

# St. Andrew

## 23-24 Parent and Family Engagement Plan

**Date Revised with Parent Input: 4/20/23**

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 to 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)]?**

The Title I Annual Meeting will be held in September and the District will provide a PowerPoint that includes all the requirements of the law.

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

This plan will be jointly developed through the use of the Title I Parent Survey results, compact input form, and PFEP input form from parents and other stakeholders including the School Advisory Council. Results of the school climate survey, which parents and students also complete, will be utilized in forming an engagement plan that is meaningful and purposeful to all St. Andrew stakeholders. The Plan will be reviewed during SAC meetings throughout the year to make revisions according to the changing needs of the parent 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 a SAC (School Advisory Council) meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year's SIP (School Improvement Plan) 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)]?**

Parents will be provided opportunities to make educational decisions for their children by participating in annual IEP (Individual Education Plan) meetings, parent-teacher conferences, Student Advisory Council meetings, and Child Service Team 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-wide 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.

<b>Timeline</b>	<b>Title of Training/Event</b>	<b>Topics</b>	<b>Requirement(s) Addressed</b>	<b>Time (AM or PM)</b>	<b># of Parents Attended*</b>
Fall 2023	Title I Annual Meeting	Requirements of	F, G, H	AM, PM	
Fall 2023	Meet and Greet	Contact information, encourage usage of the parent portal	F, G	PM	
Fall 2023	Open House	Classroom expectations, curriculum, assessments	F, G	PM	
Fall 2023	Donuts for Grownups FOCUS/Launchpad Breakfast	Launchpad	F, G, H, I, J	AM	1
Spring 2024	BINGO for Books	Family Reading Night	F, G, H, I, J	PM	
Spring 2024	Sports/Games Night	Social Skills	F, G, H, I, J	PM	

\*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)].

<b>Timeline</b>	<b>Title</b>	<b>Purpose</b>	<b>Time (AM or PM) or Method</b>	
Aug-May	School Newsletter	Explain school-specific information	Monthly newsletter	
Aug-May	School Bulletin Board Announcements	Distribute school-specific information	Changed monthly	
Aug-May	School Advisory Council	Plan/review/improve the PFEP	Monthly 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)]?**

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
Compact Training		
Communicating with Parents		
Working with Parents as Equal Partners		

**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)]?**

St. Andrew School will participate in any District sponsored events for parents including pre-school events held at the school such as Meet and Greet.

**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?)**

Based on the results of our 2022-2023 Title I Parent Survey, Event Evaluations, and Climate Survey the parents requested help understanding standardized State and District testing and results, ways to increase math and reading skills, and understanding and utilizing the Parent Portal. We will hold informational parent workshops and parent training throughout the school year to address the needs of the parents.

**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)]**

St. Andrew School will provide 3 formal opportunities for discussion of the compact to include Annual IEP (Individual Education Plan) Meeting, Fall, Spring Conference

**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)]?**

Title I funds will be used to provide educational materials to use at home, parent workshops, child care, transportation, and refreshments to parents and families during events.

**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)]?**

Counselors may conduct home visits for parents that are unable to attend meetings at school.

**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 the results of our Title I Parent Survey, the barriers identified by parents are work schedule, childcare, and transportation concerns. Written communication will be provided to parents in their preferred language as needed. Interpreters will be provided when oral communication is necessary for conferences and meetings.

**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)]?**

Written communication will be provided to parents in their preferred language as needed. Interpreters will be provided when oral communication is necessary for conferences and meetings.

**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)]?**

St. Andrew will offer Fall and Spring conferences after hours to provide an alternate time and format (digital) for parents to meet with teachers. Parent survey data indicated this was a need and survey data were used to help determine the most convenient times for parents to attend meetings. St. Andrew will try to increase the number of in-person, daytime (morning-after school starts, lunch, and after lunch) and evening events as indicated by the parent survey. The St. Andrew School Advisory Committee will meet quarterly. Parents and Community supporters are invited to attend. Workshops and other parent meetings will be scheduled during hours convenient to parents as indicated on the Title I Parent Survey. In an effort to offer access to information to parents who cannot attend any of these meetings, St. Andrew will include information and handouts from these meetings on their website when possible. Additionally, the school newsletter will contain information about the meetings and hard copies of handouts will be available upon request.

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

St. Andrew will make every effort to utilize not only standard forms of communication (daily home notes, flyers, newsletters, PeachJar, virtual, and recorded messages) but will capitalize on other forms such as text messages, phone calls, and email to notify parents of activities and events.

**Title I Expenditures Parent and Family Engagement**

<b>Category</b>	<b>List of Items</b>
Parent Communications	Paper
Parent Training/Events	Refreshments, materials, supplies
Parent/Teacher Conferences	Stipends for after hours

