

2023-2024 Title I, Parent and Family Engagement Plan (PFEP)

SCHOOL NAME:

I, Allysun Davis, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances. 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 program 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. As the leader of this school, I certify that I will agree to and uphold the following assurances.

ASSURANCES

- The school will be governed by the statutory definition of parent involvement, and will not carry out programs, activities, and procedures in accordance with the definition outlined in the Elementary and Secondary Education Act
- The school shall offer parents multiple opportunities to attend parent meetings to provide input in decisions relating to the education of their children.
- The school shall 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

Title I Meeting

- The school shall convene an annual Title I meeting, at a convenient time for parents, to which all parents of participating children shall be invited and encouraged to attend.
- The annual Title I meeting shall provide parents with a description and explanation of the curriculum in use, the academic assessments used to measure student progress, and the achievement levels of state standards.
- The annual Title I meeting shall provide parents with an understanding of Title I and what it can do for their child.
- The annual Title I meeting shall provide parents with an understanding of their rights to know the qualifications of the staff at the Title I school and their right to be informed if the Title I staff do not meet the state definition of qualified or in-field.
- Parents shall be informed of their right to participate in the development of the Parent and Family Engagement Plan (PFEP), the Title I schoolwide plan, and the School Improvement plans (SIP).
- Parents shall be informed about the school accountability grade and that of the district.
- Parents shall be informed about how the school plans to improve their accountability grade so that all students reach grade-level proficiency.

Parent and Family Engagement Plan (PFEP)

- The school will jointly develop with, and distribute to, parents and family members of participating children, a written PFEP, agreed upon by such parents, that shall describe the means for carrying on the requirements of parent involvement – Section 1116(b)(1).
- Parents shall be given an opportunity to review the previous year's PFEP annually.
- If the PFEP does not meet parent needs, the parents shall be given an opportunity for input into changes of the PFEP.

- The PFEP shall be updated periodically to meet the changing needs of the parents and the school.
- The PFEP shall include strategies for parents to understand the State Standards, the State Assessment, and how to monitor their child's progress and work.
- The PFEP shall provide training and resources to help parents work with their children at home to improve their academic achievement.
- The PFEP shall provide strategies for educating teachers, support personnel, and school leaders to better assist parents, communicate more effectively with parents, and value the contributions of parents – working with them as equal partners and encouraging them to fully participate in the education of their children.
- The PFEP shall provide strategies to build ties between parents and the school.
- The PFEP shall, to the extent possible, plan to coordinate and integrate parent involvement of all Federal, State, and local programs.
- The PFEP shall include parents of all subgroups (English Language Learners EL; Exceptional Student Education ESE; Migrant; Homeless; and Neglected/Delinquent) and provide them with the same information and opportunities in a language and manner that is practicable so they can understand it.
- The PFEP shall be distributed to parents and the community in an understandable and uniform format and to the extent practicable, in a language that parents can understand.
- The PFEP may provide literacy training for parents with the set aside allocation.
- The PFEP may pay reasonable expenses necessary to remove barriers of child-care to enable parents to participate in school-related meetings and trainings.

School-Parent Compact

- The school shall jointly develop a school-parent compact annually that outlines how parents, the entire school staff, and students will share responsibility for improved student academic achievement.
- The compact shall include the means by which the school and parents will build and develop a partnership to help children achieve academic standards.
- The compact shall describe the school's responsibility to provide high-quality curriculum and instruction to enable children to meet the Standards.
- The compact shall describe the ways in which each parent is responsible for supporting their child's learning.
- The compact shall offer parents an opportunity to volunteer in their child's classroom.
- The compact shall offer parents reasonable access to staff and the classroom.
- The compact shall spell out how parents can participate in decisions relating to their child's education and their responsibility to monitor the positive use of their child's extracurricular time.
- The compact shall address the importance of regular two-way communication between teachers and parents on an ongoing basis.
- For elementary students, the compact must include how the school will discuss the compact with the parent as it relates to the child's achievement. This must be done annually.
- The compact shall address providing frequent reports to parents on children's progress.

Allysun Davis

 Signature of Principal

12/15/2023

 Date

MISSION STATEMENT

It is the mission of Gadsden Elementary Magnet School to provide educational excellence in every classroom, for every student, every day.

INVOLVEMENT OF PARENTS

Explain how the school will involve all parents in an ongoing and timely manner in the planning, review and improvement of Title I and how all parents will be involved in decisions about how parent involvement money will be used to support this PFEP.

Gadsden Elementary Magnet School (GEMS) will engage parents in the development and evaluation of the school's Title I program in a timely manner. This will be accomplished through a collaborative effort of participants who represent the school community in the decisions about how funds will be used to support the Parent, Family & Engagement Plan. The school will employ the following strategies to accomplish this goal:

- Invite parents and community members to attend School Advisory Council (SAC) meetings & participate in volunteer initiatives
- Hold an annual meeting for families to explain the Title I program and the rights of parents
- Schedule parent meetings at varying times to accommodate parent schedules
- Provide materials and training to help parents support their child's learning at home. These activities include open house, conferences, family events, and meetings where assessment data, activities, and standards are shared
- Communicate with parents via Google Classroom, Class Dojo, email, website, backpack mail, flyers, social media & Skylert
- Communicate in English & Spanish
- Conduct an annual evaluation of the content and effectiveness of the parent and family engagement plan

ACCESSIBILITY

Explain how the school will provide opportunities for all parents to participate in parent involvement activities, how the school will share information related to the school with parents, and how the school will provide all information in an understandable language. Include all subgroups: ESE, EL, Homeless, Migrant, Foster, Neglected/Delinquent

In an effort to provide opportunities for all parents to participate in parent involvement activities, GEMS will coordinate and integrate parent and family engagement strategies with other Federal, State, and local programs.

Head Start, Voluntary Pre-K, Title I, Part C, ESOL

1. What is your overall strategy for Parent Involvement in Student Achievement? <i>Include items from the assurances above that must be addressed in the PFEP.</i>
In an effort to involve parents in the overall progression of student achievement, we will implement strategies that engage families and lead to student success. Examples include but are not limited to monthly data notifications that outline skills and provide examples of how they'll be assessed. An outline of student performance will also be provided to families to keep them aware of student performance.
<i>How will you build parent capacity?</i>
At GEMS, we recognize the importance of building a strong connection with our families. To ensure this takes place, we will utilize the following strategies: Provide after-school activities that extend learning initiatives. Establish a portal that provides a connection to additional school resources Encourage opportunities for families to volunteer Provide trainings/workshops to familiarize families with the B.E.S.T standards Include parents on school committees that are directly aligned with student achievement Maintain open lines of positive communication
<i>What is the Activity or strategy you will be using?</i>
Implement a parent- engagement program designed to discuss parent concerns, plan activities for parents & teachers, and provide resources for parents to use at home.
<i>How will you deliver the activity/strategy?</i>
Quarterly parent meetings, Title I Annual Meeting, School Advisory Council Meeting & Parent / Teacher Conferences
<i>What is the timeframe for when the activity/strategy will be implemented?</i> <i>(i.e., annually, quarterly, each semester, monthly, etc.)</i>
The activity will be implemented quarterly.
<i>Who will be facilitating or implementing the strategy/activity?</i>
The instructional Leadership Team will be responsible for implementing the strategy.
<i>What group will be receiving the content of the strategy/activity?</i>
<i>How are you going to let parents know that the activity is that is available to them?</i>
Parents will be notified via Facebook, backpack mail, Skylert, Class DoJo & Google Classroom.

<i>Who are you going to coordinate with to offer the activity or implement the strategy?</i>
The instructional staff
<i>Why are you offering this activity/strategy?</i>
To improve the overall Reading performance of our student population
<i>What is the impact you hope to achieve?</i>
End of year results will show that 75% of students will score at or above Level 3 on the F.A.S.T. Assessment.
<i>How will you document that the activity happened?</i>
Documentation will be verified by agendas and accompanying sign in sheets & attendance verification on Zoom calls.

<p>2. How are you going to provide parents with an understanding of the requirements of Title I and their rights under Title I? Include items from the assurances above that must be addressed in the PFEP.</p>
<p>Host an annual meeting, at a time convenient for parents, to inform them of their school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in those programs.</p>
<p>How will you build parent capacity?</p>
<p>GEMS staff will provide assistance to parents to understand state standards and trainings to help monitor student achievement. This will help to ensure effective involvement of parents and family members and to support a partnership among the school, parents, and the community to improve student academic achievement.</p>
<p>What is the Activity or strategy you will be using?</p>
<p>How will you deliver the activity/strategy?</p>
<p>Quarterly parent meetings, Title I Annual Meeting, School Advisory Council Meeting & Parent / Teacher Conferences</p>
<p>What is the timeframe for when the activity/strategy will be implemented? <i>(i.e., annually, quarterly, each semester, monthly, etc.)</i></p>
<p>The activity will take place each semester.</p>
<p>Who will be facilitating or implementing the strategy/activity?</p>
<p>The Instructional Leadership Team</p>
<p>What group will be receiving the content of the strategy/activity?</p>
<p>Parents and extended family members</p>
<p>How are you going to let parents know that the activity is that is available to them?</p>
<p>Parents will be notified via Facebook, backpack mail, Skylert, Class DoJo & Google Classroom</p>
<p>Who are you going to coordinate with to offer the activity or implement the strategy?</p>
<p>Title I, Part A- Parent Involvement, IDEA- Federal ESE, Headstart- Federal Pre-K, State Voluntary Pre-K, Title III, Part A- ELL, Title I, Part C- Migrant Student Education</p>
<p>Why are you offering this activity/strategy?</p>
<p>Improve parent's knowledge of Title I and their rights</p>
<p>What is the impact you hope to achieve?</p>
<p>The goal is to have substantial increase in parental involvement</p>
<p>How will you document that the activity happened?</p>
<p>Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes</p>

<p>3. How will you provide parents with an understanding of the state and local assessments you will be using and the school/district report card? <i>Include items from the assurances above that must be addressed in the PFEP.</i></p>
<p>Parents will be involved in ongoing sessions that describe state standards, the methods in which they are assessed and the impact they have on student achievement.</p>
<p><i>How will you build parent capacity?</i></p>
<p>Involvement in the sessions will keep parents aware of daily demands students endure as well as the importance of regular attendance, family engagement and extended day support opportunities for growth.</p>
<p><i>What is the Activity or strategy you will be using?</i></p>
<p>Utilization of the parent cadre notification system</p>
<p><i>How will you deliver the activity/strategy?</i></p>
<p>Data meetings, Monthly meetings, Title I Parent Meeting, Newsletters,</p>
<p><i>What is the timeframe for when the activity/strategy will be implemented?</i> <i>(i.e., annually, quarterly, each semester, monthly, etc.)</i></p>
<p>Quarterly</p>
<p><i>Who will be facilitating or implementing the strategy/activity?</i></p>
<p>The Instructional Leadership Team</p>
<p><i>What group will be receiving the content of the strategy/activity?</i></p>
<p>Parents</p>
<p><i>How are you going to let parents know that the activity is that is available to them?</i></p>
<p>Newsletter, Skyward Student Data System, Campus Display on Marquee, Backpack</p>
<p><i>Who are you going to coordinate with to offer the activity or implement the strategy?</i></p>
<p>Title I, Part A- Parent Involvement, IDEA- Federal ESE, Headstart- Federal Pre-K, State Voluntary Pre-K, Title III, Part A- ELL, Title I, Part C- Migrant Student Education</p>
<p><i>Why are you offering this activity/strategy?</i></p>
<p>To increase the parents knowledge of available resources.</p>
<p><i>What is the impact you hope to achieve?</i></p>
<p>The ultimate goal is to increase parental participation</p>
<p><i>How will you document that the activity happened?</i></p>
<p>Documentation of activities will be recorded through sign in sheets and minutes.</p>

<p>4. How will you provide parents with an understanding of the State Standards and the curriculum you will be using? <i>Include items from the assurances above that must be addressed in the PFEP.</i></p>
<p>Provide an overview and examples of curriculum & standards to help parents gain an understanding of the curriculum & what it looks like.</p>
<p><i>How will you build parent capacity?</i></p>
<p>Explain, in understandable terms, that the curriculum is a plan for learning that every school develops for each key learning area. Clearly describe relevant information that supports teachers. Include school priorities and resources & outline how the content is planned to be taught.</p>
<p><i>What is the Activity or strategy you will be using?</i></p>
<p>Host a parent meeting and assign small 5 groups to discuss the standards. Each group will include a member of the Instructional Leadership Team. The culminating activity will give each group an opportunity to present a standard.</p>
<p><i>How will you deliver the activity/strategy?</i></p>
<p><i>What is the timeframe for when the activity/strategy will be implemented?</i> <i>(i.e., annually, quarterly, each semester, monthly, etc.)</i></p>
<p>Quarterly</p>
<p><i>Who will be facilitating or implementing the strategy/activity?</i></p>
<p>The Instructional Leadership Team</p>
<p><i>What group will be receiving the content of the strategy/activity?</i></p>
<p>Parents of students in Pre-K – 8th grade</p>
<p><i>How are you going to let parents know that the activity is that is available to them?</i></p>
<p>Backpack mail, Facebook, Skylert</p>
<p><i>Who are you going to coordinate with to offer the activity or implement the strategy?</i></p>
<p>ESOL, Office of Student Services, Parent, Family & Engagement Office</p>
<p><i>Why are you offering this activity/strategy?</i></p>
<p>To provide a clear overview of student expectations and to garner more support from families</p>
<p><i>What is the impact you hope to achieve?</i></p>
<p>An increase in parental involvement.</p>
<p><i>How will you document that the activity happened?</i></p>
<p>Sign in sheets, agendas, meeting minutes</p>

<p>5. How will you provide parents with an understanding about how to help their children at home and how to improve academically? <i>Include items from the assurances above that must be addressed in the PFEP.</i></p>
<p>Meet with parents and highlight the importance of active participation and how it directly impacts the students' academic success.</p>
<p><i>How will you build parent capacity?</i></p>
<p>Promote parental involvement at home by providing activities related to school curriculum and suggesting opportunities parents can use to discuss math at home.</p>
<p><i>What is the Activity or strategy you will be using?</i></p>
<p>Help parents create homework routines at home, encouraging them to focus on location, space, time and schedule.</p>
<p><i>How will you deliver the activity/strategy?</i></p>
<p><i>What is the timeframe for when the activity/strategy will be implemented?</i> <i>(i.e., annually, quarterly, each semester, monthly, etc.)</i></p>
<p>Quarterly</p>
<p><i>Who will be facilitating or implementing the strategy/activity?</i></p>
<p>The Instructional Leadership Team</p>
<p><i>What group will be receiving the content of the strategy/activity?</i></p>
<p>Parents</p>
<p><i>How are you going to let parents know that the activity is that is available to them?</i></p>
<p>Backpack mail, Facebook, Skylert</p>
<p><i>Who are you going to coordinate with to offer the activity or implement the strategy?</i></p>
<p>ESOL, Student Services, Academic Services (as needed)</p>
<p><i>Why are you offering this activity/strategy?</i></p>
<p>Children need to feel supported both at home and at school and to have learning environments where they can grow and develop to their full potential.</p>
<p><i>What is the impact you hope to achieve?</i></p>
<p>Increased engagement in class and a stronger partnership between the school and the families we serve.</p>
<p><i>How will you document that the activity happened?</i></p>
<p>Meeting agendas, sign in sheets & minutes</p>

<p>6. How will you provide assistance to parents in understanding how to monitor their child's progress? Include items from the assurances above that must be addressed in the PFEP.</p>
<p>Explain what data we collect from students, how we track student progress & why we collect data, rather than just focusing on grades.</p>
<p>How will you build parent capacity?</p>
<p>Review the data points during parent-teacher conferences as well.</p>
<p>What is the Activity or strategy you will be using?</p>
<p>How will you deliver the activity/strategy?</p>
<p>Monthly training sessions with teachers & parents</p>
<p>What is the timeframe for when the activity/strategy will be implemented? <i>(i.e., annually, quarterly, each semester, monthly, etc.)</i></p>
<p>Monthly</p>
<p>Who will be facilitating or implementing the strategy/activity?</p>
<p>The Instructional Leadership Team</p>
<p>What group will be receiving the content of the strategy/activity?</p>
<p>Teachers & Parents</p>
<p>How are you going to let parents know that the activity is that is available to them?</p>
<p>Skylert, Backpack mail & the School's webpage</p>
<p>Who are you going to coordinate with to offer the activity or implement the strategy?</p>
<p>Why are you offering this activity/strategy?</p>
<p>To establish a protocol for on-going progress monitoring</p>
<p>What is the impact you hope to achieve?</p>
<p>How will you document that the activity happened?</p>
<p>Agendas, minutes from sessions & sign in sheets</p>
<p>7. How will you provide teachers and staff with training to understand of the value parents can bring to the school? Include items from the assurances above that must be addressed in the PFEP.</p>
<p>Research shows that children learn best when the adults in their lives work together to encourage and support them. Conveying this message to the staff and helping them to gain an understanding of the impact of strong school-family partnerships positively impact student achievement.</p>
<p>How will you build parent capacity?</p>
<p>Conduct training sessions designed to help parents understand the inner workings of curriculum and instruction.</p>
<p>What is the Activity or strategy you will be using?</p>

Participation on school-based planning and management teams
<i>How will you deliver the activity/strategy?</i>
Initially, training sessions will be held monthly. Additional sessions will be scheduled for targeted groups as needed.
<i>What is the timeframe for when the activity/strategy will be implemented? (i.e., annually, quarterly, each semester, monthly, etc.)</i>
Monthly with additional sessions as needed
<i>Who will be facilitating or implementing the strategy/activity?</i>
The Resource Teacher
<i>What group will be receiving the content of the strategy/activity?</i>
Parents, Teachers & Staff
<i>How are you going to let parents know that the activity is that is available to them?</i>
Flyers, Facebook, School Website
<i>Who are you going to coordinate with to offer the activity or implement the strategy?</i>
Business Partners, Parents, ESOL & Student Services
<i>Why are you offering this activity/strategy?</i>
To increase parental participation and to help stakeholders gain an understanding of the importance of everyone's role in educating our students.
<i>What is the impact you hope to achieve?</i>
An increase in student attendance & parent participation.
<i>How will you document that the activity happened?</i>
Agendas, sign in sheets, minutes from meetings

<p>8. How will you and your staff reach out and communicate with/work with parents as equal partners to build ties between home and school? <i>Include items from the assurances above that must be addressed in the PFEP.</i></p>
<p>The staff will be trained on effective communication strategies to ensure our efforts will be received.</p>
<p><i>How will you build parent capacity?</i></p>
<p>Communicate often and in various forms (calls, notes, emails) Make a positive phone call home once each month Lead with the good news when contacting parents Find a Translator to assist parents</p>
<p><i>What is the Activity or strategy you will be using?</i></p>
<p>Face to face in monthly training sessions</p>
<p><i>How will you deliver the activity/strategy?</i></p>
<p><i>What is the timeframe for when the activity/strategy will be implemented?</i> <i>(i.e., annually, quarterly, each semester, monthly, etc.)</i></p>
<p>Monthly</p>
<p><i>Who will be facilitating or implementing the strategy/activity?</i></p>
<p>The Instructional Leadership Team</p>
<p><i>What group will be receiving the content of the strategy/activity?</i></p>
<p>Participation is required for all staff members</p>
<p><i>How are you going to let parents know that the activity is that is available to them?</i></p>
<p>Parents will be informed via the school's website, flyers & Class Dojo</p>
<p><i>Who are you going to coordinate with to offer the activity or implement the strategy?</i></p>
<p>The Instructional Leadership Team</p>
<p><i>Why are you offering this activity/strategy?</i></p>
<p>To increase student achievement</p>
<p><i>What is the impact you hope to achieve?</i></p>
<p>Our goal is to solidify a partnership between the school and the families we serve</p>
<p><i>How will you document that the activity happened?</i></p>
<p>Agendas, Sign in Sheets, minutes</p>

9. What other evidence-based strategies/activities will you be providing to parents to improve their ability to be a full-support partner to their child at home?
Include items from the assurances above that must be addressed in the PFEP.

How will you build parent capacity?

What is the Activity or strategy you will be using?

How will you deliver the activity/strategy?

What is the timeframe for when the activity/strategy will be implemented?
(i.e., annually, quarterly, each semester, monthly, etc.)

Who will be facilitating or implementing the strategy/activity?

What group will be receiving the content of the strategy/activity?

How are you going to let parents know that the activity is that is available to them?

Who are you going to coordinate with to offer the activity or implement the strategy?

Why are you offering this activity/strategy?

What is the impact you hope to achieve?

How will you document that the activity happened?

<p>10. What did you say you were going to do last year in your PFEP to help parents? <i>Review the activities you said you were going to do in last year's PFEP. List all activities separately</i></p>
Increase Parent Involvement in school activities by 50%
<i>What was the Activity?</i>
Develop PFEP with parent cadre and make copies available upon request
<i>How often did you offer it?</i>
Monthly
<i>How many parents and/or staff participated?</i>
All staff members participated but parent attendance vacillated for each event.
<i>What was the goal of the activity?</i>
To strengthen partnerships with the families we serve
<i>What outcomes did you see as a result of the activity?</i>
Open lines of communication between the school and the community
<p>11. What did you say you were going to do last year in your PFEP to help parents? <i>Review the activities you said you were going to do in last year's PFEP. List all activities separately</i></p>
<ul style="list-style-type: none"> ● Familiarize Parents with Curriculum Expectations <ul style="list-style-type: none"> ○ Use Parent Friendly Language <ul style="list-style-type: none"> ▪ Host Virtual Meetings/Workshops ▪ Post recorded meetings/workshops on the school's webpage ● Be sure the first contact with parents is a positive interaction ● Communicate with parents in a respectful manner, avoiding educational "jargon." ● Ensure that all parents have regular access to clear, concise, and easily readable information about the school and the expectations of their child. ● Provide clear directions for acceptable behavior in class and on the bus. ● Ask parents to share their concerns with the staff, and then address those concerns. ● Help parents understand performance reports (STAR, i-Ready, FSA)
<i>What was the Activity?</i>
<i>How often did you offer it?</i>
Quarterly
<i>How many parents and/or staff participated?</i>
All staff members participated but parent attendance vacillated for each event.
<i>What was the goal of the activity?</i>
To build capacity to support parents' involvement in school
<i>What outcomes did you see as a result of the activity?</i>
Decrease in the number of reported student infractions

<p>12. What did you say you were going to do last year in your PFEP to help parents? <i>Review the activities you said you were going to do in last year's PFEP.</i> <i>List all activities separately</i></p>
<p>Maintain regular communication with students and parents utilizing tools designed to remove barriers</p> <ul style="list-style-type: none"> ○ Email ○ Virtual Classrooms ○ Electronic Parent Meetings (Zoom, Google Meets, Phone Conferences)
<p><i>What was the Activity?</i></p>
<p>Ensuring that the school staff is accessible to parents at times that are more convenient for them.</p>
<p><i>How often did you offer it?</i></p>
<p>Weekly</p>
<p><i>How many parents and/or staff participated?</i></p>
<p>All staff members actively participated</p>
<p><i>What was the goal of the activity?</i></p>
<p><i>What outcomes did you see as a result of the activity?</i></p>
<p>Communication between parents and school staff improved</p>
<p>13. What did you say you were going to do last year in your PFEP to help parents? <i>Review the activities you said you were going to do in last year's PFEP.</i> <i>List all activities separately</i></p>
<p>Provide monthly calendars of special events to be celebrated or taught</p>
<p><i>What was the Activity?</i></p>
<p><i>How often did you offer it?</i></p>
<p>Monthly</p>
<p><i>How many parents and/or staff participated?</i></p>
<p>Varied 50-100</p>
<p><i>What was the goal of the activity?</i></p>
<p>To establish and maintain an awareness of school related activities</p>
<p><i>What outcomes did you see as a result of the activity?</i></p>
<p>Students felt supported at school and at home.</p>