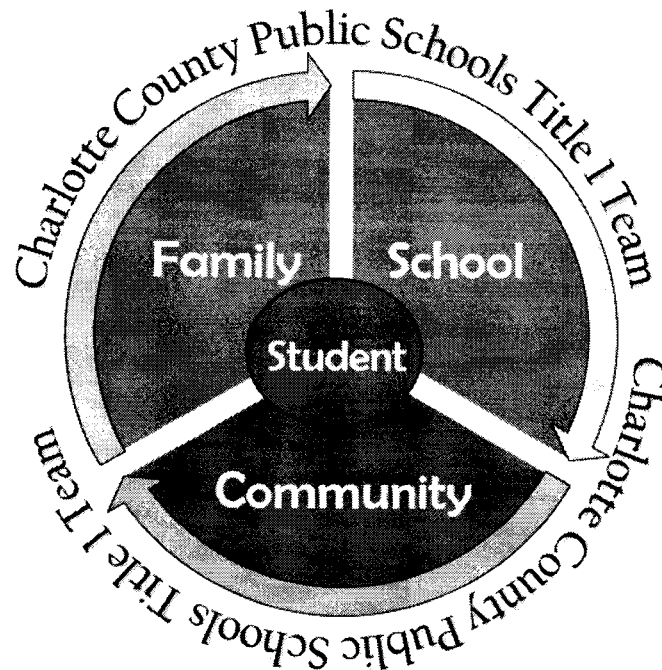


# Parent & Family Engagement Plan 2017-2018

*PFEP Formally know as PIP*



**DEEP CREEK ELEMENTARY SCHOOL**

2017-2018

## INSTRUCTIONS

1. Complete the following sections of the Parent & Family Engagement Plan (PFEP).
2. To be considered *complete* each section needs to have all the components included.
3. Upload to Google Doc **May 19th, 2017**.

# Evaluation of 2016-2017 PIP

## BUILDING CAPACITY

Content & Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Literacy/Math/Science Nights	4	1,500	Preparation for Florida Standards Assessment
Parent Family Engagement Planning Team Training	1	5	Development of academic goals and strategies
Title I Faculty Trainings - Monthly	12	47	Parent Involvement to increase student achievement
Parent Institute Weblink	Ongoing	640	Parent Involvement to increase student achievement
Student Led Conferences	2	1,900	Parent Involvement to increase student achievement
School Newsletter	9	640	Parent involvement to increase student achievement

Pre-K Home Visits	2 per year	20	Parental involvement to support student readiness to learn
Family Reading Experience	34	1,300	Parental involvement to increase student reading
FL Plan Standards Parent Workshop	5	150	Parental involvement to increase student achievement
Watch Dogs	2	332	Parent Involvement to improve student achievement
Grade Level Parent Meetings	6	700	Parental involvement to improve student achievement
Kindergarten Open House	1	90	Parental involvement to improve student achievement
Kindergarten Round-up	1	90	Parental involvement to improve student achievement
School PEP Meeting	1	6	Parent Involvement to increase student achievement
Science & History Fair	3	2,000	Parental involvement to increase student achievement.
Literacy Council Monthly Meetings/Events	9	10	Parental involvement to increase student achievement
Family Engagement Conferences	1	2	Parental involvement to increase students achievement

## STAFF TRAINING SUMMARY


<b>Content &amp; Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
Parent and Family Engagement Planning Team Training	1	6	-Parent Involvement to increase student achievement

Title I Para III Monthly PLC	9	1	Increase parental involvement to increase student achievement
PFEP quarterly meetings	1	6	Increase parental involvement to increase student achievement
Collaborative Classrooms	12	15	Increase student achievement
Faculty Learning Meetings - Weekly	18	50	Increase parental involvement to increase student achievement
Data Team Meetings - three times annually	3	40	Increase parental involvement to increase student achievement
Literacy Council monthly meetings	10	10	Parental involvement to increase student success
Thinking Maps Faculty Meetings	10	10	Increase parent involvement to increase student achievement
Kagan Faculty Learning Meetings	12	50	Parent Involvement to increase student achievement
Child Talk	60	40	Parent involvement to increase student achievement
Family Engagement Conference	1	3	Parent involvement to increase student success

# PARENT & FAMILY ENGAGEMENT PLAN 2017-2018

## ASSURANCES

- ☐ The parents of Title I students are involved in decisions about how Title I funds are spent.
- ☐ A description of how your school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
- ☐ The plan was jointly developed/ revised with parent and made available to the local community.
- ☐ The parents and families are involved in planning, reviewing and improving the schoolwide program.
- ☐ How the plan uses the findings of the parent and family engagement plan to review design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- ☐ The school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- ☐ 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 teacher who is assigned out of field.
- ☐ The school will provide each family with an individualized student report about the performance of their child(ren) on State assessments. [ESEA section 1116]

  
Principal's Signature

5/17/17  
Date Signed

## MISSION STATEMENT

The Deep Creek Family is devoted to inspiring successful leadership in all we do.

- ☐ The parent and family engagement plan is a shared responsibility.
- ☐ The parent and family engagement will assist in providing high quality instruction for all learners.

## INVOLVEMENT OF PARENTS

- ☐ The school will involve the parents and families in 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.

DCES posted the call for stakeholders for family engagement and formed a Parent and Family Engagement Team (PFET) including two parents, two teachers, and Title 1 Para AFA, Guidance Counselor, Lead Teacher, and one administrator. New members were recruited to replace others who moved on from DCES. On May 8, 2017, the team attended the district Title 1 training. The PFET will plan to meet three times annually to review, revise, and implement strategies. The PFET is responsible for developing the school Parent and Family Engagement Plan. This information is reviewed and approved by the School Advisory Committee. Parents complete a survey annually where they have the opportunity to offer suggestions for Title 1 budget usage and parent involvement activities.

## COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

- ☐ The school will coordinate and integrate parent and family engagement programs and activities.
- ☐ The school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Program	Coordination
Title III & Title x	Family Reading Experience
Head Start, VPK	Help preparing Pre K students for Kindergarten
Title III & Title x	Literacy/Science/Math/History Fair/STEM Night
Title III & Title x	Grade Level Parent Nights
Title III & Title x	SAC Meetings
Title III & Title x	Student Led Conferences
Head Start, VPK	Kindergarten Round Up
Title X	Social workers, working with families through the Homeless Coalition
Head Start, VPK	Kindergarten Orientation
Title III & Title x	Watch D.O.G.S. (Dads of Great Students)
Title III & Title x, Head Start, VPK	Teddy Bear Picnic

## ANNUAL PARENT MEETING

- ☐ Description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program.

- ☐ Description of the nature of the Title I program that is shared with parents (schoolwide or targeted assistance)
- ☐ Description of how the meeting will cover (AYP), school choice, and the rights of parents are covered at the annual meeting.

<b>Activity/Tasks</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Parent Connect Phone Call announcing the Annual Title I Meeting (English and Spanish)	Principal, Assistant Principal	August 2017	Log of Phone Calls
Marquee notice two weeks before school meeting	Assistant Principal	July-August 2017	Sign in sheets
Title I Annual Meeting	Principal, AP, Staff, Transistors	August 2017	Parent sign in sheets/Agenda
Notes of meeting for families unable to attend and new families	Principal, AP, Staff, Translators	Throughout the 2017-2018 school year	Typed minutes and date shared, agenda, sign in, minutes
School Website	Teacher/Webmaster	August 2017	Sign in sheets
Postcards mailed to every parent	Principal	August 2017	Sign in sheets

## **FLEXIBLE PARENT MEETINGS**

- ☐ How the school offer a flexible number of meetings, such as meetings in the morning or evening.
- ☐ How the school provides, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement. [ESEA Section 1116]



- \*Family Reading Experience is open to families weekly on Wednesdays 7:30-8:35 and one Wednesday per month from 5:30-6:30. All family members are welcome.
- \*Grade Level Parent Night Training in the evening prior to FSA - Spring 2018
- \*Monthly SAC meetings (evening).
- \*Literacy, Science, Math nights.
- \*STEM Wars in the evening.
- \*Watch D.O.G.S. (Dad's of Great Students) meetings - Pizza Night (evening) and Breakfast (morning)
- \*Student Led Conferences - one morning and one evening event.
- \*Variety of Family Workshops offered at flexible times - child care provided upon request.
- \*Parents have an opportunity to request convenient meeting times on the parent survey.
- \*Home visits to Pre-K families by Pre-K staff at flexible times by appointment.
- \*Student recognition awards program during morning hours.
- \*Music Programs mornings and evenings throughout the year.

## BUILDING CAPACITY

- ☐ The school will implement activities that will build the capacity for meaningful parent/family involvement.
- ☐ The school will implement activities that will build relationships with the community to improve student achievement.
- ☐ The school will provide materials and trainings to assist parents/families to work with their child(ren).
- ☐ The school will provide other reasonable support for parent/family engagement activities.

<b>Content and Type of Activity</b>	<b>Person(s) Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Literacy/Math/ Science Nights	Lead Teacher, Title I Para III	Enhancing standards based curriculum	Quarterly, SY 2017-2018	Flyers, invitations, parent surveys, phone logs, agendas, sign in sheets, minutes
Parent & Family Engagement Training	Title I Resource	Development of academic goals and strategies	May 2017	Parent Engagement Action Plan
Student Led Conferences	Grade Level Instructional Leaders	Parent involvement to increase student achievement	SY 2017-2018	Parent sign in
School Newsletter	Adrienne McElroy, Principal	Parent involvement to increase student achievement	SY 2017-2018	Parent survey
Pre-K Home Visits		Parent involvement to support student readiness	ongoing	Teacher log/Conference forms
Family Reading Experience	Title I Para	Parent involvement to increase student achievement	Ongoing SY 2017-2018	Parent sign in
Watch D.O.G.S.	James Vernon, Assistant Principal	Parent involvement to increase student	August 2017	Sign in sheets/ agenda

		achievement		
Grade Level Parent Meetings	Grade Level Program Planners	Parent involvement to increase student achievement	September 2017	Sign in sheets
Kindergarten Open House	KG team	Parent involvement to increase student achievement	August 2017	Invitations/ Agendas/Sign in sheets

## STAFF DEVELOPMENT

- ☐ Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contributions of parents/families.
- ☐ Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in how to reach out to, communicate with, and work with parents/families as equal partners.
- ☐ Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
PFET Planning Day	Title I Para and	Increase parent	May 2017	Sign in

	Principal	involvement to increase student success		sheets
Title I Para III Monthly PLC	Renee Wiley, Title I Liaison	Increase parent involvement to increase student achievement	SY 2017-2018	Sign in sheets
PFET Quarterly Meetings	Adrienne McElroy, Principal	Increase parent involvement to increase student achievement	Ongoing SY 2017-2018	Sign in sheets
Faculty Learning Meetings	Adrienne McElroy, Principal	Increase parent involvement to increase student achievement	Ongoing SY 2017-2018	Agenda & sign in sheets
Data Team Meetings - three times annually	Marie Brown, Lead Teacher	Increase parent involvement to increase student achievement	Ongoing SY 2017-2018	Agenda, sign in sheets, student data
Thinking Maps Faculty Meetings	Marie Brown, Lead Teacher	Increase parent involvement to increase student success	Ongoing SY 2017-2018	Agenda, sign in sheets
Kagan Faculty Learning Meetings	Marie Brown, Lead Teacher	Increase parent involvement to increase student success	Ongoing SY 2017-2018	Agenda, sign in sheets
Child Talk	Core Team as case managers, teachers	Increase parent involvement to increase student achievement	Ongoing SY 2017-2018	Notes
Family Engagement Conference	Denise Bourne, Title I AFA	Increase parent involvement to increase student achievement	November 2017	Sign in sheets, surveys

## OTHER ACTIVITIES

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

\*New families checklist and video on website to welcome new families. School tours lead by Lead Teacher, Title I AFA and Student Leaders using QR codes.

\*Title I Family Resource Center open weekly coordinated by the Title I Family Achievement and Family Associate.

\*Student-Led Conferences/Data Days semi annually coordinated by the Grade Level Instructional Leaders

\*Curriculum Nights/Math, Science, Literacy, STEM organized and facilitated by teacher leaders for the subject area during the school year.

\*Grade-Specific FSA Parent Information Nights held in January and facilitated by the Lead Teacher and Guidance Counselor.

\*School website links to resources for parents/students ongoing facilitated by webmaster.

\*Watch D.O.G.S program to gain more male role models on campus. coordinated by Assistant Principal.

\*Parent Institute Website link ongoing and facilitated by CCPS.

\*Student Planners to communicate with families.

\*Family Engagement Conference for Staff and DCES Parents.

## COMMUNICATION

- ☐ The school will provide timely information about the Title I programs.
- ☐ The school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.
- ☐ If parents request, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).
- ☐ The school will submit parents/families comments if the schoolwide plan is not satisfactory to the. [ESEA Section 116]

Title I Annual Meeting on 8/2017, families will receive required information on Title I and opportunities for parenting, learning at home, volunteering and decision making available during the SY 2017-2018.

\*School website

\*Grade level standards and state assessment link on our school website and distributed at grade level meetings.

\*Quarterly PFET meetings.

\*Parent Survey data report utilized to plan meetings.

\*Unsatisfactory comments from parents will be submitted to the Title I office.

\*iReady Progress reports sent three times annually.

\*Link to new FL Standards assessment on the DCES website.

\*PFET

\*School Advisory Committee.

\*Informational Guide/Calendar sent home with youngest child in each family.

\*Documentation will be maintained in the Title I Monitoring CRATE.

## ACCESSIBILITY

- ☐ Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.
- ☐ Describe how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

\*Translation will be available as is practical and needed provided by school and district staff.

\*Parent Guides & School Calendar provided to each family in English/Spanish and available on the District and school website.

\*Use TransAct website to produce informational letters in various languages.

\*Use translators when necessary.

\*Parent Institute Weblink available in English/Spanish.

\*For parents who are unable to attend the school events due to disability/ies, school information will be located on school website, district website, teacher website, through teacher contact, phone calls and sent home hard copy form.

\*New families receive a Title I Parent Guide and Title I brochure.

\*Documentation is maintained in Title I Monitoring CRATE

## DISCRETIONARY ACTIVITIES (optional)

- ☐ Any activities that are not required, but will be paid through Title I, Part A Funding (for example, home visits, transportation for meetings, activities related

to parent/family engagement. etc.)

Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline

## BARRIERS

- ☐ Describe the barriers that hindered participation by parents during the previous school year.
- ☐ Describe the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents /families of migratory children).

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Work schedule conflicts.	Hold meetings and events at flexible times.	Principal, Teachers, Title I AFA	SY 2017-2018
Child care for parents when attending events	Provide child care at meetings and events	Principal	SY 2017-2018



## PARENT-SCHOOL COMPACT

- ☐ Evidence of parent involvement in development, participation, and review of parent-school compact
- ☐ Compact outlines how parents, the school staff and students will share in the responsibility for improved academic achievement.

## SCHOOL BROCHURE

- ☐ Update all dates
- ☐ Update staff names (must have Principal and AFA names)
- ☐ Review & update information
- ☐ Remember to include:
  - ☐ School web site
  - ☐ School address
  - ☐ School phone number
  - ☐ Family Center days and times
  - ☐ Parents Right to Know
  - ☐ Parent/Family Engagement information
  - ☐ Title I Information (overview)
  - ☐ Student Success Plan information
- ☐ **Must be reviewed by Renee BEFORE being sent to Print Shop.**