylert phone calls, the school marquee, the school Facebook page, and notices are sent home. Assessment and school performance data is also provided at this meeting. School Advisory Council (SAC) meetings are held each month where information about the school and the progress being made is reported along with other items. An Open House is held in the Fall which allows parents to receive bus, lunch, and dress code information. Parent/Teacher conferences are provided to allow the parent to receive information on the class curriculum, assessment plans, and strategies to help their children at home, as well as sign the Parent Compact. Sign-in sheets are used to document these activities. For parents who are unable to attend the Open House, packets are provided which include the same information. The Skyward Parent Portal**

**allows parents to check on grades, attendance, missing assignments, and discipline. Many teachers send home folders and planners to keep parents informed about their child's academic progress.**

## **Accessibility**

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA 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 1116(e)(5) and 1116(f)].

Response:

**The PFEP is summarized in a brochure that is printed in English and Spanish. The brochure outlines the major components of the school's as well as district's policies regarding parental involvement. A copy of the entire plan will be available upon request. All written communication will be provided in both English and Spanish. We will have interpreters available for all parent meetings, in the front office, and at parent conferences in order to ensure parents are able to completely understand all information given to them. Automated calls will also go out in English and Spanish. A variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. To provide full access and opportunities for all, school reports and informational letters from the school and/or district will be provided in the child's home language to the greatest extent possible. All parental involvement activities are held in handicapped accessible areas.**

## **Parent-School Compact-Send District Office a copy of your Compact**

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)].

## **Evaluation of the previous year's Parental Involvement Plan**

### **Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents and families to help their children academic achievement [Section 1116 (e)(1-2)]. Include participation data on the Title I annual meeting.

| <b>Content and Type of Activity</b> | <b>Number of Activities</b> | <b>Number of Participants</b> | <b>Anticipated Impact on Student Achievement</b>   |
|-------------------------------------|-----------------------------|-------------------------------|--|
| Title 1 Annual Meeting              | 1                           | 10                            | Student achievement may increase due to better parental understanding of the curriculum and how to access resources for themselves and their children. |
| Make & Take Workshops               | 2                           | 8                             | Student achievement may increase due to literacy activities that parents and students complete together.   |

## Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff 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 1116(e)(3)].

| <b>Content and Type of Activity</b>                               | <b>Number of Activities</b> | <b>Number of Participants</b> | <b>Anticipated Impact on Student Achievement</b>  |
|---|-----------------------------|-------------------------------|---|
| District Parental Involvement/Family Engagement Taskforce Meeting | 1                           | 4                             | Provides information regarding parental involvement which could positively affect student achievement.                            |
| Staff Learning Meetings   | 4                           | All Teachers                  | Teachers are provided information on effective communication with parents which could positively affect student achievement.      |
| Individual Teacher Meetings with Administration                   | 2                           | All Teachers                  | Ensures teachers are aware of the importance of effective parent communication which could positively affect student achievement. |



## Barriers

Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (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 1116(a)(2)(D)(i)].

| Barrier (Including the Specific Subgroup) | Steps the School will Take to Overcome                    |
|---|---|
| Limited English Proficiency               | Spanish speaking employees are available to interpret     |
| Transportation                            | Transportation is provided to migrant families as needed. |