

## Westside Elementary School 2023-2024 Parent and Family Engagement Plan Summary

Schools that receive Title I funding must develop a written Parent and Family Engagement Plan (PFEP) and share it with parents. The plan sets expectations and tells how the school will implement activities and processes to involve parents. This plan guides our work with parents and is revised each year with input from parents and staff. For your convenience, the Parent and Family Engagement Plan is available upon request in the front office and on our website.

<p style="text-align: center;"><b>Involvement of Parents in the Planning, Review and Improvement of Title I Programs</b></p> <p>Westside Elementary School annually reviews Title I programs through a Comprehensive Needs Assessment that includes stakeholder input regarding spending priorities based on student needs. This process includes monthly face-to-face School Advisory Council/Title I Committee meetings, printed surveys sent home, and online surveys from the school and district.</p>	<p style="text-align: center;"><b>Building Capacity for Parents to Become Involved</b></p> <p>Westside Elementary School provides parental workshops and subject-area family events as well as other resources that can be used at home. When possible, WES offers face-to-face workshops and events for parents to access resources and information for working with their children. This may include coupling some events, such as SAC meetings and Parent Workshops, to allow parents to have input on programs and receive resources at a single event.</p>
<p style="text-align: center;"><b>Coordination and Integration with Other State and Federal Programs</b></p> <p>Westside Elementary School uses a variety of resources to support our families. We coordinate with the Hernando County School District Title I staff and Title II staff for professional development and technical assistance, Title III, McKinney-Vento staff, and the HCSO ESE department to increase communication regarding parental engagement activities during informational nights, classroom events, and school-wide activities. This increases the resources we are able to offer families by sharing opportunities that may be occurring at other sites in the district.</p>	<p style="text-align: center;"><b>Professional Development Offered to School Staff in the Area of Parental Engagement</b></p> <p>Each year WES provides professional development for teachers and school staff to support family engagement. Topics include:</p> <ul style="list-style-type: none"> <li>• Title I Annual Meeting Procedures and Outreach</li> <li>• Using the Title I Compact to Support Family Engagement</li> <li>• Meeting the Needs of Families in Transition (McKinney-Vento)</li> </ul>
<p style="text-align: center;"><b>Steps the School Will Take to Conduct an Effective Title I Annual Meeting</b></p> <p>WES convenes a Title I Annual Meeting during the first nine weeks to provide parents with print and verbal communication regarding Title I funded programs and resources at the school.</p> <p>WES coordinates the Title I Annual Meeting and other school-wide events after consulting with the elementary school and high school in our address zone feeder pattern to eliminate scheduling conflicts for parents with students in multiple schools.</p>	<p style="text-align: center;"><b>How Will the School Communicate with You?</b></p> <p>The Parent and Family Engagement Plan (PFEP) is presented at the Title I Annual Meeting. This meeting also serves to inform parents about the district grade, the school grade, curriculum, behavioral expectations, assessments, and how parents can participate at Westside Elementary School.</p> <p>Teachers offer parent conferences throughout the year where parents and teachers discuss student progress and how teachers, parents, and students work together for student success. Parents are encouraged to schedule a conference with their child's teacher whenever there is a concern. Teachers are flexible in scheduling conferences to accommodate parents within the limits of the school schedule and campus operating hours.</p>

<p style="text-align: center;"><b>Offer Flexibility for Parent Meetings</b></p> <p>Parents are surveyed each spring to determine the most convenient times to offer parent events. Given that no single time or day fits everyone’s schedule, events are offered on a variety of weekdays and at a variety of times, including the back-to-school Open Campus, late afternoon for Title I and SAC meetings, early evening for parent workshops, and digital on-demand workshops for parents who cannot physically attend school events.</p>	<p style="text-align: center;"><b>School Accessibility</b></p> <p>WES serves students with both cognitive and physical disabilities. As such, the school is fully compliant with provisions of the Americans with Disabilities Act in terms of physical accessibility to all areas of the campus. Parents requiring additional assistance may call the school at 797- 7080 to work with school staff when additional assistance is needed.</p> <p>Parents receive information about school events and activities in a variety of formats including flyers, the school website, email, and automated and personal telephone calls. When requested, print and verbal Spanish translations are available. In recent years, WES has also provided translation to various languages using Google Translate.</p>
<p style="text-align: center;"><b>Summary of Capacity Building Activities from the Previous Year</b></p> <ul style="list-style-type: none"> <li>• Title I Annual Meeting</li> <li>• Literacy Week events</li> <li>• Title I Committee meetings</li> <li>• Effective Parent Communication</li> <li>• New Teacher Orientation</li> <li>• Title I Annual Meeting Procedures · Using the Title I Compacts to Support Family Engagement</li> <li>• Family Engagement nights</li> </ul>	<p style="text-align: center;"><b>How Will the School Address Barriers to Parental Engagement?</b></p> <p>If requested, translation to Spanish is available for general meetings and for standardized documents such as the District Parent Involvement Plan, the School Parent Involvement Plan, and the School-Parent Compact.</p> <p>WES has multiple bilingual staff and one full-time staff member who receives a stipend to provide translations for parents.</p> <p>Transportation is not provided to parents for school events because information is sent home in print, published on social media platforms and on the school website.</p>
<p style="text-align: center;"><b>PARENT NOTIFICATIONS</b></p> <p>The federal Every Student Succeeds Act (ESSA) requires that the following information is shared with the community and distributed annually to parents. The distribution of this document is formal notification to parents regarding the following issues:</p> <p style="text-align: center;"><b>Right to Request Information</b></p> <p style="text-align: center;">Upon request, information about the professional qualifications of a student’s teacher(s) and paraprofessionals will be provided. Teacher qualifications are available for review in the school office.</p> <p style="text-align: center;">Call (352) 797-7080.</p> <p style="text-align: center;"><b>Parent Notification of Student Performance on State Assessments</b></p> <p>Student performance on standardized assessments will be reported to parents at least once a year. These reports are available at the school office during the summer or can be picked up during open campus hours.</p>	

**Adoption**

The Parent and Family Engagement Policy has been developed jointly with, and agreed on by, parents of children participating in Title I, Part A programs. This policy was adopted by the school on May 1, 2023, and will be in effect for the period of the 2023-2024 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before October 2023.