

**Title I, Part A Parent and Family Engagement Policy
Palm View Elementary School
2017-2018**

Parent and Family Engagement Mission Statement (optional)

Enter your Parent and Family Engagement mission statement below. Describe how parent and family engagement will assist in providing high quality instruction for all learners. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parent and family engagement program;
- Be written in parent friendly language;
- Inspire stakeholders to be engaged and supportive of the program; and
- Be different from your school mission statement.

RESPONSE: Our Parental Involvement Mission is to strengthen connections between school and the home by engaging parents in supporting their children's academic achievement. You are encouraged to participate in school-wide decision-making that could affect your child by attending School Advisory Council, Title I, and ELL meetings.

2017-2018 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

RESPONSE:

Palm View involves parents and families in an organized, ongoing and timely manner in planning, making decisions about, reviewing and improving Title I programs, parent involvement programs, the School Improvement Plan, the school budget and the Parent-School Compact.

Parents, families, and community members are involved in the annual revisions of our Parent Compact Agreement. Each year at our spring SAC meeting, we conduct an activity engaging parents in reflecting on what they believe their priorities as parents should be in supporting the school, how teachers can support them as parents and their children as students, and how the leadership team at Palm View can involve them more in decisions that affect them and their children. At Back-to-School Night, teachers discuss the Compact with families, who are asked to sign it.

In August, our SAC parents discuss and determine through a voting process how our SAC/SIP funds should be expended to have the broadest impact on the most students in support of increasing student achievement. SAC parents are invited to attend the district SAC meetings. Eight Palm View parents attended one of the district SAC meetings in 2017-18, when most schools had one representative.

In September, we meet with parents to explain what Title I is, the impact it has on their children and our school, and how they can be involved in helping us make decisions about priorities for our Title I budget.

After Winter Break each school year, we begin discussions with parents at our SAC meetings about what our priorities should be for our School Improvement Plan. We ask for at least one SAC parent to join our SIP writing team. When we receive our projected Title I budget, we share that with our SAC parents and facilitate a discussion about how the monies can be spent and solicit their ideas, focusing on shared values and priorities.

Once the Title I budget is drafted, we share it with SAC and request further input. In our planning, we emphasize that Title I funds are supplementary, and that they should be utilized primarily to support our SIP initiatives.

2017-2018 Coordination and Integration

Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities. Include how the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Count <i>(add or remove rows as needed)</i>	Program	Coordination
1	21 st Century Grant Program	The 21 st Century Community Learning Center is a grant-funded after-school program that provides homework assistance, enrichment, and academics. Its purpose is to improve reading, math and science performance of our students. The program serves approximately 90 K-5 Palm View Students from dismissal until 6:00 P.M. and is staffed by highly qualified Palm View Teachers and paraprofessionals. Students receive an afternoon “heavy” snack provided through Food Service. Our 21 st Century Program Coordinator organizes monthly family education and involvement activities. For example, in September, Kim Graves from Teacher Made Materials organized learning centers for parents and their children to educate the parents about how to support their children in improving their academic achievement in school, and distributed parent education materials in English and Spanish. In October, the parent event was “Spooky STEM Night.”
2	Family STEM Night	Palm View utilized Title I funds to contract with the Orlando Science Center on October 5, to set up 15 hands-on Science, Technology, Engineering and Math stations, which were manned by our teachers, staff, and community volunteers. Over 169 parents and children participated together in the various STEM activities.
3	Write a Play	Florida Studio Theatre has found a sponsor for our school so that our fourth grade classes can participate in the Write a Play Program for free, including free theatre performances (admission and transportation provided).

4	Science through Circus Arts	The Circus Arts Conservatory has provided a free assembly for our 5 th grade students and a free curriculum for the teachers to utilize to teach Florida Science Power Standards through the Circus Arts. Students will create and present a force and motion project as a culminating activity, and then attend the Sarasota Circus with free admission and transportation.
5	Van Wezel	The Van Wezel provided a free field trip with transportation included to a Sarasota Orchestra production at the Van Wezel for our 5 th grade Mariachi Band students on Thursday, October 5, 2017
6	Mote Marine	Mote Marine is providing a free field trip for 4 th and 5 th students; our school pays only for transportation.
7	Early Childhood Coalition	The Early Childhood Coalition has established a reciprocal relationship with Palm View. The organization is provided office space at the school (in the PK building) for no charge, and ECC parent events are held in the school's multi-purpose room. The coalition supports Palm View's community, educating parents of children from birth to PK. At parent events, the coalition distributes free books to Palm View students and younger siblings and provides educational materials to parents.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

Count	Activities and Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and Keynote presentation to address the required components.	Principal	August 2017	Copies of documents uploaded to the online crate
2	Publish an article in the August newsletter explaining what Title I is and inviting parents to attend the September 21 Title I parent meeting.	Principal	August 2017	Sign in sheet uploaded to the online crate.
3	Develop and disseminate invitations at the August SAC, on ConnectEd, and on the marquee.	Principal	September 2017	Copies of invitations, call logs, and sign-in sheets uploaded to the online crate
4	Hold the Meeting	Principal	September 2017	Agenda/Sign-in Sheet uploaded to the online crate
5	Evaluate the Meeting	Principal or designee	September 2017	Aggregated Evaluation Form/Notes uploaded to the online crate

Parent Notifications

Describe how the school will provide each family with timely notice information regarding the following:

- the parent's right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals
- how the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments
- how the school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teachers who is out of field [ESEA Section 1116]

RESPONSE:

The principal sent a letter home in both English and Spanish notifying parents/guardians of their right to request information on the professional qualifications of their child's teacher and paraprofessionals, and discussed the rights with parents at the Title I Parent Meeting in September. Also at the Title I Parent Meeting, the principal talked with parents about the individual progress reports on their child's progress on state assessments. The score reports were sent home with students. Reports were mailed to the parents of last year's 5th graders. On September 7, the Principal sent home a letter in English and Spanish notifying parents about teachers who are out-of-field in ESOL. All of Palm View's teachers are highly qualified. No students have been taught for four or more consecutive weeks by a teacher who is not highly qualified during the 2017-18 school year.

Flexible Parent Meetings

Describe how the school will offer a 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 related to parental involvement [ESEA Section 1116]

RESPONSE: Palm View publishes an August newsletter and a parent handbook in which the information about Title I is published. The August newsletter is mailed home to parents and the parent handbook is distributed at Back-to-School Night and distributed to parents when they enroll their children. The article defines Title I; invites parents to our annual Title I meeting; explains the budgeting process for Title I funds and how they will be expended for this school year, including how the budget supports the School Improvement Plan; encourages parents to collaborate with Palm View; and explains the importance of completing the annual district Title I survey. The article also includes the following paragraph:

Child Care, Translation Services, Transportation

Palm View strives to schedule parent-teacher conferences, meetings, and family activities at times that are most convenient for parents. However, sometimes parents do not have transportation or cannot attend because of child care needs or because they do not speak English. If any of these concerns are issues for you, please contact our front desk receptionist. Title I funds may be utilized to provide transportation, child care, and/or translation services for parents.

During the past five years, Palm View has attempted to schedule parent meetings at different times of the day and on various days of the week. Any meetings scheduled other than Thursday evenings have been very poorly attended. Therefore, parent meetings are generally scheduled only on Thursday evenings, either at 6:00 or 6:30, to meet the needs of our parents. However, two events scheduled before school have been so heavily attended that the school is challenged with handling the crowds – Dads and Donuts in September (Dads Take

Your Child to School Day) and Moms and Muffins in May. Last May, because the School Advisory Council has been pushing for uniforms for the past five years, but cannot get enough parents to submit their votes, the school created a display of actual uniforms and provided ballots at Moms and Muffins. Then ballots were mailed home to parents who did not attend the event. The push was successful – Palm View will have uniforms for the first time, starting in 2018-19. At Dads and Donuts in September 2017, the meeting focused on recognizing veterans and discussing the importance of Dads’ involvement in their child’s education, and especially on insuring that their children are on time and at school every day.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/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. Describe the actions the school will take to provide materials and training to help parents/families work with their child(ren) to improve academic achievement. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116.

Count <i>(add or remove rows as needed)</i>	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
8	School Advisory Council Meetings (Total of 8)	Angela Essig, Principal	SAC meetings create a sense of community and purpose among SAC parents and community members, and encourage them to become advocates for family support of good attendance, family involvement in the school, and academic support at home. SAC meetings include curriculum discussions; demonstrations of programs such as Acaletics or Math Talks and iReady; parenting skills and homework help; and engaging parents in taking FSA practice tests	Monthly August through April	Agenda/Sign-in Sheet uploaded to the online crate

			online. Educational components are funded through Title I, as well as child care during the meetings.		
8	21 st Century Parent Nights	Jeannette Beckett, 21 st Century Coordinator	Parent involvement and education meetings: Parent Orientation 5:00 PM on August 29; Parent Workshop on How to Help Your Child Succeed facilitated by Kim Graves from Teacher Created Materials; Spooky STEM Night 5:00 PM on October 10; Student Showcase with Cultural Classes 5:00 December 19; Math Night 5:00 PM February 6; March 13 Spring Fling, 5:00 – SPARK activities with a PE component; April 17 at 5:00 Reading Strategies to Use with Your Child; and May 22 Student Showcase end of year celebration. All activities have educational components funded through 21 st Century.	Monthly August through May	Invitations, agendas, sign-in sheets uploaded to online crate
12	PVES Family Involvement Events	Angela Essig, Principal	Dads and Donuts Sept. 27; STEM Night October 5; Trunk-a-Treat Oct. 27; Math Night Nov. 16; Art & Music Festival Dec.	Monthly August through May	Invitations, agendas, sign-in sheets and evaluations uploaded to online crate

			14; Geography Night Jan. 25; Dad's Night Out Feb. 15; Literacy Night March 1; Invention Showcase April 26; Cinco de Mayo May 4; Moms and Muffins May 11; Art and Music Festival May 17. Educational components are funded through Title I.		
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Staff Development

Describe the professional development activities the school will provide, with the assistance of parents/families, to educate the teachers, specialized instructional support personnel, school leaders, and other staff in the following:

- the value and utility of contributions of parents/families
- how to reach out to, communicate with, and work with parents/families as equal partners, and
- implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

Palm View teachers are already passionate about parent involvement. Therefore, the training provided will take faculty and staff to the next level through collaboration about how to build stronger ties through more frequent and ongoing communication, especially publishing weekly or monthly newsletters about the curriculum and offering activities that families can conduct at home with their children to support achievement in reading, writing, math and science. This practice is not consistent across grade as evidenced through documentation gathered through the district teacher evaluation process for Domain 4, Component C, Communicating with Families.

Count	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Faculty and Staff Training	Principal	Increased family involvement and participation in the school will improve attendance and academic achievement	February 7 2017	Powerpoint presentation, agenda, sign-in sheet

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more meaningful engagement in the education of their child(ren). [ESEA Section 1116].

RESPONSE: In the front office is a Parent Resource Center with a variety of brochures in both English and Spanish. Topics include: Parents are Teachers Too; Children and Depression, Helping Children Cope (Grief, Divorce, Depression, etc.); Preparing for a Parent-Teacher Conference; Understanding Dyslexia; Seven Habits of Highly Responsible Students; Student Goal Setting; Attitude, etc. Additionally, the guidance counselor and Graduation Enhancement Technician work closely with parents on an individual basis in support of attendance and achievement.

Communication

Describe how the school will provide parents and families of participating children the following [ESEA Section 1116]:

- Timely information about the Title I programs
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to obtain
- 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
- If the school-wide program plan is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency.

RESPONSE: Information is provided through the school newsletter, parent handbook, School Advisory Council meetings, and family involvement events. Through Back-to-School Night and Report Card Conference nights, teachers provide information to parents about the curriculum and academic assessments in written and verbal formats, and translators are provided for non-English-speaking parents. Curriculum and assessment information and brochures are provided at School Advisory Council meetings and some of the family involvement events as well. Each year at a SAC meeting, laptop computers are set up for the meeting, and parents explore the state assessment website and actually take a sample FSA test to help parents understand the complexity of and the types of questions their children will see on the FSA.

The MTSS team meets with parents to determine appropriate interventions for students who are struggling academically or behaviorally. Further support is provided through the administrative team, guidance counselor and graduation enhancement technician, who collaborate with parents on an individual basis to support their children's improvement and success. Confidential records of the meetings are maintained. If parents are not satisfied with the school's support, school staff collaborates with district support to create alternative plans.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families. (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [ESEA Section 1116]:

RESPONSE: At all parent engagement activities, the school provides translators (The front desk clerk, the guidance clerk, the Graduation Enhancement Technician, and at least four paraprofessionals are bilingual. Additionally, district staff employees volunteer to translate at larger events such as Report Card Conference Nights.). Invitations to events are sent home in Spanish, and all ConnectEd messages are recorded and sent in Spanish. Sign-in sheets at events are provided in English and Spanish, and any handouts or documents provided are provided in both languages. The ESOL parent meeting is presented in Spanish and the Powerpoint and all handouts are in Spanish. Report cards and progress reports are provided in Spanish for ESOL parents as well.

Discretionary Activities

Describe any activities that are not required, but will be paid for through Title I, Part A funding [for example, home visits by school staff (including GETs and Home School Liaisons), transportation for meetings, activities related to parent/family engagement, etc.]

RESPONSE: Title I helps in the funding of most family engagement events if the event involves an educational component (flyers, educational materials, food for parents, supplies for hands-on activities). For example, no funding from Title I is used for Trunk-a-Treat, because the purpose of that event is not educational, but to provide a sense of community among Palm View's families. Transportation is offered to all School Advisory Council meetings and educational family involvement events, but parents do not ask for it. Title I funds the Graduation Enhancement Technician position and expenses such as transportation for making home visits.

Uploads

Please prepare evidences below. Refer to your Beginning of the Year Timeline and Title I Crate for resources and sample documents.

2016-17 Title I Crate

- Evidence of parent input in the development of the school SIP/Title I Plan and Title I Budget (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of parent input in the development of the school Parent and Family Engagement Policy (PFEP) (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)

2017-18 Title I Crate

- Copy of the school SIP or Title I Plan (charter)
- Copy of the Parent and Family Engagement Policy (PFEP) (parent-friendly version)
- Copy of the Parent-School Compact (Final in all languages)