

North Shore Elementary

Parent and Family Engagement Plan for 2023-24

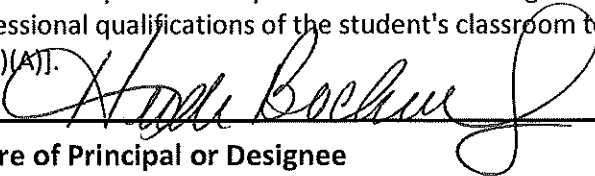
I, Heidi Bockover Goldstein, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic 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 outlined in Section 9101(32), ESEA;
- Involve 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 [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1118 (b)(1)];
- Involve 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 parent and family engagement plan and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of 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 [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, 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 [Section 1118(b)(4)];
- 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 [Section 1111(h)(6)(B)(I)];
- 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 not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; 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 [Section (h)(6)(A)].

Signature of Principal or Designee

Date Signed



5/31/23

Mission Statement

Parent and Family Engagement Mission Statement (Optional)

- **Response:** North Shore Elementary is a family-oriented community that provides a safe and positive environment to spark a lifelong love of learning.

Engagement 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 parent and family engagement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: North Shore Elementary School believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings.

- Our SAC roster includes a PTA liaison to help share information with parents not directly involved with SAC.

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 [Section 1118(e)(4)].

count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP.
2	Ready, Set...Kindergarten	North Shore will contact feeder programs, included on site units to meet with K team and register for kindergarten for the upcoming year. Tours will be offered for feeder programs.

Strong responses include:

- Identification of the specific federal programs; and
- Description of how the programs will be coordinated.

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 (schoolwide or targeted assistance), Adequately Yearly Progress, 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 [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Maintain documentation	Principal and Assistant Principal	On-going	Title I audit box housed in Principal's secretary office and documentation will be uploaded to electronic audit box
2	Stand Alone Annual Title I Parent Meeting	Assistant Principal	September, 2023	Agendas and sign-in sheets
3	Create sign-in sheets	Assistant Principal	August, 2023	Sign-in sheets for meeting and individual classrooms
4	Advertise/publicize event	Principal and Assistant Principal	On-going	School Messenger messages, school marquee, and posting on school website
5	Develop and disseminate invitations	Principal, teachers, and Assistant Principal	On-going	Flyer with date of dissemination and posting on school website
6	Develop agenda, handouts, and/or presentation materials that address the required components	Principal and Assistant Principal	On-going	Copies of agendas, PowerPoint presentation, and handouts

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, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response: North Shore Elementary School seeks to provide excellent customer service and availability for parents. North Shore Elementary will schedule meeting to be held at various times during the day or evening to better accommodate our families. Our school will hold an Open House/Title I Annual Meeting for parents to inform them about the school’s participation in the Title I

program and to encourage parents to be involved with reviewing and revising the school's Title I plan. Teachers will hold conferences with parents of children in their classrooms throughout the school year to discuss academic progress towards goals. Parents will be given a summary of student test scores and an explanation of the interventions that teachers are using to assist the children in reaching achievement goals. Parents will be asked to engage in discussions of how they can support these efforts. Parents will be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. The school will offer parents a special workshop each year to provide an explanation of statewide assessment systems, standards, and other accountability measures. 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.

Building Capacity

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, and 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)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement <small>What skill that reinforces learning at home will families gain during this event?</small>	Timeline	Evidence of Effectiveness
1	Squire Session/Popsicles in the Park	Principal and Assistant Principal	The Principal and grade level teachers will provide a general overall school learning community, procedures, expectations, and guidelines for success as families transition to North Shore Elementary	Summer 2023	Sign-in sheets, handouts, agendas, and presentation materials Increase in daily attendance rate.
2	Annual Title I Meeting	Principal, Assistant Principal, Title I Liaison	The Title I team will provide Title I specific information	September 2023	Sign-in sheets, handouts, agendas, and presentation materials
3	One Book; One School	Literacy Team	Parents will be provided with content specific sessions aligned with the BEST Standards; identifying strategies they can use at home to promote highest student achievement specific to	Second Semester	Alignment to increase ELA scores; Parent and Student Surveys

			reading, writing and math as measured by the State Assessment Data.		
4	Curriculum/ Math Achievement Knight	Principal and Assistant Principal	Based on parent feedback, parents will be provided with content specific sessions, aligned with BEST standards, identifying strategies they can use at home to promote highest student achievement specific to math as measured by State Assessment Data.	First Grading Period	Sign-in sheets, handouts, agendas, and presentation materials Increase in Math Scores.
5	Ready, Set...Kindergarten	Principal and Assistant Principal	Incoming Kindergarten parents will be invited to meet with the K-team to discuss ways they can help prepare their child to be successful in school.	February 2024	Sign-in sheets, handouts, agendas, and presentation materials Increase in the number of students enrolled in Kindergarten at North Shore before the EOY.
6	Curriculum/Literacy Night	Principal and Assistant Principal	Based on parent feedback, parents will be provided with content specific sessions, aligned with BEST standards, identifying strategies they can use at home to promote highest student achievement in literacy across all content areas to support 100% gains on State Assessment Data for Reading.	December 2023	Sign-in sheets, handouts, agendas, and presentation materials Increase in ELA scores.
7	Curriculum/Science Night	Principal and Assistant Principal	Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home to promote highest student achievement in literacy across all content areas to support 100% gains on SSA.	March 2024	Sign-in sheets, handouts, agendas, and presentation materials

7	Curriculum/Student Led Conferences	Principal and Assistant Principal	<p>Parents will be provided with content specific sessions, aligned with FL standards, identifying strategies they can use at home over the summer including a summer reading project to promote highest student achievement and student growth over time. Parents will also have time to sit with their child to review their portfolio of work from the year, areas of improvement and areas for continuous work. Virtual options will be available for parents who work.</p>	May 2023	<p>Sign-in sheets, handouts, agendas, and presentation materials</p> <p>Make up dates available, phone and virtual conferences will be available upon request.</p>
8	Parent-Principal Round Table Meeting	Principal	<p>Parents will have the opportunity to meet with principal to discuss school issues and work towards improving school culture. Sessions topics will include highest student achievement, making learning gains in math, science and reading</p>	September 2023 SAC meeting	Sign-in sheets and handouts
9	Conference Week	Principal and Assistant Principal	<p>Parents were invited to stop by the school to conference with teachers. Teachers also set phone conferences, to receive specific academic information on grade level standards, expectations, and their child's progress, as well as instructional strategies and activities that allow the parents to extend learning at home. Virtual conference options available upon request.</p> <p>Title I Compacts will be discussed and contact information will be confirmed.</p>	October/March	<p>Sign-in sheets and conference notes</p> <p>Virtual conferences or phone conferences available.</p> <p>Increased number of parent contacts correct in FOCUS.</p>

Review Rubric:

Strong responses include:

- Description of the content and type of activity including the following:
 - o The state’s academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, parent and family engagement requirements of Section 1118, and How to monitor their child’s progress and work with educators to improve the achievement of their child;
- Identification of the person(s) responsible;
- 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 Training

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)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
			How will this help staff build school/family relationships?		
1	Ongoing PLC	Principal, Assistant Principals, Instructional Coaches, Assistant Principals	Improve the ability of staff to work effectively with parents.	August 2023- May 2024	Conference agenda and other appropriate documentation as required
2	On-going Collaborative Planning	Principal, Assistant Principal, Team Leaders, Grade Level Teachers	Increase achievement through parental involvement in classroom and school activities	August 2023-May 2024	Lesson Plans; Walk-through Data
3	Grade Level Data Chats	Principal, Assistant Principal, Student Services Team	Work within grade level teams to reflect on student data in response to formative assessments and cycle data	August 2023-May 2024	Agenda and sign in sheets

Review Rubric:

Content and type of activity including the following:

- Valuing of parent and family engagement,
- Communicating and working with parents,
- Implementation and coordination of parent and family engagement program,
- Building ties between home and school, and
- Cultural sensitivity;
- Identification of person(s) responsible;
- 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.

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: North Shore Elementary School will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. School staff will attend two extracurricular evening/weekend events each semester to promote positive parent-student-teacher communication.

In addition, we will maintain a social media presence to advertise, inform and highlight opportunities for parent involvement.

Review Rubric:

Strong responses include:

- Identification of the type of activity;
- Specific steps necessary to implement this activity;
- Person(s) responsible;
- Timeline; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

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 include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: North Shore Elementary School 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 Back-2-School Knight and **stand-alone 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. If a parent is unsatisfied with the school-wide program plan under Section 1114 (b)(2), they will be asked to provide their comments to the Principal who will then provide the comments to the Title I office. Up-to-date information will also be kept at the "Parent Station" located in the front office for parent convenience.

North Shore Elementary will provide full opportunities for participation in parental involvement activities for all parents. Parents with disabilities will be encouraged to contact the principal to help increase their accessibility to parent opportunities, as needed. The school will also utilize social media in the form of Facebook, Instagram and Twitter.

Review Rubric:

Strong responses include:

- Process for providing information to parents;
- Dissemination methods;
- Reasonable and realistic timelines for specific parent notifications; and
- Description of how the school will monitor that the information was provided.

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)].

Response: North Shore Elementary School 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.

Review Rubric:

Strong responses include:

- Process the school will use for translating information into a parent’s native language;
- Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
- Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
- Specific languages in which information will be provided; and
- Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

Discretionary Activities

School Level Parent and Family Engagement Plan Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

Not Applicable

Review Rubric:

Strong responses include:

- Identification of the activity which may include the following:
- Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parent and family engagement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
- Description of the implementation strategy;
- Identification of person(s) responsible;
- Correlation to student academic achievement; and
- Reasonable and realistic timelines.

Upload Evidence of Input from Parents (into the Audit Box KIA Folder)

Upload evidence of parent input in the development of the plan

Upload Parent-School Compact (into the Audit Box KIA Folder)

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact in all languages represented at school site.

Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement What skill that reinforces learning at home did families gain during this event?
1	Third Grade Portfolio Training	1	25	A third grade portfolio parent meeting was held to help parents understand how to better help their scholars be prepared for State Assessments and the impact of State Retention Laws for third grade
2	Open House/Annual Title I Parent Meeting	1	200	Parents understand what it is to be a Title I school, where to find important information and how to get involved. Held Virtually
3	Open Conference Week	3	500 throughout the year	Parents were invited to attend face to face or virtually conferences with teachers. Teachers also set phone conferences, to receive specific academic information on grade level standards, expectations, and their child's progress, as well as instructional strategies and activities that allow the parents to extend learning at home.

4	Transition to KG/Ready, Set, Kindergarten	1	50	Teachers will provide parents with information and strategies to better prepare their children for kindergarten
5	Parent Survey	1	500	Parents will have the opportunity to relay information as a reflection on the school year. Information will be obtained regarding instructional practices, communication, availability, responsiveness and school culture.

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

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 [Section 1118 (e)(3)].

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Ongoing PLC's with Instructional Coaches	40 per grade level	50	Teachers worked together to analyze data to plan for differentiated instruction, target students, lesson plan and problem solve behavior issues in the classroom. The information will be used to have data led conferences with parents and students in which together goals were set for individual student needs.
2	Ongoing Collaborative Planning	40 per grade level	50	Grade level teams will meet regularly to plan instruction reflective of student data in conjunction with state standards.
3	Grade Level Data Chats	4 per teacher	50	Led by the principal; staff collaborated on current school and grade level data to provide a deeper analysis of student grade level and subgroup needs; instructional staff set goals for each individual student. The information was used to have data led conferences with parents and students in which together goals were set for individual student goals.

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

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) [Section 1118(a)(E)].

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Lack of parent involvement at Title I Nights (African American, economically disadvantage)	Offer alternate virtual or phone meeting times periodically throughout the year
2	Unable to contact parents/multiple calls from several teachers in one day (African American, economically disadvantage)	Begin the school year with every child receiving a positive call from the school to build relationships. Title I Compact will reference parents keeping school updated with current contact information throughout the year. During Conferences, teachers will confirm correct contact information for parents.
3	Parents unable to get information on what is happening in their child's classes (economically disadvantage)	Monthly newsletters with information on class content, testing, field trips and other relevant information will be shared with all families. Use the school messenger system to contact parents via the phone. Increased communication using agenda books.

Review Rubric:

Strong responses include:

- Identification of barrier which hindered participation by parents in parent and family engagement activities (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); and
- Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parent and family engagement plan described in Section 1118.

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

- **Review Rubric:**
Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.