Parent & Family Engagement Plan 2017-2018

PFEP Formally know as PIP



**MURDOCK MIDDLE 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

2017-2017 PIP

# BUILDING CAPACITY

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| **Content & Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| Annual Title I Meeting | 1 | 15 | Parents will be informed on the Title I program, ways to be involved (SAC and PTO), supplemental materials available to the school, and the parent/school compact. |
| Monthly SAC meetings | 10 | 6 | Parents will be informed of and participate in the creation of the student success plan, the parent involvement plan and school initiatives. |
| Monthly PTO meetings | 3 | 1 | Parents will be involved in the organization of school fundraisers and planned family events taking place at the school. |
| Monthly Family Event | 10 | 50 | Parents will receive information on their child's academic progress and how to better assist their children at home. |
| Parent Notification and continuous connection to student success | 6 | 750 | Parents are provided with content-specific information and strategies to assist their students. |
| Automated phone calls | 28 | 750 | Parents will be notified of all school events and be updated on academic progress |
| School Marquee | 36 | 120 | Parents will be notified of all school events |
| 5th Grade Riser Night | 2 | 100 | Parents will receive information regarding expectations and keys to middle school success. |
| Parent Institute Link | 0 | 0 | Parents will receive information on strategies for helping their children to be successful. |
| District PIPT Training Day | 1 | 8 | Best practices for family engagement to increase student achievement. |
| School PIPT Meeting | 2 | 4 | Best practices for family engagement to increase student achievement. |
| Mariner Family Resource Center | 180 | 30 | Parents will receive information on ways to help their children have a successful school experience. |
| Family Involvement Conference | 1 | 2 | Family engagement strategies to increase student achievement. |
| Parent Phone Tree | 2 | 3 | Parents will be notified of all school events |

# STAFF TRAINING SUMMARY

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| **Content & Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| Technology Training: Office 365, Focus and Edline | 4 | 38 | Teachers will be better able to communicate expectations and student progress to parents through email and the use of their teacher webpage. |
| Data Training | 3 | 38 | Professional development on accessing and interpreting student data through quarterly assessments. |
| Title I AFA Monthly PLC | 9 | 1 | Best practices in family engagement to increase student achievement. |
| District PIPT Training Day | 1 | 8 | Best practices for family engagement to increase student achievement. |
| School PIPT Meetings | 2 | 3 | Best practices for family engagement to increase student achievement. |
| Faculty Staff Meetings | 20 | 50 | Teachers will receive strategies to better communicate with and involve parents in the classrooms. |
| Family Engagement Conference | 1 | 2 | Family engagement strategies to increase student achievement. |
| Faculty, Department and grade level PLC | 20 | 38 | Teacher will collaborate to better align their instruction and find ways to incorporate parents in their instructional practices. |

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]

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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.

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# 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.

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| SAC, Annual Parent Meeting, PIPT Team |

# 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]

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| Program | Coordination |
| Title II | Staff Professional Development- Kagan Cooperative Learning Training |

# 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.

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| **Activity/Tasks** | **Person(s) Responsible** | **Timeline** | **Evidence of Effectiveness** |
| PowerPoint Presentation to SAC  | AFA/Instructional Coach | August | Sign-in Sheets |
| PIPT Team Meetings | AFA/Instructional Coach | September/February | Sign-in Sheets |
| Open House Recruitment | AFA | August | Number of parents on PIPT team |
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# 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]

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| Evening conferences during Teacher Work Days (half day/half evening)Daytime events for students/parent conferences with teachers. |

# 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.

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| **Content and Type of Activity** | **Person(s) Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Data Morning/Night | PIPT Team/ Teachers | Higher Achievement Levels | Once each semester | Sign-in sheets, number of course failures |
| Parent Conferences scheduled during planning days | PIPT Team/Teachers | Increase parent involvement in academics | Once per quarter | Sign-in sheets, number of course failures |
| Dinner with FSA Practice Test/I-Ready Simulation- Preparing for testing. | PIPT Team | Increased awareness of mandated testing | February | Sign-in sheets, FSA Test Scores, comparison of EOY from 16-17 to 17-18 |
| Parent/student reading group- Book Club | PIPT Team | Increase literacy and reading achievement levels | Semester One | Sign-in sheet |
| Continuation of 16-17 Events | AFA | Increase in student achievement | Once per month | Sign-in Sheets |
| Open House | PIPT/Teachers | Build relationships to promote academic achievement | August | Sign-in sheets |
| Spaghetti with Study Skills Dinner | PIPT/ AFA | Increase at-home involvement and preparing an environment that promotes learning | September | Sign-in Sheets |
| Summer Plans- promoting summer academics to stop the summer slide | PIPT/AFA | Promote academics and literacy throughout the summer- provide activities, programs, ideas for families | May | Sign-in SheetsComparison of previous years’ EOY to current year’s BOY |
| The Importance of Arts | PIPT/AFA | Increase at-home involvement and preparing an environment that promotes learning | Fall | 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]

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| **Content and Type of Activity** | **Person(s) Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Perfecting Parent Communication | Admin/ Instructional Coach | Increase student engagement and academic achievement | August | Teacher Documentation |
| Documenting in FOCUS | Admin/Instructional Coach | Increase student engagement and academic achievement | August | Teacher Documentation |
| Discipline Plan/ Setting Expectations | Admin/Instructional Coach | Increase student engagement and academic achievement | August | Teacher Documentation |
| Effectively Using Parent Volunteers | Teachers | Increase student engagement and academic achievement | September | Parent Surveys/Sign-in Sheets |
| Training Parents as Mentors | Teachers/Parents | Increase student engagement and academic achievement | September | Sign-in Sheets/ Documentation |
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# 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]

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| Mentoring Programs for Parents (CCSO) |

# 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]

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| Marquee, Webpage, Twitter, Flyers, Parent-Connect Calls, Remind, FOCUS, Email, student planners, Main office marquee  |

# 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 he parents/families can understand.

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| Marquee, Webpage, Twitter, Flyers, Parent-Connect Calls, Remind, FOCUS, Email, student planners, main office marquee |

# 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.)

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| **Activity** | **Description of Implementation Strategy** | **Person(s) Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| Meal with every event | Each parent involvement event will include a meal | AFA | Increased student academic achievement | Monthly |
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# 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).

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| **Barrier** | **Steps to Overcoming Barrier** | **Persons Responsible** | **Timeline** |
| Schedule | We will have parent input on scheduling of events at Annual Parent Meeting | AFA | August |
| Schedule | We will have parent events at varying times during the school day, before, and after school to increase involvement. | AFA | August |
| Disinterest | Attach food to every event- families have to eat. | AFA | Monthly |
| Disinterest | Complete parent interest survey during open house and again at Winter Carnival to gain parent input. | AFA | August/December |

# 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**.