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| **MELLON ELEMENTARY SCHOOL**    **Libby Weaver – Principal**  **Tina Gilyard - Asst. Principal**  **301 Mellon Road**  **Palatka, FL 32177**  **(386) 329-0593**  [**http://mellon.putnamschools.org/**](http://mellon.putnamschools.org/)  **2020-2021**  **Parent and Family**  **Engagement Plan**  As a schoolwide Title I school, we assure the following measures to promote and support parents/families as equal partners in supporting student achievement:  · Invite and encourage parents/families to jointly review, revise, and improve the Schoolwide Plan, the Parent and Family Engagement Plan, and the Parent-Student-Teacher Compact;  · Invite and encourage parent/family attendance to the school’s Annual Title I Meeting;  · Involve parents/families in decisions about how Title I, Part A funds are spent;  · Provide parent/families with timely information in an understandable format Right-to-Know information, and upon request, the professional qualifications of classroom teachers and paraprofessionals;  · Provide an individualized student report on their child’s performance on State tests; and  · Provide a description within the PFEP of how the school will carry out the requirements of Section 1118 of ESSA. | **Involvement of Parents** | |
| ***Describe the process of making this plan an ongoing shared responsibility and how parents/families provide input to review and improve this plan.*** | Mellon will extend opportunities for parents, faculty and staff to provide input, review, and improve the Parent & Family Engagement Plan (PFEP) by an invite to attend our PTO/ SAC meetings. Due to the current distancing measure brought due to COVID-19, our meetings will also be offered virtually through either the Zoom or Google Meets platforms. Documentation will include agenda, meeting minutes, and screenshot of virtual participation logs. |
| ***How do you use the review of the previous year’s plan to retain, revise, or replace strategies to design more effective engagement?*** | The participants will use last year’s PFEP along with results from parent, student, and staff surveys to determine what should remain as a part of the current PFEP, what to change, or what to add in order to get more effective engagement results. We realize that all plans will have to take into consideration the current restrictions regarding social contact.✔️ |
| ***How will you involve parents/families in the decision making of how Title I Parent and Family Engagement funds are spent?*** | In our initial meetings Title I funding will be discussed, in regards to spending and activities for the current year. Those discussions will continue throughout the year in each subsequent meeting. Revisions regarding spending will be made as determined by the team. ✔️ |
| ***What evidence do you have to document parent/family participation in writing/reviewing your PFEP? What evidence do you have that documents parent/family input in spending PFE funds?***  ***Evidence should include an agenda clearly stating the purpose of review/revise the PFEP and a sign in sheet.*** | Due to the nature of our meeting platforms (virtual) we will provide screenshots of electronic agendas, meeting minutes and participant logs to evidence parent/family participation in writing/reviewing Mellon’s PFEP as well as meeting minutes to document their input in spending PFEP funds. ✔️Great! |
| ***Describe how the school will share comments/concerns received from parents/families with stakeholders concerning the Schoolwide Plan and PFEP. How will this plan be made available to the community?*** | Mellon will share PFEP comments and concerns received from parents/families with stakeholders through meeting minutes. These concerns and comments will be used to amend the current Plan. The PFEP is made available to all stakeholders through the school website and a hard copy is kept at the school site in the front office and a copy submitted to Federal Programs. ✔️ |

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| **Flexible Parent Meetings** | |
| ***Describe how the school provides flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend.*** | Mellon will offer two meeting times for parents and allow them to indicate which is a best for them. We will prepare to hold two meetings if necessary. Instructional Assistants and staff are offered Accrued Leave Time for volunteering to provide child supervision when necessary so parents can attend meetings. In person Home visits will be done only as necessary (implementing the social distancing |
| ***Describe what childcare, home visits and/or transportation services are provided by your school to allow all parents to participate in the education of their child.*** | measures). Transportation will be provided by administration and front office staff when transportation is an issue. ✔️ |
| **Annual Parent Meeting – *the annual Title I meeting must be a stand-alone meeting with an agenda and sign in sheet clearly indicating that the meeting was only for the purpose of informing stakeholders that the school is a Title I school, explaining the requirements of being a Title I school, and the rights of parents to be involved.*** ***Federal Programs has been advised by the state that it is inappropriate to count this meeting as documentation of the opportunity for parents to review and revise the PFEP, the Schoolwide Plan and the School-Home Compact.*** | |
| ***Date and time you will hold your Annual Title I Meeting*** | Mellon’s Title I Annual Meeting is scheduled for September \_\_\_\_\_\_\_ 2020 @  \_\_\_ This meeting will be recorded and uploaded on our school’s FB page and website for those who cannot attend. ✔️ |
| ***Notification and Invitation:***   * ***How will the school inform and invite parents/families in a timely manner about the Annual Meeting?*** * ***How will the school assure the notification and invitations are in a language all parents can understand?*** | Parents will be informed and receive invites to the Title I meeting via Mellon’s FB page, website and school phone Messenger call-out (text and call). Title I flyers are made available in English and Spanish. ✔️ |
| ***Information:***  ***Please describe how your meeting will cover the required information about:***   * ***Benefits to all students in a Title I schoolwide program;*** * ***Right-to-know 4-week out-of-field letters & teacher and paraprofessional qualification information,;*** * ***explanation of curriculum;*** * ***assessments used to measure student progress,;*** * ***expected achievement levels on state tests;*** * ***PFE funds;*** * ***School Compact and;*** * ***opportunities provided for engagement.*** | **\***Mellon will make a slide presentation and place on the school website, which covers all the required information at the Title I Annual Meeting. The Title I brochure that is provided to all families is in both English and Spanish, and it details the benefits of a Title I program to all students. Copies will be sent home to parents and families and a copy of both the English and Spanish brochure will be uploaded onto the school website for additional access by parents.  **\***As required by law, we will provide the affected parents with the appropriate Right-2-Know 4-week out-of-field letter, and also the teacher and paraprofessional qualification information by the required deadline. ✔️  **\***The school/district’s curriculum, student assessments and expected achievement levels on state tests will be explained to parents/families and students during open house, parent/teacher conferences; and made available via the school/district websites. ✔️ |
| ***Barriers:***   * ***What barriers will you address to encourage parents/families to attend? Ex: Childcare, Transportation, Meals, Translations*** | * **Transportation** and childcare will be provided by Mellon administration and front office staff as needed. Light refreshments are served to families during our Annual Title I meeting. Mellon has staff available that will provide **translation** also as needed. ✔️ |
| ***Evaluations:***   * ***How will you get feedback from parents about the meeting?*** | * Last year we provided a survey for parents to fill out and submit so we could capture their feedback. We intend to use that same process, electronically, this year. The virtual platforms allow for commenting and feedback. Dojo, Remind app, texting and email are also means that we utilize for school/parent communication.✔️Great! As I have stated previously, please find a way to get documentation of all these means of communication into the audit box. (screenshots, logs, etc.) |
| ***Parents who do not attend?***   * ***How will you get the information home to parents who did not attend the meeting?*** | * For parents who do not attend the Title I meeting, the information, on a slide presentation, will be posted on our school’s FaceBook and website a flyer will be sent home with each student as well. ✔️ |
| **Building Capacity of Parents to Support Their Child**  **Explain how parents/families are invited to participate in activities such as parent trainings that are linked to student achievement.**   * ***How will your school help parents gain an understanding of such topics as: the State’s standards, state assessments, achievement levels of proficiency, and how to monitor their child's progress?*** * ***What training or materials will you provide to help parents work with their child to improve their child’s academic achievement?*** | |

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| **Title - Topic** | **Impact on Student Achievement** | **Materials** | **Tentative Date/Time**  **Is this flexible to accommodate**  **parent schedules?** | Transportation | Refreshments | Childcare | Translation |
| Title I Annual Meeting  Open House | * kParents more knowledgeable about the state’s standards, assessments, and achievement levels * Parents more informed about how to help and monitor their student’s achievement * Improved student motivation, behaviors, attendance, and academic achievement * jonhjh | Powerpoint Slide Presentation, Computer device, ESSA requirements for discussion | September 15th @ 5:30p.m.  September 15th @  6:00pm-8:00pm | Will be provided as necessary  \*Virtual | Will be provided  \*Virtual | Will be provided as necessary  \*Virtual | Will be provided as necessary  \*Virtual |
| Parent/Teacher Conferences  \*Could be virtual  \*Could be via phone | * Parents more knowledgeable about the state’s standards, assessments, and achievement levels * Parents more informed about how to help and monitor their student’s achievement * Improved student motivation, behaviors, attendance, and academic achievement | \*Sample student work, assessment results  \*Exemplar model work/or rubric  \* Tips for helping student at home | Continuous throughout the year. Varies according to parent availability | \*Will be provided as necessary  \*Virtual |  | Will be provided as necessary  \*Virtual | Will be provided as necessary  \*Virtual |
| Parent Classroom walk-throughs/  Learning walks | * Parents more knowledgeable about the state’s standards, assessments, and achievement levels * Parents more informed about how to help and monitor their student’s achievement * Improved student motivation, behaviors, attendance, and academic achievement | \* Conditions walk rubric  \* grade level standards  \* LSI Teaming tools | TBD based on COVID restrictions | \*Will be provided as necessary  \*Virtual | \*Will be provided  \*Virtual | \*Will be provided as necessary  \*Virtual | \*Will be provided as necessary  \*Virtual |
| Literacy/ Content Training for Parents/families | * Parents more knowledgeable about the state’s standards, assessments | Powerpoint Slide Presentation, Computer device, Standards, Curriculum guides, etc. as required for discussion | November 17th @ 5:30pm  l | Virtual | Virtual | Virtual | Virtual |
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| * ***How do you assess the needs of parents?*** * ***How does parent input inform what types of events or workshops you have at your school?*** | \*School staff has very strong relationships with Mellon parents therefore the needs of our parents will be assessed through open communication on a regular basis. Parent needs will also be assessed through parent surveys, and communication in the PTO/SAC meeting as well. When home visits are made and transportation is provided by school staff to parents, unspoken needs are uncovered.✔️  \* Parents express their input on events and workshop types in PTO/SAC meetings, through social media posts, email communication, surveys, and parent-teacher conferences.✔️ | | | | | | |
| * ***How do you evaluate the effectiveness of capacity building activities?*** | \*Our parents at Mellon are pretty expressive with their thoughts, opinions, and suggestions. We will continue to capture those expressions through the various ways the parents communicate with the school, and use that info to determine the effectiveness of the activities/strategies we have in place for building capacity.✔️  \*We will also look at the sign in sheets to determine the level of parent participation in comparison to previous year’s meetings of our planned activities/strategies designed to build capacity, especially the ones implemented from suggestions by parents. We could also use a quick Survey Monkey or Kahoot sent out to parents’ phones.✔️ | | | | | | |
| * ***Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievements.*** | \*The local Zeta Mu Zeta Chapter of the Zeta Phi Beta Sorority comes to our school bi-weekly to mentor and conduct seminars. This partnership provides opportunity for our female students to establish social, academic, and leadership skills, character building skills, and communication skills.✔️  \*North Point Youth Program is offered through a partnership Mellon has established with a local Dr.’s Office. That program offers mentorship and opportunity for students to build skills such as team building and communication skills which affects the students’ esteem and indirectly contributes to student success.✔️  \* Mellon school and Palatka High School, which are directly across the street from each other, and has partnered to allow high school students to come over and support our elementary students academically, socially, and emotionally . We are hoping, with the current state of our nation’s distancing measures, that this partnership will be able to continue to exist.✔️  \*Kiwanis Club of Palatka provides various incentive and recognition programs such as B.U.G. (Bring Up Grades) and Terrific Kids Programs and various others, to students in our county schools. Mellon has partnered with Kiwanis club. They provide incentives to numerous students at our school, boosting their confidence, motivation, and self concept thereby impacting our students’ academic performance, behavior, attendance, and parents’ participation.✔️  All of these mentoring efforts help our students feel good about themselves and life. They provide an outlet for the students to open up and share things that they would perhaps not otherwise share. Not only do the mentors serve as confidantes they also offer positive guidance and wisdom which helps students make better decisions socially, academically and emotionally. | | | | | | |

* Examples of capacity building events/activities: literacy training, using technology, Florida standards/curriculum, testing, progress monitoring, transition

information, (K, MS, HS), College and Career, Graduation requirements & scholarships.

* Agendas must document that parent/family activities had an academic component that facilitated parents and family being able to support their child’s

Academic achievement. Sign-in sheets are required documentation.

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| **Building the Capacity of Staff (Professional Development)**  ***This is a requirement under ESSA*** | | | | |
| **Please describe the professional development activities the school will provide to educate teachers, pupil services personnel, principals, and other staff on….**   * ***how to reach out to, communicate with, and work with parents/families as equal partners,*** * ***the value and utility of contributions of parents/families*** * ***how to implement and coordinate parent/family programs*** * ***how to build ties between parents/families and the school*** | | | | |
| **Please describe below how you will provide professional development** | | | | |
| **Topic-Title** | **Purpose?**  How does this activity help staff build  school/parent relationships? | **Implementation format:**  **(workshop, book study, etc.)**  **Presenter?** | **Who is the audience?** | **Tentative Date/Time** |
| Pre-Planning PD | Mellon admin. will ensure staff receive reminders and strategies on the “importance of and how-to”  in regards to communicating, valuing and including parents/families in activities and decisions so as to help build good solid report/relationships. | Workshop-Administration | Teachers, Paraprofessionals, Instructional Coach, MTSS/RTI Support, Success Mentor, Technology/Media Specialist | August 17th @ 8:30am-12:00pm  August 21st @  1:00pm-2:00pm |
| Open House | In Mellon’s preparations for Open House, staff will be abreast of... and make preparation to introduce to families the strategies and activities that will be used this year to communicate and include them in activities, as they attend Open House. | \*Could possibly be virtual by Zoom, Google Meet, or communication by email. | Teachers, Paraprofessionals, Instructional Coach, MTSS/RTI Support, Success Mentor, Technology/Media Specialist | September 15th @  6:00pm-8:00pm |
| Technology Training | Canvas is the platform that instruction will be delivered into the homes for students to work and parent to support. This training will allow faculty to get a good grasp on it and assist parents and students with its operation. | \*Could possibly be virtual by Zoom, Google Meet  By County-level Support | Teachers, Paraprofessionals, Instructional Coach, MTSS/RTI Support, Success Mentor, Technology/Media Specialist | CANVAS Training:  8/19 @ 9:45a-10:45a  8/20 @ 10:45a-11:45a & 2:30p-3:30p  8/20 @ 8:30a-9:30a;  9:45a-10:45a  10:45a-11:45a; 1:00p-2:15p  SCREEN CAST-O-MAT  8/19 @ 1:00p-3:00p |
| Mental Wellness Training | This Lauren’s Kids training is designed to teach staff what to look for in terms of mental wellness concerns in students and how to share this information with parents so that together they can collaborate finding the best ways to support the students in need of help. ✔️ | Workshop  By trained County-level Support personnel | Teachers, Paraprofessionals, Instructional Coach, MTSS/RTI Support, Success Mentor, Technology/Media Specialist | November 3rd @ 3:00p |
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| **Communication** |  |
| ***Describe how you notify each family in a timely manner in an understandable format when their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is out of field?*** | As mandated by the state, Mellon will notify parents when their child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is out of field. We will send letters home in September by students who are attending school on campus. Parents of our online learners will receive their letters electronically or by postal mail. A copy of each letter is also retained at the school in the Title I Notebook kept in the front office. This practice will take be ongoing throughout the year as staff is hired.✔️ |
| ***Describe how you provide each family with timely notice in an understandable format information regarding their right to request information on the professional qualifications of their student’s classroom teachers and paraprofessionals.***  ***Include how the Teacher Certification Letter is sent to parents at the beginning of the year.*** | This information will be provided at the beginning of the year during our Title I Annual Meeting through powerpoint presentation.✔️ |
| ***Describe how parents are informed of the curriculum, forms of assessment used to measure student progress, and the achievement levels students are expected to obtain.*** | In an effort to keep parents informed of the curriculum, forms of assessment used to measure student progress, and the achievement levels students are expected to obtain, we share that information during Meet-The-Teacher/Open House, parent/teacher conferences, ESE meetings, monthly parent nights, home visits, and on progress reports and report cards, as well as classroom and schoolwide newsletters.✔️ |
| ***Describe how the school will provide each family on individualized report about their child’s performance on state assessments.*** | Individual score sheets are provided from the state to the schools which in turn send them home with students or send them by postal mail. (Due to COVID-19 pandemic, state assessments were cancelled therefore there will not be score reports.)✔️ |
| ***Describe how you ensure that your school holds parent-teacher conferences during which the compact is discussed as it relates to the individual child’s achievement. How is this requirement documented that it occurred? (This is a requirement for elementary schools only, but it is a legislated requirement).*** | At the beginning of the year, we will provide parents with a copy of the compact signed by the teacher, student, and parent. The compact is also revisited during parent/teacher conferences which are scheduled and at the parents’ or teachers’ request. |

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| **Coordination and Integration – *If any of the programs below do not apply to your school, please indicate N/A.*** | |
| **Describe how you coordinate and integrate parent and family engagement activities in the programs listed below to help parents help their child at home.** | |
| * ***Homeless*** | County level Liaison works with Mellon to service homeless children and their families✔️ |
| * ***Migrant*** | Title IC Migrant Support personnel identifies migrant students and coordinates educational support services. When making home visits, this support personnel provides parents with the activities and programs that the school provides that will assist families in helping their child at home. ✔️ |
| * ***Headstart*** | A Pre-K Coordinator is provided from the District level to help coordinate and communicate the engagement activities and programs that Mellon provides to assist families with helping their Pre-K child at home.✔️ |
| * ***Title II*** | Professional Development is offered through Teaching & Learning Dept. from the District office for select teachers. This training could possibly be held virtually this year.✔️ |
| * ***Title III - ELL*** | Translators/Interpreters are available for ELL students and their families as well as ESOL certified staff. District level Title III Support personnel is available when coordinating other supports for ELL students also.✔️ |
| * ***Title IV*** | We are implementing The Caring Schools Community curriculum this year which embeds strategies that are designed to assist families with strategies for helping their child at home. Title IV also provides the Wellness program when active. ✔️ |
| * ***Title V*** | The professional development provided by Title V funds helps to equip our teachers with strategies that they share with families to assist in helping their child at home. ✔️ |
| * ***ESE*** | Certified✔️ ESE support personnel meet with and assist our students and their families in accordance with IDEA compliance. |
| * ***Neglected and***   ***Delinquent*** | Title I staff is available if needed to help support neglected and delinquent students and their families.✔️ |
| * ***SAC*** | SAC/PTO meetings are held monthly to discuss the SIP, Title I Funding for the school and other important events and activities. All stakeholders are invited to attend these meetings and input is encouraged.✔️ |
| * ***PIDAC/MPAC (Migrant Parent Advisory Council)*** | Mellon will continue to seek out parents/families, representatives for PIDAC meetings. TBD✔️ |
| * ***PTO/PTA*** | PTO/SAC meetings are held monthly to discuss, plan, and coordinate events and activities that would integrate parent/family engagement. All stakeholders are invited to attend these meetings and input is encouraged.✔️ |
| * ***Community***   ***Agencies*** | Various community agencies make frequent donations to Mellon school to support different needs of our students and their families.✔️ |
| * ***Business***   ***Partners*** | Mellon is still working to establish partnerships with local businesses this year.✔️ |
| * ***Other*** |  |

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| **Accessibility** | |
| ***What opportunities do parents have to participate in their child’s education?***   * ***Volunteer?*** * ***Mentor?*** * ***SAC?*** * ***PTO/PTA?*** * ***Other?*** | Parent conferences are scheduled by parents and teachers. The parents learn various ways to participate in their child’s education. Parents are invited to be involved in PTO/SAC, PIDAC, Parent Surveys, as well as volunteer in all other activities and events organized by Mellon. Parent/family volunteers are also solicited through newsletters and the school’s social media outlets.✔️ |
| ***What forms of communication do you provide parents in an understandable and uniform format as it relates to:***   * ***school and parent programs*** * ***meetings*** * ***school reports*** * ***other activities*** | Parents/familes are kept informed through various communication methods, including:   * Social media * Newsletters * Parent teacher compact * ESE and Parent/teacher meetings * Retention Letters * Messenger call-out system✔️ |
| ***What barriers hinder participation by parents in parental engagement activities?***  ***What steps will you take this school year to overcome these 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.***  ***Please address the subgroup populations that are included in your schoolwide plan as performing below the state average. How will you support the parents and families of these subgroups to help their children at home?*** | The barriers that hinder participation for our parents are transportation, work schedules, and occasionally language. We provide/provide transportation for our parents to attend meetings and/or school events. For a good number of our school events, we schedule them to take place off campus within the parent/student home community of our minority students/families.  We have translators and on campus to help alleviate the language barrier for our ELL students/families. Our activities help provide parents/families with different ways they can help their child at home.✔️ |
| ***How does your school provide information to parents in their native language?***  ***What languages do you provide?***  ***Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent’s native language? Explain.*** | The information we send out is in English as well as Spanish. We also have Spanish speaking employees on campus and an ELL liaison who will assist with bi-langual communication. ✔️ |
| ***How will the school encourage and support additional opportunities for more meaningful engagement for parents/families in the education of their child?***   * ***Parent/Family Resource Centers*** * ***Parent Liaison*** * ***Data Reviews*** * ***SAC*** * ***PTO*** * ***PIDAC*** * ***Other*** | Mellon will encourage and support additional opportunities for meaningful engagement for parents/families in the education of their child by encouraging them to participate in our monthly scheduled Family Night events, Dads Bring Your Child to School annual event, community events, as well as this year a host of activities for our school social media outlets; along with the aforementioned Liaison, PTO/SAC, PIDAC, etc. parent participation opportunities. |