

**Northwest Elementary School**  
**Parent and Family Engagement Plan**  
**2019-2020 School Year**

**PART I. GENERAL EXPECTATIONS**

Northwest Elementary, in conjunction with Jenks Public Schools, agrees to implement the following statutory requirements:

- Northwest Elementary will put into operation programs, activities and procedures for the engagement of families with Title I, Part A programs, consistent with section 1116 of the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Northwest Elementary will work to ensure the required school-level parent and family engagement plan meets the requirements of section 1116 of the ESSA, and each plan includes, as a component, a school-parent compact consistent with subsection (d) of the ESSA.
- Northwest Elementary will incorporate this district wide parent and family engagement plan into its LEA plan developed under section 1112 of the ESSA.
- In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, Northwest Elementary will provide full opportunities for the participation of parents who are economically disadvantaged, parents with limited English proficiency, parents with disabilities, parents who have limited literacy, or parents of any racial or ethnic minority background. This is to include providing information and school reports required under section 1116 of the ESSA in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESSA, is not satisfactory to the parents of participating children, Northwest Elementary will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- Northwest Elementary will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for family engagement is spent, and will ensure that not less than 90 percent of the one percent reserved goes directly to the schools.
- Northwest Elementary will be governed by the following statutory definition of family engagement, and will carry out programs, activities and procedures in accordance with this definition:

Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1116 of the ESSA.

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE FAMILY ENGAGEMENT PLAN COMPONENTS**

1. Northwest Elementary will take the following actions to involve parents in the joint development of its district wide family engagement plan under section 1116 of the ESSA:

- All parents and community stakeholders from various backgrounds as well as classroom teachers, specialists, and administrators may serve as team members on the Parent and Family Engagement Committee and district advisory board
- Interpreters as needed for non-English speaking parents

2. Northwest Elementary will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESSA:

- Invite parents to participate on committees.
- Conduct parent/staff surveys
- Implement new ideas / programs as suggested by parents
- Schedule regular parent meetings

3. Northwest Elementary will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective family engagement activities to improve student academic achievement and school performance:

- District Title I meetings
- Funds for professional development
- Funds for planning and implementing activities for parent and family engagement
- Interpreters for parent meetings and events
- Materials may be sent home for supplemental use
- Provide access to web-based software

4. Northwest Elementary will coordinate and integrate family engagement strategies under the following other programs:

- Pertinent information through monthly newsletters
- Title I parent advisory board collaborate with committee members
- PTAG
- Family events
- Art, Music, and Physical Education events
- Parent volunteers as mentors
- Pre-Enrollment event for ELL families
- Back to School Events
- Meet the Teacher
- Burmese/Zomi Family nights
- EL Family Events

**Commented [1]:** remove Burmese/zomi nights- add EL family night

5. Northwest Elementary will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this family engagement plan in improving the quality of its Title I, Part A school. The evaluation will include identifying barriers to greater participation by parents in family engagement activities (with 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). Northwest Elementary will use the findings of the evaluation about its family engagement plan and activities to design strategies for more effective family engagement, and to revise, if necessary (and with the involvement of parents) its family engagement plan.

- The evaluation will be conducted through site and district level revisions. All revisions will be made by a committee of staff members, administrators, classroom teachers, and parents.
- Parents will be actively involved in revising the plan and suggest needed changes.
- The committee will include an interpreter to meet the needs of parents who have limited English proficiency.
- Parent surveys will be completed after family events
- Climate survey will be collected from staff/and parents

6. Northwest Elementary will build the schools' and parents' capacity for strong family engagement, 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, through the following activities specifically described below:

A. Northwest Elementary will aid parents of children served by the school district or site in understanding topics such as the following:

- the State's academic content standards:
  - District website
  - Curricula Continua available at site
  - Open House/Back to School Events
  - Parent Meeting in the fall explaining Title I

Parent Conferences  
Family Events  
Calendar of site events  
Teacher Newsletters  
LIEP forms for English as Second Language Students/parent letters  
Individualized Education Plans  
SPED, ELD, Title I Parents' Rights  
RSA Academic Progress Plans

- the State's student academic achievement standards:
  - Progress Reports
  - Report Cards
  - Parent Conferences
  - Phone Calls
  - Emails
  - Reading Sufficiency Plans
  
- the State and local academic assessments, including alternate assessments:
  - OSTP
  - STAR Early Literacy and STAR reading
  - Reading Running Records
  - District/Grade level common assessments in writing
  - Unit assessments in Math
  - Pre-K screener
  - Access test for all ELL students
  
- the requirements of Part A:
  - District Title I meetings
  - Parent events to support student learning
  - Annual Report Cards will be on JPS website and in the district newsletter.
  - Jenks Public Schools will disseminate to parents, teachers, principals, schools, and the community the results of the yearly progress review of each school.
  - Jenks Public Schools will notify parents of the written family engagement plan at the site and district level.
  - Each site principal will provide individual parent notice that the parent's child has been assigned, or taught for 4 or more consecutive weeks, by a teacher who is not highly qualified.
  - Sites will conduct an annual informational meeting in conjunction with fall PTA meeting and/or back to school night to inform parents about the school's participation in the Title I, Part A programs and explain the requirements and their right to be involved.
  - JPS will provide opportunities to the parents of students attending private schools living within the boundaries of our Title I schools. These family engagement activities can be found on the website of each Title I school under the school's master calendar. Supplies for on-site family engagement activities will be available for check-out.

- how to monitor their child's progress:
  - Phone conversations
  - E-mail
  - Attend parent conferences
  - Progress Reports
  - Report Cards
  - IEP Parent meetings
- how to work with educators:
  - Parent Advisory Board
  - Attend parent conferences and family events
  - Serve on curriculum adoption committees
  - Volunteer at Northwest Elementary

B. Northwest Elementary will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology to foster family engagement, by:

- School will supply educational materials.
- School will organize and conduct parent events for literacy training, meeting the needs of all parents including those who are "economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background."
- Classroom teachers will send home regular communication.
- Parent Teacher conferences will be offered in the fall and spring and as needed throughout the school year.
- Community Education classes will be offered.
- Canvas – learning management system
- Jenks Public Schools Website
- Nightly Bookbags with home readers for all Kindergarten, First and Second grade students

C. Northwest Elementary will, with the assistance of its parents, educate its teachers, 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, by:

- May attend national Title I conference
- Participate in professional development courses site and district wide
- Participate in English Language Development (ELD) training
- Participate in any specialized training to better meet individual learner needs
- Participate in state, local, and district workshops, seminars, and conferences
- Consultants may be brought into the district to provide continual training over time in focus areas

D. Northwest Elementary, to the extent feasible and appropriate, will coordinate and integrate family engagement programs and activities such as parent

resource centers, which encourage and support parents in more fully participating in the education of their children, by:

- Providing and conducting literacy training workshops
- Conduct short seminars to teach reading strategies

E. Northwest Elementary will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Regular communication
- Invitations and notes sent home regularly
- E-mail
- School Messenger telephone system
- Peach Jar
- Bilingual format (to the extent practicable)
- Social Media – Jenks Northwest Elementary Facebook Page, Jenks Northwest Elementary PTAG Facebook Page, Classroom Facebook Pages
- Canvas – learning management system

#### **PART IV    ADOPTION**

This School Site Parent and Family Engagement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by attached sign in sheet with parent signatures.

This policy was adopted by the *Jenks Northwest Elementary* on *August 17, 2019*, and will be in effect for the period of one year. The school will distribute a summary of this policy to all parents *at Northwest Elementary*. The full policy will be made available on the Jenks website or upon request.

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(Signature of Authorized Official)

\_\_\_\_\_  
(Date)

