



Parent and Family Engagement Plan 2023-2024

I, Angela Rodgers, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances - The school will:

- Be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101 of ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent.
- Jointly develop/revise with parents the school Parent and Family Engagement Plan and distribute to parents of participating children and make available to the local community.
- Involve parents, in an organized, ongoing, and timely way, in the joint development of planning, reviewing, and making improvements to the school Parent and Family Engagement Plan.
- Use the findings from the Parent and Family Engagement Plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's Parent and Family Engagement Plan.
- If the plan for Title I, Part A, developed under [ESEA Section 1116], is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child(ren) on the state assessments [ESEA Section 1116];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is out of field; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Signature of Principal , *Angela Rodgers*

Date October 17, 2023

Parent and Family Engagement Mission Statement (optional)

Response: South Woods Elementary School will create a positive learning environment that will instill good character and the desire for academic excellence, fostering the development of caring and productive citizens in the global world.

At South Woods, we believe that:

- it serves and exists to provide the best educational opportunity for all.

-the best educational opportunity is one which makes available opportunities to practice basic skills, receive instruction in the various disciplines, use technology tools, and provide rigor in the curriculum

-the best educational opportunity allows each student to learn to his/her fullest potential.

-each student should be able to learn whatever he/she is studying while demonstrating a level of mastery in all grade level standards.

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [ESEA Section 1116]. The parents at South Woods Elementary School will have many opportunities to be involved in the planning, review, and improvement of the Title I programs. These include decisions regarding how parent involvement funds will be used. We have a PTO and School Advisory Council in place where input will be collected.

Both organizations meet monthly to discuss on-going activities that are planned. They recruit and involve as many parents as possible in the planning, review, and implementation of Title I and other school wide programs. In addition, input will be sought through annual surveys, monthly PTO, and School Advisory Council Meetings. This input will be used to improve and enhance South Woods Elementary Title I program services while increasing parent involvement in our school.

In addition, we send mass calls, emails, and texts to provide information to parents regarding upcoming meetings and events. We also use our school's marquee to promote events and participation.

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Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [ESEA 1116].

Program	Coordination
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1	Back to School Hot Dog Social- August	Teachers converse with parents to let them know what they can expect at the grade level and ways they can assist their child at home, i.e. writing in planner, checking & signing the planner, checking for completed homework and accuracy.
2	South Wood Title I Annual Meeting/Curriculum Night-October	Introduction of Title I services and staff, classroom visitations and parent conference sign up. Parents are encouraged to attend to learn more about the curriculum their child will be covering and ways to help reinforce skills students are learning at home.
3	Pre-K Parent Engagement Materials	Through the coordination of Head Start and Early Childhood Services, monthly educational materials are sent home with information for parents and caregivers to help motivate young children to learn at home. These activities will offer tips on getting children involved in reading and learning: <i>Parent's Guide to Reading with Your Child, Choosing books for Preschoolers, Infants and Toddler, Math in the Home Activities, Developmental Milestones.</i>
4	Head Start Parent Orientation	Prior to the start of school, all Head Start parents attend orientation to review Head Start policies in the Head Start Parent Handbook, which includes an emphasis on parents being their child's first teacher.
5	Parent Conferences	Parent conferences are conducted at the end of the first quarter. Report cards with current levels of performance are discussed. Student strengths and areas for improvement are shared. A plan for a school and home partnership is developed.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program, Adequate Yearly Progress, school choice, and the rights of parents.

	Activity/Tasks
1	Schedule Title I Annual Meeting – September 18,2023
2	Advertise Title I Annual Meeting - announce in newsletters, marquee, and school messenger system
3	Conduct Title I Annual Meeting – October 19, 2023,
4	Conduct Classroom Information Session to parents with teacher power points and handouts
5	

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [ESEA Section 1116].

Response: South Woods Elementary will provide flexible meeting times to ensure all parents can be active participants in their child's education. Depending on the nature of the meeting, the meetings may be scheduled prior to the start of the school day, after the school day, and during the school day when teachers have time set aside for planning and through a variety of different platforms to include virtually, and over the phone. Some evening activities for parents will have childcare provided so that parents may have uninterrupted time for meetings and trainings with faculty, staff, Principal, and invited speakers.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the

school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116)].

	Content or Type of Activity	Implementation
6	Title I Parent Handbook/calendar and School-Parent Compact	Students will be aware of events that can help them with academic performance.
7	SAC Plan and Accountability Report	The plan will help South Woods Elementary focus on targeted students so they can make academic gains in identified areas.
8	Parent Teacher Conferences regarding progress / assessments	Students will know where they are academically when attending and participating in conferences.

Staff Development

Describe the **professional development activities** the school will provide to educate the teachers, specialized instructional personnel, principals, other school leaders and other staff with the assistance of parents/families, **in the value and utility of contributions of parents/families, including how to reach out to, communicate with, and work with parents/families as equal partners.** Include implementation and coordinating of parent/family programs and in details of building ties between parents/families and the school. [ESEA Section 1116]

	Activity	Building Ties Between Parents/Families and the School
1	Professional Learning	Teachers will evaluate student data, develop common assessments, and target interventions. This will provide individual student performance information to share with parents.
2	Data Chats	Teachers will review data and evaluate instruction/interventions. This will also provide global student performance information to share with parents
3	Balanced Literacy	Teachers will learn strategies associated with the Balanced Literacy framework. This will provide teacher the vocabulary necessary to communicate how reading is taught during parent conferences.
4	Math Literacy	Teachers will facilitate the MFAS in their classrooms. This will allow us to share with parents the specific areas of support needed by for child during parent conferences.
5	Digital Instruction	Teachers will evaluate their use of technology using the state Technology Integration Matrix and implement a digital citizenship curriculum. This information will be shared with parents through teacher newsletters.

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children [ESEA Section 1116].

Response: South Woods Elementary maintains Parent Resources that are available to parents at different events at our school. They can access materials and supplies to best serve their child. Our Community Partnership School building provides food, clothing, toys, and books during the school day to students or parents. They also provide access to a health kiosk, eyecare or dental referrals, and mental health counseling.

Communication

Describe how the school will provide parents of participating children the following:

- Timely information about the Title I programs;
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to obtain;
- 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
- If the school-wide program plan is not satisfactory to the parents of participating children, how the parents will submit the parent/family comments [ESEA 1116].

Response:

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

Response:

Discretionary Activities (optional)

Discretionary School Level Parental Involvement Policy Components: include any activities that are not required, but will be paid for through Title I, Part A funding (for example home visits, transportation for meeting, activities related to parent/family engagement, etc.).

	Activity
1	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school
3	Adopting and implementing model approaches to improving parental involvement

Evaluation of the Previous Year's Parent and Family Engagement Plan

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].

	Barrier	Steps the School will Take to Overcome
1	Transportation (Economically Disadvantaged)	School event times are staggered and are kept to a minimum throughout the year.
2	Meeting Attendance	Flexible meeting schedules, send out notices, reminders and post meetings on the school marquee, website and in the newsletter.
3	Lack of response to parent surveys	Send hard copies to each family, provide opportunity to complete at school events, and offer incentive to complete.
4	Lack of interest in school/poor school experiences	Provide topics that will appeal to parents. Provide childcare and food for parents to attend. Incentives are also given to attendees.
5	Child Care (Economically Disadvantaged)	Childcare provided at school events that involve parent trainings.
6	Work Schedules	Provide more than one meeting to accommodate parents with varying work schedules.

Building Capacity Summary for the Previous Year

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I annual meeting.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet the Teacher-Back to School Event	1		Students will be more successful when parents are aware of the grade level and classroom expectations.
2	Title 1 Annual Meeting-Curriculum Night	1	198	Teachers will share the expectations of the grade level and student performance.
3	Student Planners/Agendas	1	700	Students will take responsibility for their homework and projects by writing assignments in their planners.
4	Title 1 Parent Handbook/Calendar and School/Parent Compact	1	700	Students will be aware of events that can help them with academic performance.
5	SAC Plan and Accountability Report	1	6	The plan will help school focus on targeted students so they can improve academically in identified areas.
6	Head Start Parent Orientations	3	30	Review school and Head Start policies with parents with emphasis on parent's role as being their child's first teacher.