

Friendswood ISD
Parent and Family Engagement (PFE) Policy
Westwood Elementary

ESSA Section 1116
2024-2025

Section 1

Westwood Elementary shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of ESSA Section 1116 subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. Section 1116 (b)(1) & (e)(5)

The PFE policy is reviewed each year during a campus site-based decision making meeting. Parents are made aware of this meeting through flyers and emails encouraging them to attend and provide feedback and input. Campus staff will collect and share any feedback and input from parents unable to attend the meeting in person.

Once updated based on feedback, the revised PFE policy is shared with the campus leadership team as well as the Executive Director of Student Operations and Deputy Superintendent of Teaching and Learning. Once all parties have reviewed, the policy is adopted and posted on the district website and included in the Westwood Elementary Student Handbook. Google Translate is available on the district website so all posted documents can be translated into Spanish.

Parent and Family Engagement is vital to the success of Westwood Elementary. Building off one of FISD's core beliefs, Westwood Elementary believes that Student-Teacher- Parent relationships are key to student success and makes every effort to build and foster these relationships.

Section 2

Westwood Elementary shall convene an annual meeting, at a convenient time, 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 to be involved; Section 1116 (c)(1)

The annual meeting will occur during the first PTO Open meeting of the school year which is a morning meeting during the school day and also during the beginning of the school year open house / parent orientation which is scheduled in the evening on a different day of the week than the PTO meeting. These dates are announced in the Principal's Back to School Welcome letter and campus Facebook page which is distributed to all families prior to school beginning as well as through multiple email

reminders from both the campus administration and classroom teachers. The dates are also placed on the campus calendar which is accessible from the district website.

Section 3

Westwood Elementary shall 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)

The annual meeting is offered during the school day as well as in the evening. At request, the school would also offer the information contained in the annual meeting through individual parent meetings with a knowledgeable school staff member either at the campus or through a home visit. Childcare will be made available during both daytime and evening meetings at the request of the parent.

Section 4

Westwood Elementary shall 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) (Campus Improvement Plan), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children; Section 1116 (c)(3)

Westwood Elementary involves parents in shared decision making and strategic planning through numerous avenues. The PFE policy and CIPs are reviewed and developed jointly with staff, parents and community members at Site Based Decision Making meetings held 4 times a year. The PFE program and activities are reviewed and developed at monthly PTO meetings. The dates of the meetings are communicated through school electronic newsletters, Friday Folders, and social media avenues. When nominating parents to serve on committees, campus administration strives to choose parents who represent the demographic makeup of the school community including parents of special education students.

Section 5

Westwood Elementary shall provide parents of participating children—

- A. timely information about programs under this part;
- B. 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 standards; and
- C. 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)

Westwood Elementary is committed to building trust and partnerships with families participating in Title I programs to better understand the state's academic content standards, TEKS (Texas Essential Knowledge and Skills) and state and local academic assessments (i.e.mCLASS, TELPAS and local assessments).

In the spirit of partnering with parents, Westwood Elementary provides numerous ways for parents to receive timely information about their child's academic experiences and progress. There is weekly communication through Friday Folders from the child's classroom teacher to the parent. When returning the signed folder on Monday, parents may make notes of any questions or request clarification on their child's work. Friday folders are also utilized to share information from special programs such as ESL, Special Education, GT, Supplemental Reading or Supplemental Math as well as communicate information from campus administration regarding upcoming events or campus wide news.

In addition to the weekly folders, parents may access electronic information about their child's learning activities and progress through Canvas, a web-based learning management system and Skyward (progress reports, report cards, real time grades, attendance, nurse visits).

Parents will be invited to participate in a parent-teacher conference at least once a year to discuss their child's progress and the compact as it relates to the individual child's achievement. Teachers may receive parents in the morning, during the school day and/or afterschool to accommodate as many reciprocating parents as possible. If parents can not participate in person at any available time, a phone conference will be held.

Westwood Elementary has an open door policy. Campus administration welcomes parents to visit with campus staff about their student's progress and goals, join their student for lunch, participate in classroom parties, attend campus social events such as the school carnival. If a parent can not come to the campus, phone calls or emails are returned within 24 hours.

If the schoolwide program plan (Campus Improvement Plan, CIP) 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 educational agency. Section 1116 (c)(5)

The Campus Improvement Plan and Strategic Plan is shared annually with parents during a campus site-based committee meeting and PTO meeting. At that time, campus administration shares the needs assessment which leads to the creation of the

Campus Improvement Plan. The state and federal report cards are also distributed to parents once they are made available by TEA.

If parents have concerns about the Campus Improvement Plan, their comments are collected and shared with district administration.

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **Westwood Elementary** shall: Section 1116 (e)

(i) provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children; Section 1116 (e)(1)

Westwood Elementary creates purposeful opportunities for parents to gain a deeper understanding of such topics before the school year even begins. The first experiences our families have with the school is through the School Year Kick Off letter from the campus principal and Meet the Teacher Night. Both of these set the stage to welcome parents and build a meaningful partnership. During the fall Parent Orientation, teachers share information about the state standards for their content and how student's progress will be assessed and monitored. Through the dialogue, teachers demonstrate how parents can access online resources and connect with the classroom content and their child's progress. The procedures for parent-teacher conferences are also shared.

(ii) provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; Section 1116 (e)(2)

Westwood Elementary staff recognize that school experiences are different now than they were when many parents were in school. Materials are provided to parents to build their knowledge and support them in assisting their student's achievement. Family nights and parent conferences are held annually on the campus. Parents of students receiving additional support through ESL, GT, Special Education, Supplemental Reading and Math are invited to information nights where their programs are explained in more detail and resources and materials are provided.

(iii) educate teachers, specialized instructional support personnel, principals, and other school leaders, 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 the school; Section 1116 (e)(3)

Westwood Elementary staff and teachers engage in weekly CLTs focused on evidence based instructional strategies. Woven into the professional learning are components on relationship building with both students and staff. Westwood will work with parents and community members to form student interest groups such as career exploration days, field trips, and introduction to coding.

(iv) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct 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)

Westwood Elementary staff coordinate with other resources available within the district, county and surrounding areas. We work closely with the campus that our students feed into, Bales Intermediate. We also share a Communities in Schools liaison on with Bales Intermediate, Community mentor volunteers who serve as one on one mentors for students and can connect families with resources, and our School Resource Officers who work closely with our community and families. The Gulf Coast Center, the mental health provider for Galveston County, is also a partner and can provide resources to both students and parents.

(v) provide such other reasonable support for parental involvement activities as parents may request. Section 1116 (e)(14)

Westwood Elementary continues to be responsive and seek new ways to serve and involve their families. Parent presentations are provided to parents via email for those that were unable to attend a parent night. Hard copies of all documents are available at the school and can be provided at request.