**2017-2018 BELLEVIEW SANTOS ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan**

I, Brian Greene, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

**Assurances**

* The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
* Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the school plan to the local community.
* Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review and improvement of the school parent and family engagement plan.
* Use the findings of the parent and family engagement plan review to design strategies for more effective family engagement and to revise, if necessary, the school’s parent and family engagement plan.
* Provide each family with an individualized student report about the performance of their child(ren) on the State assessments. (ESEA Section 1116)
* Provide each family timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who has not completed the criteria for state level certification.
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Through trainings and support, Belleview Santos Elementary School will enable families to sustain and enrich the academic achievements of our students.

Our mission at Belleview Santos Elementary is to develop responsible students by focusing our efforts on academic achievement and developing the whole child by finding ways of enhancing each students learning opportunities.

Parents and staff play an integral role in the Belleview-Santos PFEP. Belleview-Santos welcomes parents and community members to be an active participant in the students learning process.

**Involvement of Parents**

Parents and staff invite parents and community members to participate in the classroom through such activities as reading, math, tutoring, and the like. In addition, organizations such as the Girl Scouts and Marion County Sheriff’s Office use the campus facilities and support the work of the school. Belleview-Santos has an active School Advisory Council consisting of various parent, staff and community member representatives who also work to support the school and initiatives focused on high quality instruction.

Belleview-Santos holds an annual orientation meeting, which is held during the first month of school to inform parents of the school’s participation in the Title I Program. Belleview-Santos also has an Open House meeting and invites parents to become School Advisory Council (SAC) members. The School has a School Advisory Council that consists of parents, community members and school staff. Parents are invited to participate and encouraged to come and attend the meetings. Information about the meetings is sent out to families by School Newsletter, Skylert phone messages the school calendar, in car line and through teacher communication with parents.

Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Belleview-Santos. More than 50% of the SAC are parent (non-employee) representatives. The SAC has input on how Title and Parent Involvement funds are used.

Parents will be advised of events through our schools website, monthly newsletters, automated telephone messages and the school’s marquee. Belleview-Santos offers workshops for all parents who want to learn the best way to impact their child’s education. We have a Volunteer Coordinator who recruits and trains parents and other interested adults with a desire to work with children in the classroom setting, or in other areas of the school.

**Coordination and Integration with Other Federal Programs**

Our school receives Title I funds based on free and reduced lunch counts. Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet the state standard expectations. Staff development, as well as Parental Involvement Trainings and Workshops, are coordinated with Title I, Part A.

Belleview-Santos coordinates with the Exceptional Student Education (ESE) department of Marion County Public Schools. Supplemental instructional support is shared with parents as they are invited and attend their child's Individual Educational Plan meetings. All 5th grade ESE students will attend articulation meetings at the end of 5th grade for transition to middle school. Articulation meetings help students understand what middle school expectations are and are designed to provide supports for these students as they transition and enter middle school. School staff follow the Multi-Tiered System of Supports process that integrates federal ESE programs for those students in need of specialized services, as well as for bringing parents into the process to program solve student needs and assisting with those needs at both school and at home.

The administration coordinates with the Grants & Federal Programs and ESOL Department to identify students in need of varying. ESOL paraprofessionals are placed at Belleview-Santos to provide students with the appropriate academic support they need to progress in their learning and/or a second language.

Belleview-Santos has a Title Voluntary Pre-Kindergarten (VPK) program. The VPK program is ran by the district office and housed at the area schools. This program is advertised in the schools with written information sent home to parents, as well as the radio and local newspaper. Success of the districts efforts is determined by the number of students attending and varying screening and assessment results compared with students who don’t attend VPK.

**Annual Parent Meeting**

Belleview-Santos develops an agenda and establishes a date for an Annual Informational Meeting (Parent Orientation). Belleview-Santos regularly holds this meeting on the date of the Parent Orientation Meeting, which is Tuesday, September 5th at 4pm. Belleview-Santos obtains a PowerPoint presentation from the Title I Staff for presentation to our attending parents. A Skylert phone message is sent to all parents, as well as flyers to our parents. The school will have sign-in sheets for those parents who attend.

The sign-in sheets, a copy of the agenda and PowerPoint is uploaded to the school’s jump drive for monitoring purposes and future accessibility.

**Flexible Parent Meetings**

Belleview-Santos teachers and administration will ensure that family engagement workshops and meetings are offered at flexible times for parents and families. All parents are invited via newsletters, Skylert phone message, and the school’s marquee. Childcare will be available for each meeting. Conferences are held before or after school. Conferences may also take place after hours via telephone*.*

**Belleview-Santos works closely with the district’s Social Work department. The school’s assigned Social Worker and Social Worker assistant make home visits on the school’s behalf to provide a number of family and student services. In addition, child care referrals for assistance are provided from the school Social Worker and/or School Counselor department.**

**Classroom teachers hold meetings to discuss student assessment results, expectations and goals for the school year with parents during individual academic conferences from September to November. This is documented through parent conference logs.**

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**Building Capacity**

Belleview Santos will build capacity by increasing the number of opportunities that parents have to learn strategies that will assist in their child’s education, as well as fun activities that improve school and community relations.

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Open House Title I Annual informational meeting.  Informational | Administration, District Parent Involvement Staff, Instructional Staff | Understand and implement No Child Left Behind Act to increase academic achievement through Parent Involvement. Demonstrations and strategies for solving real world mathematical problem. That will in turn help increase FSA and LEOCE’s scores. | September 5th, 2017 at 4pm | Parent Sign-in sheet,  Parent Evaluations, Flyers, Calendar, Skylert |
| Science Fair, and Special Areas Events  Academic, Informational | Assistant Principal, Academic Coach | Parents and families will learn about the scientific process and ways to integrate reading, science and math learning. Science scores on FSAs and Science LEOCEs will increase. | February 8th, 2017 at 4pm | 40% or more parents/families of students will attend.  Agenda,  Parent sign-in sheet,  Parent Evaluations |
| “Pastries for Parents”  Read In  Academic, Informational | Assistant Principal  Literacy Content Specialist  Parent Liaison  Dean | Parents are taught reading strategies, they can work with their child at home to increase their children’s reading abilities. Scores on FSA and RWAs will increase, as well as FSA and LEOCEs. | March 8th, 2017 at 7am | 50% or more of parents/families will attend.  Agenda,  Parent sign-in sheet,  Parent Evaluations |
| Academic Parent Day | Parent Liaison (Mrs. Kelley) | Parent will participate in Reading, Math and Science standards based activities with their children to gain understanding students’ academic expectations. Activities will increase FSA and LEOCE test scores. | January through March | Notice In Newsletter, Parent Sign In,  Parent Survey |

**Staff Training**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Provide staff with follow up information regarding the value of involvement and grade subject specific training for teachers on how to help parents understand the content, assessments, proficiency, and how they can support the child’s learning, empower parents, increase student learning and engagement. | Administration | Improve communication among parents and school personnel as well as develop a working relationship. | August 30, 2017 at 1pm | Copies of agendas and handouts, sign in sheets. |
| Parent Portal training on what information is available to parents so that teachers can share with parents and encourage them to sign-up. | Principal/Assistant Principal | Student Scores on District assessments will increase. | August 30, 2016, 1pm | Teacher sign-in sheets  Parent Portal report (number of parents registered) |
| Florida Standards Trainings for sharing information with parents to engage them in assisting their child from home to meet the standards. | Administration, Coaches, Lead Teachers | Training for teachers on the new FSA standards will result in higher achievement and proficiency on the FSA tests in grades 3-5th grade. | August 30th and September 27th, 1pm | TNL reports,  Teacher sign-in sheets  Agenda |
| Identifying the Gifted Child | Guidance Counselor | Teachers will identify gifted traits in students, communicate with parents and identify potential students for gifted screening. | All year | Teacher sign-in sheets,  Agenda  (Number of referrals for the gifted program will increase.) |

**Other Activities**

**Belleview-Santos offers a variety of opportunities and materials to assist families with their child’s academic needs. Parents are encouraged weekly through a parent Skylert phone message.**

* Parent Resource Room - A Parent Resource Room is equipped with a computer to allow parents/families to log on and register to the Parent Portal. A Parent Involvement Library gives information and suggestions on academics and behavior. The Parent Resource Room is maintained by the Parent Liaison and is open every school day from 8:00am-3:00pm.
* Each parent will receive a calendar of events which provide important dates for parent involvement throughout the school year.
* A Parent-School Compact will be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators. Teachers will use/review (revise if needed) this compact in discussions with parents concerning their child’s progress.
* Each child will receive a planner that allows for written communication between the teacher(s) and parents. Planners will be updated often with academic notifications and will require a parent signature.
* District parent survey dates will be advertised on the school’s marquee, website and newsletters in a timely manner. Parents will also receive information on the use of school computers, if needed.
* Volunteer & Mentor Appreciation Program - At the beginning of the year (September) recruitment and training will be offered to potential volunteers and mentors by the Dean of Students. At the end of the year (May) a breakfast will be held to celebrate their service and commitment by the administrative team. Teacher input surveys are collected in May to gauge the effectiveness of the program.
* The Title I Mobile Resource Van will visit the school campus 4 times during the school year. Notification of the date of the visit(s) of the Title I Resource Center will be sent out via newsletter, Skylert calls, and noted on the marquee/website for all parents.
* Parents and families will be encouraged to visit the District Title I Parent Resource Center and our teachers will utilize the teacher checkout program that the center offers.
* Home School Connection Newsletters will be sent home monthly (Beginning Reading Pre-K-2, Science and Math 3-5) and a link will be shared in the parent newsletter.
* School Carnival as a yearly community event that is held at the school for families and instructional personnel to interaction in a positive community environment. This will occur on May 11, 2017 at 4pm.

**Communication**

Notice for all meetings and Title I programs are sent home in flyers two to three weeks prior to the meeting or event. This information is also shared through Skylert calls home and the monthly parent newsletter. At the annual meeting of parents in September, Belleview-Santos will hold a general meeting where information is presented about Title I programs, curriculum, and academic assessments. Parents will learn about the schoolwide program, how to schedule parent teacher conferences and opportunities for participation in decisions related to the education of their child.

During classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be available in an informational packet in the front office for all parents unable to attend. Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone texts, and emails in an attempt to reach parents who do not or cannot participate to seek input and increase involvement. Home visits are provided by the school’s Social Worker and Social Worker Assistant. The complete PFEP will be posted on our website.

School to home communications are available in English and Spanish. Translators are available for parent meetings or telephone calls to provide translation services to ensure that parents are able to fully participate in parent meetings and activities. If other languages are needed, our local Title I office will be contacted to assist with a translator. The PFEP will be summarized into a brochure to be printed in English and Spanish, and provided to all parents. The brochure will outline the major components of the policy. Also, hard copies will be available in the office and the parent resource room.

In addition, individual conferences and information on technology for accessing the parent portal and district curriculum website is shared with parents. This provides individual help to parents for how to log-in and access the Parent Portal and district curriculum website to assist their child.

**Accessibility**  
Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made. Belleview-Santos is also is ADA accessible to meet the needs of our disabled parents. Also, all communication is translated into the native language of families. ESOL translators are available to help meet the needs of Spanish-speaking parents.

**Discretionary Activities (optional)**

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| **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| Welcome back Orientation  Informational | Principal,  Assistant Principal | By providing resources to encourage and support literacy development at an early age to parents and families, grades K-2 and 3-5 students will make gains in reading as displayed in FSAs, RWAs, and LEOCEs. | August 9th, 2017 at 10am | Agenda,  Parent sign-in sheet,  Parent Evaluations |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities. | Tutor for Kids and Reading Pals serves students weekly at the school. | Administration/  Tutor for Kids/Reading Pals representatives. | Students will become more engaged in school work.  Behavior referrals will decrease. | Throughout the 2017-2018 school year, starting in August/September. |
| Safe Trick or Treat  Fun | Administrators and Instructional Staff | Annual event that helps strengthen relationships between parents and the school in meaningful ways that will improve parent and school relationship. | October 27th, 2017 at 5pm | Agenda,  Skylert, Flyers, School Calendar |