

Waller Elementary

23-24 Parent and Family Engagement Plan

Date Revised with Parent Input: 5/10/23

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parents 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)]?

We will hold our Title I Annual Meeting in conjunction with our Open House that takes place in September. We will pick a Thursday evening since that is what the parents wanted from the survey.

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 Parent Survey. The results of the survey are tallied and shared with the faculty for their thoughts on ways to improve our PFEP for the following school 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 parents and the school.

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

During our SAC meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year's SIP 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)]?

The opportunities for parents will include but are not limited to evaluation forms at parenting events and Title I nights, IEP meetings, parent-teacher conferences, SAC meetings, CST meetings, Facebook and Parent Compact meetings. Suggestions made by parents, if practical and reasonable, will be implemented in a timely manner.

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 improvement 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	Time (AM or PM)	# of Parents Attended *
July July	Community Event				
Sept. Oct	Title I Annual Meeting/ Open House	Requirements of Title I, Classroom	F,G, H, I, J	PM	
Dec	Math and Science			PM	
April	Donuts with Grown-ups	Parent Portal, Attendance, Safety	H, J	AM	
February	Reading Title 1 Night	Assessments, standards,	H, I, J	PM	
May	Kindergarten Transition	Curriculum, State Standards, Expectations of students and parents for next school year	G, H, I,J	AM	
April	Parent Event	Parent Portal, Attendance	H, J	AM	
On-going	Parent Portal Training	Focus	G, H, J	Both	
On-going		Standards/ Achievement	G, H, J	Both	

Sept-May	Parent Resources Class	Curriculum, Assessments, Standards, Attendance	G, H, I, J	Both	
----------	------------------------	--	------------	------	--

*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	PM	
Aug-May	School Newsletter	Explains school specific information	AM & PM	
Aug-Jun	Parent Liaison	Serve as the liaison between parents and the school to encourage engagement, encourage	AM & PM	
Aug-May	Be Kind People Project	Relationship building and rebuilding.	AM/PM	

*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)]? Based on parent surveys, parent engagement, and community resources, the school will utilize training and relationship building opportunities to train, educate, and engage faculty and staff to strengthen the relationships with parents through communication, personal experience, and active partnership. In addition, the school will share information and solicit suggestions from SAC. Canvas training will be done. The school volunteer liaison will communicate and provide connections for community involvement.

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
Communicating Progress Monitoring	<i>Pre-school</i>	
Parent Requests - Parent Survey Results	<i>March</i>	

--	--	--

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)]?

Our VPK parents are invited to attend all parenting activities and curriculum nights, Parent Leadership Classes, during our Open House and Title I Annual Meeting.

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?)

The parents have asked for more information on how to monitor student's progress. We are having focus training to help parents access focus.

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 the Open House to sign-up for a parent-teacher conference that will be done virtually or by phone to complete a compact. For parents who don't sign-up, teachers will make contact requesting a phone conference.

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

During Open House we will have different community resources available to let parents know how their organizations can help. We also have a community day each year.

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 training [Section 1116(e)(6)]?

Staff training will be discussed with parents at SAC meetings and an evaluation will be given for parents to voice their opinions, comments and questions about the training.

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)]?

We will share with parent's literacy training opportunities that are available in the community as well as try to establish a literacy training for parents at the school. The school media specialist has developed a home-school reading program that is focused on goal driven data for parents and students.

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)]?

When events are planned at the school, food will be provided.

Utilize the school van, if possible, to assist parents in participation in school related meetings.

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

Parent volunteers will be asked to help recruit other volunteers.

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)]?

Our social worker, parent liaison and guidance counselor will make home visits. We also have a lot of help from our Traid team at school.

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

We will continue to use Dojo, flyers & Newsletters to contact parents and provide information about school activities. The Parent Liaison will also make phone calls as necessary.

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 Title I Parent Survey results, work schedules & transportation were listed as the top barriers to participation. We plan to offer late afternoon & evening events to give every parent an opportunity to participate. Our social worker provides translation services to all ELL families at Waller to assist with completing surveys, etc.

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 virtual 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)]?

Based on the parent survey responses, the majority of parents indicated that right after school and evenings (5pm-8pm) are the most convenient times for meetings. This is the same time frame picked last year. We will continue to take this info into consideration when scheduling events.

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

A minimum of 2 weeks' notice will be our school policy. This will give parents an opportunity to save the date. Various methods of communication, Facebook, Newsletters, Dojo, flyers for each event, will be used to notify and remind parents about events to ensure the greatest participation.

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

Category	List of Items
Parent Liaison & Social Worker	Salary, benefits
Parent Communications	Paper, ink/toner, Nicky Folders, digital newsletter, printed materials/brochures,
Parent Training/Events	Refreshments, materials, supplies, printed materials, ink/toner
Parent/Teacher Conferences	Subs to cover classrooms
Parent Center	Supplies