

Lucille Moore

23-24 Parent and Family Engagement Plan

Date Revised with Parent Input: 4/17/23

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

Since the majority of our parents attend Open House, we will conduct our Title I Annual Meeting with all parents in attendance at the beginning of Open House. Notices will be sent home via flyer, DOJO, Peachjar, and Everbridge. Title I Information will be presented to all of the parents and all required information will be covered. The Power Point will be distributed for parents who were not able to attend the meeting through the district's social media accounts. Handouts will be given to parents so they can refer to them during the year. A room will be set up for Spanish speaking population that will have a Spanish interpreter. All flyers and PowerPoint handouts will be written in English and Spanish.

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)]?

Parents will be invited to a meeting in April of 2024 as part of a joint committee. Each question will be reviewed and input, concerns and consent will be received from all. Some parents were asked to take a copy home to review, look over and return for feedback. Those parents will also be accommodated. The plan will be presented, reviewed and revised at the SACs committee meeting in April. The SAC committee will continue to review throughout the 2023-2024 school year.

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

All Parents attending the first SAC meeting of the 2023-2024 year will be involved in the review and provide input into the School Improvement Plan. The SIP will be developed over the summer with the school-based leadership team as soon as data becomes available. During the first SAC meeting of the year the SIP will be shared. Strategies are reviewed and revisions are

made based on needs, barriers, and parent input. For parents that cannot attend, a copy will be shared for review as well as posted on DOJO.

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)]?

All parents will be invited to SAC meetings that are held throughout the year. Attendance at these meetings will assure opportunities to help make decisions related to the education of their children. Other opportunities will occur through the use of parent event evaluation forms, parent conferences, IEP meetings, CST meetings and day to day interactions at school. All reasonable and practical suggestions made by parents will be implemented in a timely manner with the help of the Title I Coordinator. Suggestions such as:

- Have meetings in the morning, and after school in the evening, for parents that work nights.
- Teachers will schedule a virtual parent conference at least once every quarter for every student for those parents that request it.
- Teachers will document these attempts.

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 (F,G,H,I,J)	Time (AM or PM)	# of Parents Attended*
Aug	School Orientation	School layout, Introductions, Meet and Greet	G,J, K	A.M and P.M.	323
Sept/Oct	Title I Annual Meeting	Requirements of Title I	G,I	A.M. and P.M.	
Sept/Oct	Pastries with Parents	Discuss the importance of school attendance	G,H,J		
Sept/Oct	School Open House	Information related to Curriculum, instruction and assessment and other Title I information	F,G,H,I,J	P.M.	
November	Math Night Fall Festival	Working with children at home in relation to state standards and assessments	F,G,H,I,J	PM	
Jan	ELA Night or Day	Working with children at home in relation to state standards and assessments	F,G,H,I,J	PM	
Mar.	Science Night or Day	Working with children at home in relation to state standards and assessments	F,G,,H,I,J	P.M	.
April/May	Prk to Kg Transition Meeting	Transitioning into Kindergarten	G,H,I,J	AM and PM	
Continuou s	Parent Portal Training	All related to Parent Portal, assessments, attendance, curriculum, technology,	F,G,H,J	AM and PM	13

*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 Metho	# of Parents Attended*
Aug.	School Orientation	Meet/Greet and discuss acad. and beh.l	PM	323
Aug-May	School Advisory Council	Plan/review/improve the PFEP, compacts	1. MP P.M.	1.
Ongoing	Parent Portal Assistance	To assist parents with staying up to date in Parent Portal	As needed	13
	Parent Liaison			

*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 parents' responses on the Spring Survey, Over 50% suggested that the faculty/staff could benefit from professional development that addresses communication with parents and successful parent teacher conferences. This includes reaching out and viewing parents as equal partners. During pre-school in-service days, the Title I coordinator will review the results of the Spring Parent Survey with teachers and staff so they are aware of the best days and times for parent conferences and events, the methods of communication parents prefer, and other input parents offered to improve parent engagement. This will be followed by training to address why communication is important and suggestions for what needs to be communicated to help engage parents in their child's education. Teachers will also be trained on the use of the technology the school uses to communicate with parents and other means of communication for parents without access to technology.

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
<i>Title I compact and PFEP plan update</i>	<i>August 2023</i>	<i>51</i>
<i>Results of Spring Survey</i>	<i>August 2023</i>	<i>51</i>
<i>Increasing Parent Engagement</i>	<i>August 2023</i>	<i>51</i>
<i>Communication Tools Training</i>	<i>August 2023</i>	<i>51</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)]?

DCF ACCESS assistance, partnering with local community partners, Backpack Blessings, Dental Bus, PAEC, Church partnerships, ELL events, Possible in face or virtual family trainings centered around topics requested by parents from the Spring Survey, business partnerships, Parent Portal training and other virtual trainings conducted with District Parent Liaison

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 Parent Survey results, what activities did the parents request that are included in this plan?)

Academic topics listed above were based on Spring survey results. Times of day are varied based on survey results.

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 Open House to sign-up for virtual parent-teacher conferences to complete a compact. For parents who don't sign-up, teachers will make contact through DOJO, phone, or note home requesting a conference. *Teachers will attempt to have a formal parent conference virtually, by phone, or face to face at least once, but as many as needed or requested. Informal conferences can be held through Dojo and notes. Parent Compact conferences or attempts to contact parents will be documented in FOCUS.* Lucille Moore's HOPE team can be used to conduct home visits to assist parents.

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

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)]?

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)]?

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)]?

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

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)]?

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

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 Title I survey results several issues will need to be addressed: work schedule, childcare, Limited English Proficiency, and Transportation. We will provide supplement pay for a translator if we cannot access one through our faculty or the district. We will provide events at varying times and virtually to accommodate work schedules. Our parent events, if allowed, will start after 5:00 p.m. to allow parents time to participate due to their work schedule. Handouts will be made available in different languages using Google Translate or having a staff member translate. If events are virtual, packets containing materials will be sent home. If events are virtual a recording will be made and posted for parents to watch as their schedule allows. We will also send notices home two weeks or more in advance and again a week in advance to give parents time to plan and make arrangements to attend.

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, Peachjar, Everbridge, Dojo and staff members assist with this. Our new ADA approved website will translate all uploaded documents. Bilingual staff members assist with 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 Spring Survey results the majority of parents stated that they wanted meetings to happen after 5:00 p.m. However, mornings right after school and afternoons right after school were very popular. The best days to hold a meeting with a parent were pretty uniform spanning all days but the three that received the most were Tuesday, Monday, and Friday. So we will plan meetings on these days and during these times to better accommodate parent wishes. Parents also stated that their preferred method of communication is by phone, email and text.

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

We will provide 2 weeks' notice as standard practice to send home flyers. We will utilize Dojo, Peachjar and Everbridge alerts will be given via phone, this system also sends out a text message and email.

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

Category	List of Items
Parent Communications	copier rental
Parent Training/Events	Refreshments, materials, supplies, printed materials, ink/toner
Parent Center	Supplies