



2021-2022

Title I, Part A Parent & Family Engagement Plan (PFEP)

I, Carlos M. Scott, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition:
Engage the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
Jointly develop/revise with parents the school Parent & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community;
Engage parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; 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.

Handwritten signature of Carlos M. Scott

9/28/21

Signature of Principal or Designee

Date Signed

**Please use the data from the school's survey(s) to complete this Parent & Family Engagement Plan!

(Each section with a table should have multiple entries, please add rows as needed).

Mission Statement (optional)

Parent & Family Engagement Mission Statement

Response: We believe that each child is special. We guide our students to love learning, cooperate with each other, and respect themselves.

Engagement of Parents & Families

Describe how the school will engage 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 parent and family engagement will be used.

Response: Woodward Avenue Elementary will engage parents and families in the decision-making, planning, and review process of how funds are used for Title I programs during both School Advisory Council meetings and Title I Parent meetings. Woodward's School Advisory Council consists of parents, teachers, support staff, administration, and community members. School Advisory Council membership is decided during an election process held annually at the school. Members are elected to serve a one or two-year term. Members of the School Advisory Council vote on the development of the Title I Parent & Family Engagement Plan. Input of meeting proceedings are documented through recorded minutes which are voted on and approved by School Advisory Council membership. Parents and families can provide input when helping to complete the School Compact. The School Compact is reviewed with parents at Parent-Teacher Conferences to reemphasize key components of the plan.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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.

count	Program	Coordinat ion
1	VPK	VPK works with Woodward's school staff to coordinate transition plans for students entering Kindergarten.
2	Title I, Part A	Tutoring services will be provided after school, supplemental materials and supplies will be used to assist with closing the achievement gap between groups of students, and supplemental funds will be allocated for on-going professional development for faculty and staff as determined by district/state assessment data.
3	IDEA	Additional instructional support including accommodations and modifications provided by the school will be discussed with parents during the development of students' Individualized Education Plans.
4	Title I, Part C	Parent support is offered through migrant services such as translation and food assistance programs. Academic assistance through credit accrual/recovery, tutoring, and summer school is provided.
5	ESOL Program	Instruction and intervention support are provided for students for English Language Learners through our ESOL program. Parents of English Language Learners are engaged in our school through a variety of program including Hispanic Heritage Month activities, one-on-one communication, and future programs including Parents to Kids.

Title I Parent Meetings

Describe the specific steps the school will take to conduct at least two Title I meetings designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Identify Annual Title I Parent Meeting dates, times, and activities.	Principal and School Advisory Council	August 2021	Dates and times will be listed on school's calendar, website, and marquees. Event flyers will be created, and copies will be provided to parents and families.
2	Prepare Title I Parent Meeting agenda and brochures.	Principal	August 2021	Copies of agendas and brochures will be filed in Title I records as evidence.
3	Open House/Faculty Meeting Share PFEP with families and with faculty and staff	Principal	September 23, 2021	Faculty Meeting and Open House agendas/minutes; Lead Collaborators' Meeting agendas/minutes; August 2021 SAC agenda/minutes will be collected as evidence.
4	Host/Facilitate Annual Title I Parent Meeting	Principal	September 23, 2021 *December 2, 2021	Copies of program agendas, Parent Sign-in Sheets, Copies of Title I brochures, and photos will be collected as evidence.

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.

Response: Woodward Avenue Elementary parent meetings will be scheduled at various times before, during, and after school to accommodate the needs of our families. Parent-Teacher Conferences will take place in teachers' classrooms and in the principal's conference room when necessary. Woodward Avenue Elementary will host different academic events for all parents and families to attend including Open House, Meet the Teacher, Title I Parent Meetings, Literacy Night, Math Night, Science Night, and a Parent Expo. Title I funds will be used to cover the cost of childcare services for parents attending and/or helping to facilitate school events.

Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective engagement of parents and families and to support a partnership among the school, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher-introduction of students and families to classroom teachers, administration, and guidance counselor.	Administration, Faculty and Staff	This time will help students and families to establish a relationship with caring adults on campus to positively impact student success.	August 2021	Sign-in Sheets Climate Surveys
2	Kindergarten Orientation	Administration	Time for Kindergarten parents to meet their child's teacher and tour the campus.	May 2021	Sign-in Sheets Climate Surveys
3	School's Website, Classroom Websites, School Messenger Announcements, Flyers, and other handouts	Administration, Faculty and Staff	These methods will help improve school to home communication and will impact student academic success. Familiarity with the campus should positively impact parent engagement and student achievement.	On-going	Parent Feedback
4	Open House Celebration	Administration, Faculty and Staff	This event will help introduce parents and families to the school and classroom policies and will help build rapport ultimately impacting academic success.	September 2021	Sign-in Sheets Climate Surveys Agendas
5	Family Nights (Math, Literacy, Science Night, Boo Breakfast, Parent Expo, Movie Nights, School Spirit Nights, Snow Day)	Administration, Faculty and Staff PTA	Activities and events scheduled will provide opportunities for parents to experience subject area curriculum to help improve student academic success.	On-going	Sign-in Sheets, Parent Feedback Surveys
6	SAC Training	SAC Chair, Administration	This activity will increase parents' knowledge of academic expectations and foster parent/school partnerships that will help improve academic success.	Fall 2021	SAC Minutes, SAC Sign-in Sheets
7	Portfolio Reviews	Administration, Select Faculty	This activity will help families understand their students' growth throughout the year and academic success.	May 2022	Sign-Sheets, Parent Feedback

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Volunteer Training – Faculty, Staff, and the SAC will be trained on working with parents and volunteers.	Volunteer Coordinator/ Business Partner Coordinator	Using volunteers to enhance learning will have a positive impact on student achievement.	September 2021	Sign-in Sheets, Agendas
2	Partnering with Parents	Title I Parent Education Facilitator	Improved teacher/ parent relationship will positively impact student success.	October 2021	Sign-in Sheets, Agenda Minutes and Surveys
3	Diversity Training Part I	Nicholas Prince	Faculty and staff building relationships with students and families from all backgrounds will impact student achievement.	December 2021	Sign-in Sheets, Agenda
4.	Growth Mindset Training	Title I Parent Education Facilitator	Designed to help staff realize that we are all programmed with a mindset; however, having a Growth Mindset is ideal for helping to get our students and families to know their full potential is limitless.	February 2022	Sign-in Sheets, Agenda Minutes and Surveys

Communication

Describe how the school will provide parents and families 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 meet;
- 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 schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

Response: Woodward Avenue Elementary utilizes a Parent Liaison and Parent Teacher Association to increase parental involvement. An extensive school library is housed with books, videos, and magazines to encourage parental engagement within the school and activities, skills, and strategies families can be implemented at home. Parent participation is promoted at all events held on campus throughout the school year. Food items, shoes, clothes, and school supplies are on hand for families in need.

Accessibility

Describe how the school will provide full opportunities for participation in parent and 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 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: Parents and families of Woodward Avenue Elementary students are provided information about planned family engagement opportunities. Parents and families are encouraged to take part in school activities using a variety of communication tools including text messages, phone messages, flyers, social media announcements, verbal conversations by faculty, staff, and administration. Information is provided in both English and Spanish. Translators are accessible on site. Woodward's Parent and Family Engagement Plan and the Parent-School Compact are made available to parents in person, on the school's website, Parent Liaison Office, Main Office, and at School Advisory Council meetings.

UPLOADS

Please have all uploads reviewed by the Title I Parent & Family Engagement Team Representative prior to uploading.

Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

Please upload reviewed evidence into SharePoint and keep copies for your records.

Upload School-Parent Compact

Note: As a component of the school-level PFEP, each school shall jointly develop, with parents for all children served under this part, a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload reviewed compact into SharePoint and keep copies for your records.

Upload Evidence of parent and family input in the development of the School-Parent Compact

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload reviewed evidence for compact into SharePoint and keep copies for your records.

Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

Parent & Family Engagement summary (Building Capacity Summary)

Please make sure that the evaluation for last school year's activities is completed and turned in with this school year's PFEP. If an activity was proposed on last year's PFEP and did not take place do not evaluate or enter it. If an activity was not on last school year's proposed PFEP and took place, please evaluate it. The PFEP is a living document and changes with the school's needs.

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 Meetings.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Annual Title I Parent Meetings	2	163	Reviewed what Title I is, shared how Title I funds are determined/awarded to schools, and provided information to parents about the resources available within our school.
2	Meet the Teacher	1	217	Helped to build rapport between families and teachers positively impacting student success.
3	Boo Hoo Breakfast			Not held due to 2021 pandemic and concerns expressed by kindergarten parents and teachers.
4	Math Night, Parent Expo, Family Movie Night, Literacy Night, Science Night			Planned family engagement events were not held due to 2021 pandemic and concerns expressed by parents and staff.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Volunteer Training with faculty, staff, and SAC members			Planned staff trainings were not held due to 2021 pandemic and concerns expressed by parents and staff.
2	Diversity Training			Diversity training was not provided due to COVID-19 limitations including quarantine measures for faculty and staff.
3	Partnering with Parents			Partnering with Parents training was not provided due to COVID-19 limitations including quarantine measures for faculty and staff.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Childcare	Provide childcare for parents volunteering for Title I events and activities.
2	Parents & Families work schedules	Host meetings and extracurricular activities at a variety of times to allow for more participation.
3	Transportation	Provide opportunities to meet with parents at pickup and drop off areas when on campus.
4	Language Barriers (ELL Students)	Provide copies of communication documents and flyers in Spanish. Identify Spanish-speaking faculty members to help communicate to parents about upcoming events and activities.
5	COVID-19 Pandemic resulting many students attending VOL and Volusia Live as education options.	Encourage parents to return students to the zone school to take advantage of educational programs while continuing to provide the latest information to parents and families on CDC Guidelines and health precautions to help stop the spread of COVID-19 at school.

Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1	Dads Take Your Child to School Day	State program focused on encouraging dads to spend time with their students at school. Event did not occur during 2020-2021 school year.
2	Grandparents' Day	Annual program developed to recognize Grandparents and the contributions they make to ensure student success. Event did not occur during 2020-2021 school year.
3	Daddy Daughter's Dance	School social event focused on getting dads to spend quality time with their daughters. A special evening of celebration, collaboration, dancing, and fun. Event did not occur during 2020-2021 school year.
4	Family Science Night	School extracurricular event focused on engaging parents and students in learning activities designed to build awareness of the scientific method and the process of experimental investigations. Event did not occur during 2020-2021 school year.

Submission Procedures:

1. Please submit completed Parent & Family Engagement Plan (PFEP) to the Title I Parent & Family Engagement office.
2. Once the PFEP is approved the Title I Parent & Family Engagement office will return the PFEP for signature.
3. Email approved/signed PFEP to Title I Parent & Family Engagement office for uploading.

If you have any questions, contact Sheila Rees ext. 44740

Approval check by PFE

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