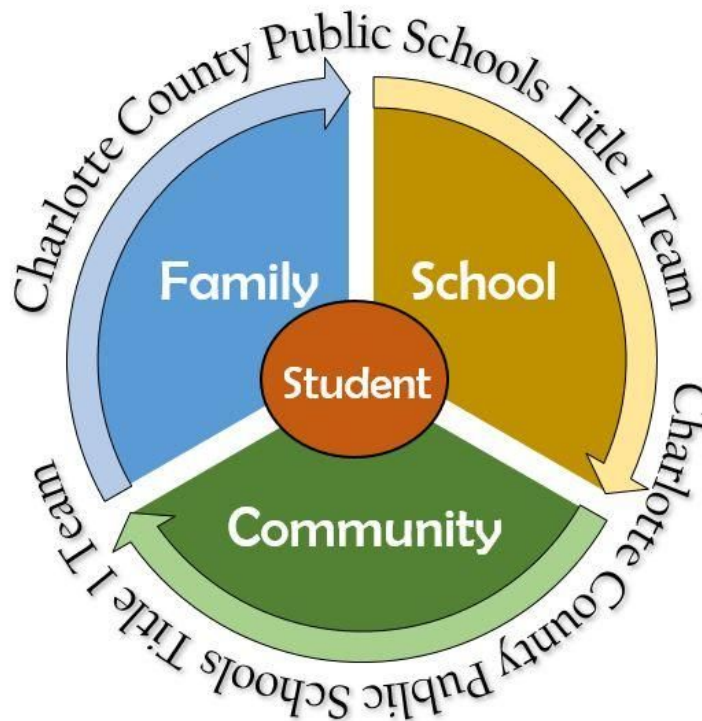


# Parent & Family Engagement Plan 2017-2018



*PFEP Formally know as PIP*



**VINELAND 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
Individual Parent/Teacher/Student Data	1	386	Involving parents in school community to increase student achievement
Student Led Conferences	1	273	Involving parents in school community to increase student achievement
Family Reading Experience	35		Involving parents in school community to increase student achievement
Academic Family Nights	2	500	Involving parents in school community to increase student achievement
Annual Title I Grade Level "Keys	1	251	Involving parents in

to Success" Parent Night meetings			school community to increase student achievement
Volunteer pamphlet	1	500+	Increasing student achievement and parent involvement
Annual Volunteer Orientations	1	16	Increasing student achievement and parent involvement
Vocabulary Building	1	8	Increasing student achievement
FSA Workshop	1	10	Increasing student achievement
PIPT Training Meetings	1	10	Increasing student achievement
Parent Institutes - Weblink	1	500+	Increasing student achievement
KG Roundup	1	56	Increasing student achievement
KG Orientation	1	44	Increasing student achievement
Papas, Pastries & Paperbacks	8	200+	Increasing parent Involvement and student achievement
Family Engagement Conference	1	10	Increase Student achievement and parental involvement
Partners in Education			Increase Student achievement and Parent Involvement
8 Habits of Highly Successful Moms	8	100+	Increase Student achievement and parent involvement

## STAFF TRAINING SUMMARY

Content & Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Family Involvement Planning Team monthly meetings	4	7	Encourage parent/faculty

			interaction & involvement to increase student achievement
Review of FI Data & Action Plans with faculty	1	50	Encourage parent/faculty interaction to increase student achievement
Family Involvement Planning Team Training	1	10	Development of academic goals and strategies aligned to SSP/SINI Plan
Data Team Meetings	2	50	Increase Student achievement
Family Engagement Conference	1	10	Increase Student Achievement and increase parental involvement

# PARENT & FAMILY ENGAGEMENT PLAN

## 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

---

Date Signed

## MISSION STATEMENT

(OPTIONAL)

- ❑ 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.

The Vineland Elementary School Family Engagement mission is to foster an environment in which child, parent & teacher synergize to ensure family success.

## 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.

Our Family Involvement Team includes three parents, four teachers, the school counselor and an administrator. In May, the team will attend a district Title 1 training to review FIP strategies, celebrate successes and develop an action plan. The team will meet regularly to review, revise and evaluate implemented team strategies. The Team will garner support from stakeholders to implement strategies. In the fall, SAC will review the FIP and offer suggestions. The Team will then approve the FIP. As members leave the committee, new members will be added and trained.

## 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
<ul style="list-style-type: none"> <li>Title 1, Title III, Title X, Head Start and VPK</li> </ul>	Title 1 paraprofessional coordinates the Family Reading Experience (FRE), works with parents, teachers and community, as well as scheduling special events for the FRE.
<ul style="list-style-type: none"> <li>Head Start, VPK</li> </ul>	Head Start PreK teachers conduct at least two home visits for each student. The Head Start office provides mileage and travel reimbursements for the teachers
<ul style="list-style-type: none"> <li>VPK</li> </ul>	School personnel and VPK teachers coordinate meetings with parents, teachers, and students to assist parents with transitioning from PreK to KG.
<ul style="list-style-type: none"> <li>Title I, Title III, Title X</li> </ul>	Faculty members use academic professional learning communities to work with instructional staff and Title I paraprofessionals to coordinate Family Academic Nights in all disciplines.
<ul style="list-style-type: none"> <li>Title I, Title III, Head Start, VPK</li> </ul>	District member of Title I team will present a number of parent-help sessions on campus to ensure parents are aware of home strategies for student success.
<ul style="list-style-type: none"> <li>Title III</li> </ul>	FRE program provides materials in Spanish for bilingual students
<ul style="list-style-type: none"> <li>Title I, Title III</li> </ul>	Title I paraprofessional has programs available for families learning English.
<ul style="list-style-type: none"> <li>Headstart, VPK, Title I</li> </ul>	Title I personnel facilitate training with parents to assist with PreK to K transition. Helping Prepare Your Pre-K Child for Kindergarten Math
<ul style="list-style-type: none"> <li>Headstart, VPK, Title I</li> </ul>	Kindergarten Orientation, School personnel and Title I Paraprofessional work with students and parents to facilitate successful transition to Kindergarten and increase student achievement
<ul style="list-style-type: none"> <li>Title I and Title III</li> </ul>	Title I Paraprofessional works with parents of new Kindergarten students in small groups to encourage further parent involvement and increase student achievement

<ul style="list-style-type: none"> <li>• Title X</li> </ul>	Homeless liaison assist families in need and provides families with necessary resources.
<ul style="list-style-type: none"> <li>• Title 1 and III</li> </ul>	Grade Level teams collaborate with families for better overall understanding of Florida Standards, as well as student data in order to provide families with at-home strategies to increase student academic performance.

## 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.

Activity/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
Parent Connect Phone call announcing Annual Title I Meeting  (English and Spanish)	Principal/Select Student Leaders	8/17-9/17	log of calls
Marquee Notice two weeks before meeting	Principal	8/2017-9/2017	Photo shot of marquee
Information about meeting posted on main page of school website	Asst. Principal	8/2017-9/2017	Screen shot
Annual Title I Grade Level "Partners in Education" meetings	Principal, AP, staff, translators	8/17-9/17	Sign in Sheets



Title I section on school website with AYP, SES & Parent Rights Information	Webmaster	Throughout 17-18 school year	Screen shot of website
Monthly Title I information in school newsletter with AYP, SES, & Parents Rights information	AFA, Asst. Principal	Monthly throughout 17-18 school year	Copies of newsletters
Remind Phone Communication	Principal	as needed	screenshot of membership

## 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]

The school will review parent survey information and offer meetings and trainings at various times and on various days of the week.

- Family Reading Experience open to families on Wednesday mornings, Thursday Afternoons, and by appointment. All family members welcome.
- Monthly FIPT meetings held at a time agreed up by committee
- PTO Meetings monthly. Child care will be provided
- SAC Meetings monthly. Child care will be provided
- Family Involvement activities (i.e. Reading Nights, Science Nights, Math nights, etc.) held in evenings. Children are invited to participate.
- Two classroom data conferences are scheduled.
- Parent training workshops scheduled in the mornings, after students are in class
- Papas, Pastries & Paperbacks and 8 Habits of Highly Successful Moms

## 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>
Individual Parent/Teacher /Student Data	Teacher	Involving parents in school community to increase student achievement	November, 2017	Invitations, Flyers, agenda, sign-in sheets
Family Reading Experience	AFA	Involving parents in school community to increase student achievement	Weekly	Invitations, Flyers, agenda, sign-in sheets
Academic Family Nights	Principal, AP, Teachers	Involving parents in school community to increase student achievement	Quarterly	Invitations, Flyers, agenda, sign-in sheets
Annual Title I Partners in Education Meeting	Principal, AP, Teachers	Involving parents in school community to increase student achievement	Aug/Sept, 2017	Invitations, Flyers, agenda, sign-in sheets

Volunteer Pamphlet	Family Involvement Planning Team	Increasing Student Achievement and parent involvement	Sept, 2017	Volunteer Pamphlet
Annual Volunteer Orientation	Family Involvement Planning Team	Increasing Student Achievement and parent involvement	Sept, 2017	Invitations, Flyers, agenda, sign-in sheets
FSA Workshop	Title I Resource Staff	Increasing Student Achievement and parent involvement		
FIPT Training Meetings	Principal, FIPT Team, AFA	Increasing Student Achievement	Quarterly	Sign-in Sheets
Parent Institute-Web link	Title I District Staff	Increasing Student Achievement	Aug - May 2018	Better Informed Parents
KG Roundup	Principal, AP	Increasing student achievement	April, 2018	Invitations, Flyers, agenda, sign-in sheets
KG Orientation	Principal, AP, Teachers	Increasing student achievement	May, 2018	Invitations, Flyers, agenda, sign-in sheets
Papas, Pastries & Paperbacks/8 Habits of Successful Moms	Family Involvement Planning Team, JR Probst, Sharon Costedio	Increasing parent involvement and student achievement	Monthly	Invitations, Flyers, agenda, sign-in sheets
Partners in Education	Admin/Faculty	Increase Student achievement and Parent Involvement	Sept/Nov, 2017 & March, 2018	Sign-in Sheets
Family	Family	Increase	Nov., 2017	Registration

Engagement Conference	Involvement Planning Team/District Title I	Student Achievement and parental involvement		
-----------------------	--	--	--	--

## 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
FIPT Meetings	FIPT Chair	Encourage parent/faculty interaction & involvement to increase student achievement	Quarterly	Agenda, Minutes
Review of FI Data & Action Plans w/faculty	FIPT	Encourage parent/faculty interaction &	Sept, 2017	Agenda, Sign In sheets

		involvement to increase student achievement		
Family Involvement Planning Team Training	Title I Resource Staff	Development of academic goals and strategies aligned to SSP Plan.	Spring, 2018	Parent Involvement Action Plans
Data Team Meetings	Lead Teachers	Increase Student Achievement	Fall, 2017	Agenda, Sign-in Sheets
Family Engagement Conference	Title I District	Increase Student Achievement and Increase Parent Involvement	November, 2017	Registration

## 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]

The Family Resource Center, facilitated by the Title I AFA has materials for parents, access to computers, and offers workshops throughout the year on subjects such as Helping Your Child with Homework, and Understanding the FSA.

Academic Family Nights, such as STEM Night and Reading Night, will be planned, coordinated, and hosted by staff throughout the school year. Individual Parent/Teacher/Student Led Data Day will be held in November, 2017. Student data notebooks will be compiled in class with the teacher. Teachers will facilitate as each student utilizes his own data/leadership notebook to share with parents during student led conferences. Documentation of all activities will be maintained in the Title I Monitoring Box.

## 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 parent/family. [ESEA Section 116]

Title I Annual Grade Level "Partners in Education" Parent Night Meetings in August and September will provide information on Title I and opportunities for parenting, learning at home, volunteering, and decision making available during the SY17-18. Links on school's website for access to FLDOE and Florida Standards, as well as information in Family Handbook located in Students' Agendas explaining how to access Standards.

·School website with links will provide Title I information.

·Grade level standards and Florida standards link on school website, and distributed at grade level meetings.

·Parent Survey data report will be utilized to plan meetings.

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

.Title I Binder, "We're A Title I School, Read All About it" located in front office and Family Center

Documentation of all activities is maintained in the Title I Monitoring Box.

## 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.

- Translated information for front office staff to use when assisting parents
  - Translator on staff to assist parents.
  - Notices sent home are translated into Spanish.
  - Translator at parent workshops/family nights to assist English Language Learners.
  - Family Resource Center will have activities facilitated by translator targeting involvement of families once per month.
  - English instruction utilizing Brain Pop program.
  - Parent volunteers will be encouraged to participate at all levels in the school community.
  - New Parent volunteers will be oriented/trained twice yearly.
  - \*Parent Guide sent home to each family and link on District and School Website in both English and Spanish.
  - \*Parent Institute weblink in English and Spanish on District and School website.
  - \*Welcome packets are distributed to new families containing Title I and Parent Information.
  - \*Upon request, workshop information will be sent home to families unable to attend.
- Documentation of all activities is maintained in the Title I Monitoring Box.

## 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
Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]	Partners in Education Nights - Meets three times throughout the school year to develop collaboration between school and families to increase parental involvement, students academic performance and improve academic success.	Admin/Faculty/VES, Families	Increase in student academic performance and parent participation	Aug.& Nov. 2017, March 2018
Adopting and	Partners In	Admin/Faculty/	Increase	Aug.& Nov.



implementing model approaches to improving parental involvement [Section 1118(e)(11)]	Education Nights	VES, Families	in student academic performance and parent participation	2017, March 2018

## 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
Parent Attendance and school events	Offered Child Care & Staggered scheduling of events	Principal, AP	As needed

## 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
  - ☐ Patents 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.**