

**2024-2025 Title I Parent and Family Engagement Plan**

**School Name: Paul B Stephens**

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| **Please use the Comprehensive Needs Assessment Data and any other family engagement data to complete the following:**  School’s Mission Statement: Prepare each student for a life of purpose and independence.  Measurable Outcomes: We would like to improve our parent participation at school events by at least 25%, at each event where attendance is taken; Title 1 Back to School, Movie Night, and Agency Fair. |

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| **Building Capacity of Families** |
| Describe how the school will implement activities that will build the capacity for strong parent and family activities, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, the community to improve student academic achievement [Section 1118(e)]. 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 [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)]. |
| * Correlation to student academic achievement * Reasonable and realistic timelines; and * Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task |
| **Staff Professional Development related to Family Engagement** |
| Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, 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 programs, and build ties between parents and schools [Section 1118(e)(3)] |
| How will school leadership actively build teacher and staff capacity related ongoing family engagement connected to academic goals?   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement**  How will this help staff build school/family relationships? | **Timeline** | **Evidence of Effectiveness** | | 1 | Ongoing PLC | Principal, Assistant Principal, Instructional Coach | Improve the ability of staff to work effectively with parents by learning more about required ESE programs and policies. | August 2024- May 2025 | Conference agenda and other appropriate documentation as required | | 2 | Comprehensive Literacy for All, Karen Erickson - Book Study | All staff not yet completed | Teachers and staff will learn about emergent literacy concepts and how they connect to improving student communication skills. They will be able to explain to parents how the school communication system works and help create materials for the home. | Spring 2025 | PLC Minutes indicating chapters reviewed. | | 3 | ATIA | Assigned staff Members | Staff members will attend PD session relevant to student AAC to enhance educational impact.  When we compile our notes, we can share with the parents electronically. | Spring 2025 | Staff member notes from attended sessions. | | 4 | Project-Core | All staff not yet completed | Staff will complete the Project-Core Modules to improve instruction and support of students for communication. | Various for new Persons | Module Certificates | | 6 | Readtopia | Principal | Curriculum specifically designed to meet the needs of students with significant cognitive disabilities. | August 2024 | Teacher/Parent/Administration observations and meeting | |

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| **Title I Annual Parent Meeting Experience** |
| Each school will convene an annual meeting designed to inform parents of participating children about the schools Title I program, the nature of the Title I program (schoolwide or targeted assistance), school choice, supplemental educational services, and the rights of parents. [Section 1118(c)(1)]. |
| How will you get recorded feedback from parents about the meeting? How will the recorded feedback be used to inform future events?  We will provide parents with a feedback survey.  How will you address barriers to increase attendance and academic support at home?  We will have our Title 1 meeting with our School Kickoff where parents bring toileting and medical items to school before school starts. This will allow for families to learn about Title 1 as well as prepare for the upcoming year, meet the teacher, etc.  How will you get the information home to parents using various modalities who do not attend?  We will post the information on the website and send home the meeting documents to those parents who do not attend. |

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| **Communication** |
| Describe how the school will provide parents of participating children the following [Section 1118(c)(4)] • Timely information about the Title I programs [Section 1118(c)(4)(A)]; • 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 [Section 1118(c)(4)(B)]; • 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[Section 1118(c)(4)(C)]; and • If the schoolwide program plan under Section 1114 (b)(2) 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 [Section 1118(c)(5)]. |
| Paul B Stephens will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, email and the school website. At the **Annual Title I Meeting**, information about Title I programs, curriculum, and academic assessments will be shared in general meetings. Teachers will maintain sign-in sheets and provide a copy to the Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Parents will be provided a response form to complete to provide input or to ask questions. The principal will respond by email to all questions left. Up-to-date information will be kept at the "Parent Station" located in the front office for parent convenience. |

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| **Flexible Parent Meeting** |
| 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 parental involvement [Section 1118(c)(2)].  Paul B Stephens seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. We offer evening events throughout the year. |
| **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 [Section 1118(e)(5) and 1118(f)].  Paul B Stephens will make the Parent and Family Engagement Plan (PFEP) available to parents in all languages represented at school site on the school's website. A hard copy of the PFEP will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. American Sign Language (ASL) translation services will also be made available upon parent request. |