

# *West End Elementary*

## School-Level

### Parent and Family Engagement Plan

#### 2018-2019

Revised May 29, 2018

In support of strengthening student academic achievement, West End Elementary receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

West End Elementary agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, 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) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA 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.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school

(C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

(D) Other activities are carried out, such as those described in Section 1116 of the ESSA

#### DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

##### JOINTLY DEVELOPED

West End Elementary will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- An annual parent survey is conducted each year to gain input from parents on all parts of our parent and family engagement programming, including this plan.
- An annual stakeholder feedback meeting is held each year in the spring to gain input from parents on the revision of this plan for the upcoming school year.
- Feedback may be submitted to administrators in our front office or via email in order to gain input from parents year-round on all parts of our parent and family programming, including this plan.

##### ANNUAL TITLE I MEETING

West End Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Our annual meeting is conducted annually in the fall, no later than October 31st. Please review the school calendar for the exact date, time, and location. This meeting is our annual opportunity to provide parents on information about our school, programs, and accountability results.

##### COMMUNICATIONS

West End Elementary will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening

- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

The parent and family engagement plan will be distributed for each student and family at the beginning of the year or when enrolled through the student agenda. Our parent and family program is described in this plan. Additional information on our program and dates will be distributed to parents via the school calendar, school/class newsletters, and the school website. Communications will be translated into Spanish and can be translated into other languages upon request with Google Translate.

#### **SCHOOL-PARENT COMPACT**

West End Elementary will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

An annual parent survey is conducted each year to gain input from parents on the school-parent compact. The survey results, input from the spring meeting, and any additional feedback is considered when revising the compact in the spring.

#### **RESERVATION OF FUNDS**

If applicable, West End Elementary will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

An annual parent survey is conducted each year in January in order to gain input from parents on the use of the school's portion of the district's 1% Parent Engagement funds. The survey results, input from the spring meeting, and any additional feedback is considered when making funding decisions. The annual budget and expenditures are shared annually at the fall Annual Title I Meeting.

#### **COORDINATION OF SERVICES**

West End Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement 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 by:

Our school counselor, the district social worker, family engagement coordinator, and community outreach coordinator help collaborate on essential partners in the community to provide activities, funding, or other reasonable supports to our parent and family engagement program.

We coordinate with area Pre-K/Headstart organizations to ensure an effective Pre-K to Kindergarten transition training. We coordinate with Bright from the Start for Pre-K classrooms and additional summer opportunities for students who have not been in Pre-K. We are working with RESA on a Bright Little Minds

grant to provide additional support for parents of children ages birth to 5.

#### **BUILDING CAPACITY OF PARENTS**

West End Elementary will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of Georgia's academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - Georgia's academic standards
  - The state and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child's progress
  - How to work with educators to improve the achievement of their child

#### **BUILDING CAPACITY OF SCHOOL STAFF**

West End Elementary will provide training to educate teachers, specialized instructional support personnel, principals, 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 by:

School staff will participate in informational opportunities and training to gain professional knowledge on working with parents. Parents may provide input or assist in these opportunities by becoming a district PAC member, providing feedback on the annual survey or feedback form, or by contacting the school Title I Coordinator.

West End Elementary will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

Our school counselor collaborates with the district social worker and family engagement coordinator to ensure that parents and families who request help have the support needed to help each child be academically successful.

Any parent or family member may request support, and we will meet with appropriate personnel as needed to assist where we can or to refer families to community organizations.