



## **Fox Trail Elementary School-Level Parent and Family Engagement Plan (PFEP) 2024-2025**

### **Mission Statement**

Fox Trail is dedicated to meeting the educational needs of all students in a safe learning environment.

### **Engagement of Parents and Families**

*Fox Trail Elementary will engage parents in an organized, ongoing, and timely manner, In the planning, review, and improvement of programs in this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's program is exempt from statutory or regulatory provisions, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].*

Our goal is to increase parental involvement by:

1. Fox Trail will host quarterly family nights to help parents support their children's academics.
2. Parents will be invited and encouraged to attend and participate in the School Advisory Council (SAC).
3. Parents will be given information regarding Title I allocations for parental involvement and professional development and they will be asked to provide input. An annual survey will be given to staff and students. The results of this survey will be analyzed to determine the effectiveness of Fox Trail's Parent Involvement Plan.

### **Coordination and Integration**

*Fox Trail Elementary will coordinate and integrate parental involvement 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 (HIPPY); the Parents as Teachers Program; Voluntary Pre-Kindergarten; public preschool; Title I,*

Part C; Title I, Part D; Title III; Title IV; and Title VI [Section 1116(e)(4)].

Count	Program	Coordination
1	Curriculum/Family Nights	Coaches and team leaders will collaborate to plan and organize quarterly parent nights.
2	Title III (ESOL)	Funds will be used to support academic instruction of ESOL students; materials to enhance instruction.
3	IDEA - Individuals with Disabilities Education Act	Supplemental Education Support provided by the school will be discussed with parents during the development of the student's IEP (Individual Education Plan)
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### Annual Parent Meeting

*Fox Trail Elementary will take the following actions to convene an annual meeting, to which all parents and guardians of participating children shall be invited and encouraged to attend, to inform parents and guardians of their school's participation under this part and to explain the requirements of this part, and the right of the parents and guardians engaged. Include the specific activity and/or activities, frequency and duration, evidence-based research on effective implementation and maintain documentation, ensuring that all parents and guardians are invited and encouraged to attend [Section 1116(c)(1)].*

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
K/1, 2/3, 4/5 Annual Parent Meetings	One; August	Strategies for Equitable Family Engagement- Retrieved from <a href="#">Strategies for Equitable Family Engagement (ed.gov)</a>	Parent Sign In sheets, Parent Workshop evaluation; team meeting debriefing agenda, minutes, notes and sign ins
Announce and Invite Parents: Newsletter Parent Link, Flyers, Website			Flyers, parent link messages, sign in sheets
Develop an agenda, sign in and PowerPoint presentation to address Title I –			Sign in sheets, agenda and ppt slides



participation, requirements, activities			
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### **Flexible Parent Meetings**

*Fox Trail Elementary will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].*

Fox Trail Elementary will schedule flexible meetings to be held at various times during the day or evening to better accommodate parents. These include the School Advisory Council, School Advisory Forum, PTSA. Teachers will be available for Parent/Teacher Conferences before or after school and by phone if needed to accommodate parents.
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### **Building Capacity**

*Fox Trail Elementary will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)].*

<b>Specific Activity</b>	<b>Frequency and Duration</b>	<b>Evidence-Based Research</b>	<b>Evaluation of Implementation and Effectiveness</b>
Family Night includes Parent Training component to help parents understand what students are learning and provide tips to help parents reinforce concepts at home.	<b>Quarterly</b> Reading/Writing Achievement  Science  Math and Technology  Testing, standards and resources	Collaboration: Partnering with Colleagues, Families, and Caregivers to Promote Student Success (August 2021) Retrieved from- National Center for Learning Disabilities	Parent Sign In sheets, Parent Workshop evaluation; team meeting debriefing agenda, minutes, notes, and sign ins
Parents will be informed of their student's progress	Ongoing	See Above	Conferences, home notes,

Home-School Communication between teachers and parents will be accomplished using the agendas to keep parents informed of assignments and behavior.	Ongoing – throughout the school year.	See Above	Student Agenda – Keeps students organized and keeps parents informed.
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## Staff Training

*Fox Trail Elementary will offer the following training to educate teachers, specialized instructional support personnel, principals, 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 schools [Section 1116(e)(3)].*

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
Utilizing the Schoolwide Positive Behavior Plan (SPBP).	Ongoing	CHAMPS: A Proactive & Positive Approach to Classroom Management. Third Edition. Safe & Civil Schools Sprick, Jessica; Sprick, Randy; Edwards, Jacob; Coughlin, Cristy Ancora Publishing, 2021.	Staff Sign In sheets, Data from implementation of adopted behavior programs.
Rtl – train teachers to use the Rtl process to identify and support students with academic or behavioral needs.	Ongoing	What is Rtl? Placemat- Retrieved from Center on Response to Intervention at American Institutes for Research. <a href="https://www.centeronresponse.org/home">Home   Center on Multi-Tiered Systems of Support</a> <a href="https://mtss4success.org">[mtss4success.org]</a>	Inputting academic and behavioral intervention documentation.

## Other Activities

*Fox Trail Elementary will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other*



*reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].*

Fox Trail will provide a variety of opportunities for parents and community members to be involved. They include SAC/SAF (School Advisory Council/School Advisory Forum) Meetings, Parent Conferences, Book fairs, Career Days, Community Partners, PTSA events, Field Days, Student Performances, Award Ceremonies, student competitions (Debate and FoxBots), Family Academic Nights, Field Trips, ESOL Parent Night and Title I Mobile Unit Visit.

## **Communication**

*Fox Trail Elementary will provide parents of participating children the following [Section 1116(c)(4)]:*

- *Timely information about programs under this part [Section 1116(c)(4)(A)];*
- *A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(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, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and*
- *If the school-wide program plan under Section 1114 (b) 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 education agency [Section 1116(c)(5)].*

We will keep our parents and families informed through a variety of communication methods, including Newsletters, Flyers, School Marquee, Friday at Five Parent Links, School Website. Copies of all communications and parent meeting notes will be maintained in the parent resource area of the front office. During the annual parent meeting and open houses, parents will learn about school wide programs, how to contact teachers, schedule conferences and how to be involved in the school. During parent teacher conferences, teachers will provide information regarding standards, assessments and how they can support their child at home. Teachers will maintain sign in sheets and records.

## **Accessibility**

*Fox Trail Elementary will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111*

*in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)].*

We have multiple staff members available to translate into Spanish and one staff member that translates into Vietnamese as needed. All parent link communication e-mails are translated into Spanish. If additional languages are needed, the Title I office will be contacted for assistance.

### **School-Parent Compact**

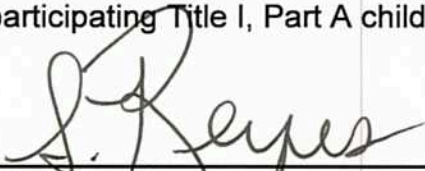
As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

### **Adoption**

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on May 22, 2024 and will be in effect during the 2024-2025 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2024.

  
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**Signature of Principal**

9.4.24  
**Date**

  
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**SAC Chairperson**

9/4/24  
**Date**