

**School-Level**  
**Parent and Family Engagement Plan**  
*Woodbine Elementary School*  
*School Year 2021-2022*  
*Revised 9/9/21*

In support of strengthening student academic achievement, **Woodbine Elementary School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

**Woodbine Elementary School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 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 school-wide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and 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) Parents play an integral role in assisting their child’s learning
- (B) Parents are encouraged to be actively involved in their child’s education at school
- (C) 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) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**JOINTLY DEVELOPED**

**Woodbine Elementary School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*WES solicited input and feedback through parent surveys, feedback forms distributed during parent events, email links on the school website, through a parent feedback bulletin board, and during the Title I Stakeholder/Program evaluation meeting. In addition, the school provided information and solicited feedback by posting a video and email link on the school’s webpage and Facebook page. Meetings were advertised by sending home flyers, including the invitation on monthly school communication calendars, and through sending electronic invitations on the school webpage and Facebook page.*

**ANNUAL TITLE I MEETING**

**Woodbine Elementary School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements, the school parent and family engagement policy, the school-wide plan, and the school-parent compact.

*The school stakeholder meeting was held on 5/27/21. The meeting was advertised electronically, through a flyer sent home with each student, and on the monthly parent communication calendar. Title I plans and documents were shared with parents and feedback was solicited. Drafts of documents are posted for review until 8/27/21. The annual Title I meeting will be held on 9/10/21 at 9:00 AM. This meeting will review the requirements of Title I and the school’s participation as well as the parents’ rights to be involved. Copies of the revised school family engagement policy, SIP, and School-Parent Compact will be shared.*

## COMMUNICATIONS

**Woodbine Elementary School** will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Provision for virtual meetings during pandemic
- 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 relate to parent and family engagement.
- 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:

*The policy is available electronically on the school website and at the front desk. A tentative schedule of planned events is shared on the school web-site, at the front counter, and in the Parent Compact brochure. Exact dates of parent involvement events are sent home in a flyer format with each student and on the school's monthly communication calendar. Additional paper copies of the policy are available upon request. Activities will be held to the extent possible and in the format possible depending on health and safety guidance during the pandemic.*

## SCHOOL-PARENT COMPACT

**Woodbine Elementary School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

*A tentative compact was shared during the Title I Stakeholder meeting (5/27/21) and then posted as a draft for review. Parents gave very favorable feedback to the compact format, goals in alignment with school-wide incentive programs, and parent friendly language. The final compact will be distributed at the Annual Meeting on September 10, 2021. Feedback received during the draft process was considered in advance. The WES compact was updated for this year. The draft compact was posted on the website on 8/27/21 and will be adopted on 9/10/21. The compact was distributed on September 9<sup>th</sup> 2021– the same day that virtual collaborative conferences were held.*

## **RESERVATION OF FUNDS**

If applicable, **Woodbine Elementary School** will take the following actions to 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 parent and family engagement is spent by:

*Camden County Schools guides each school to reserve 1 percent of the Title I budget for parent and family engagement activities. The budget and general expenditure descriptions were shared at both the Title I Stakeholder meeting and Annual Title I meeting. Parents agreed that using the funds to update the compact and provide Parent and Family Engagement publications on top needs was appropriate. These provisions were re-examined during the FY '22 annual meeting.*

## **COORDINATION OF SERVICES**

**Woodbine Elementary School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

*Several parent and family engagement programs are offered with the support of community service partners, such as the Woodbine Women's Club, Woodbine Lions Club, and the Woodbine School Parent Council. A list of parent events are included on the PFEP.*

## **BUILDING CAPACITY OF PARENTS**

**Woodbine Elementary School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State's academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child's progress
  - How to work with educators to improve the achievement of their child

*Activities will be held to the extent possible and in the format possible depending on health and safety guidance during the pandemic. Woodbine Elementary School will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement. Please see our monthly events list on our website or the calendar flyer that we send home monthly for exact dates and times. Dates are announced via school website, monthly calendars sent home with students, and fliers.*

1. *WES School Council Meetings - The School Council meets four times a year.*
2. *WES Open House - Check the Camden County School website for this opportunity to meet your child's teacher before the school years starts.*
3. *Collaborative Conference Nights (C-4) The school will host three opportunities for you to hear about your child's progress and get tips on how to help your child set and meet goal for achievement. (Held three times a year – all are invited and encouraged to attend)*
4. *Pre-K Parent Orientation - August*
5. *Title I Stakeholder Meeting – End of year in May*
6. *Annual Title I Meeting*
7. *Volunteer Training - Provided during Open House, at Collaborative Conferences, and on-demand. Please contact Ms. Roberts for questions and/or information.*
8. *Student Dances and Movies Nights – Offered most months*
9. *Books Fairs and Book Fair Family Nights - Held twice a year (Fall and Spring)*
10. *Jack Christmas Read Aloud Club - K-2 will receive a reading log and a monthly opportunity to visit with administrators and receive a FREE BOOK for recording at least 10 reading opportunities.*
11. *One Read Event*
12. *Thanksgiving Feast - All are welcome! November*
13. *December Holiday Sing-a-Long - All are welcome! December*
14. *Chick-FIL-A Nights and Student Arts Shows - Held twice a year (Fall and Spring)*
15. *Family Craft Nights & Art Shows - Held throughout the year*
16. *Field Days - Usually the first week in May - Volunteers Needed*

## **BUILDING CAPACITY OF SCHOOL STAFF**

**Woodbine Elementary School** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

*WES will participate in a series of on-demand webinars recommended by the GADOE and organized by the district Title I specialist in Google forms. The Title I specialist will also conduct face-to-face training at least twice per semester to build staff capacity. Teachers and administrators will participate in groups and implement training in small faculty groups.*

**Woodbine Elementary School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

*Additional activities are available on demand, during collaborative conference nights, via parent conferences, RTI meetings, and the open-door policy of the administration.*

## **DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT**

### **POLICY COMPONENTS**

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the engagement of other parents.
- To maximize parent and family engagement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
- Adopt and implement model approaches to improving parent and family engagement
- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

*Parent input for teacher training is collected both formally through survey data and informally through discussions, meetings, and other communications.*

*Literacy training is available during collaborative conferences and other parent events.*

*Daycare and meals are available during collaborative conferences.*

*Activities are available during a variety of times during the day.*

*CCS has developed a districtwide parent advisory council.*

*Business leaders and civic groups are involved in parent and family engagement activities.*