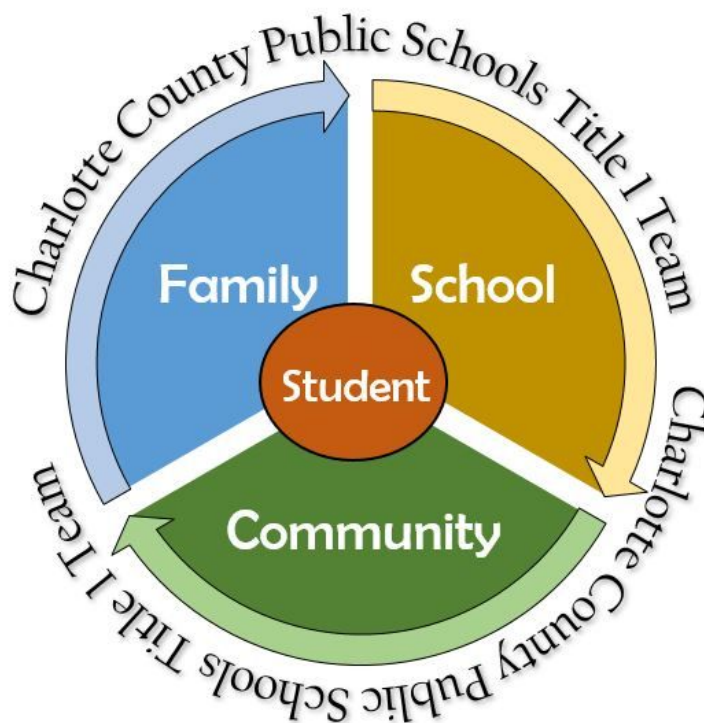


# Parent & Family Engagement Plan 2017-2018

*PFEP Formally know as PIP*



**EAST 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
Family Reading Experience offered	70	1459	Increased interest and motivation for reading
Eagle Extravaganza: Title One Annual meeting	1	614	Preparedness for school, increased parental involvement
RtI	100	75	Increased achievement through specific learning strategies
Science Fair	1	290	Increased science knowledge/scores
Feature student work in Newsletters	0	0	Increased parent awareness of school activities and promote interest in the newsletter

Read Across America Day	1	40	Increased achievement and interest in reading
A.R Reading Challenges	5	750	Increased achievement and interest in reading
Parent Family Nights	3		Increased achievement in literacy and math
Student Led Conference	3	667	Increased achievement in all academic, increase student intrinsic motivation and responsibility for school work, increased parent involvement
Storybook Parade	1	1500	Increased achievement in reading, Building connections between characters and text
Pre K Home Visits	40	40	Increased parent involvement
District PIPT training	1	6	Increase Parent Involvement
School PIPT meetings	2	12	Increase Parent Involvement
Parent Institute Weblink	0	0	Increase Parent Involvement
Volunteer Training	2		Increased Parent Involvement
Family Engagement Conference	1	1	Increased parent awareness to build success

## STAFF TRAINING SUMMARY

Content & Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
County Parent involvement team training	1	6	increased parent involvement
Title 1 Para III Monthly/PLC	9	1	implementing capacity building for families
Weekly Tuesday Morning Staff Meetings	22	946	increase awareness of parent involvement opportunities
School Newsletter	10	7500	Increase Parental Awareness

# 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

---

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.

East Elementary will provide partnership opportunities for parents to be involved in the education of their child as we ensure an innovative environment that guarantees success 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.

Parents are invited to serve on the SAC committee, SSP committee, Parent Involvement Team (2 parents, 1 administrator, 1 AFA Para III, and 3 teachers), and Parent Teacher Organization. These groups meet several times, sometimes monthly, throughout the school year and work with the Principal to review data and determine school needs including use of Title I funds. As members leave the PIPT new members will be recruited and trained. We have a volunteer program in which parents and community members are invited and encouraged to participate in student learning activities. Among these are classroom reading partners and the Family Reading Experience.

May 8, 2017 was a PIP training involving parents, in which we reviewed our PIP and wrote our action plan for 2017-2018. Agendas, sign-in sheets, and minutes will be maintained in the Title I monitoring box.

## 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
Literacy Family Nights	Administration, Media Specialist, Teachers, Support Staff
Science Fair	Fifth grade teachers, science fair committee
Girls on the run/5K run	Girls on the run club sponsors
AR reading challenges	Administration, Media Specialist, Literacy Committee
Read Across America Day/Dr. Seuss Celebration	Administration, Media Specialist, Literacy Committee, AFA/Para III
SAC Meetings	SAC Chair, SAC Members, Principal
Kindergarten Round Up	Lead Teacher
Family Reading Experience	AFA/Para III
Title III	Guidance Counselor
Title X	Homeless Liaison and Social Worker

## 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
Title I Brochure	AFA/Para III	July 11, 2017	Parent Survey
Publicity of Event	Committee	June, July	Copy of Flyer, Website, Phone Connect Call, Marquee
Committee Meetings	Committee Members	May, July	Sign In Sheets
Community Involvement	Theriault/Karuba	June	Registration Forms
Title I Annual Meeting/Open House	Committee	July 11, 2017	Agenda, Parent 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]

Parents provide feedback on scheduling through the Annual Parent Meeting and Annual Parent Survey. To be flexible, the PTO meets monthly, with meetings scheduled at 8:00, 9:00, and 2:00 on a rotation basis. Children are allowed to attend with their parents. The Family Reading Experience is open an hour before school begins for those parents who need to get to work. It is also open in the afternoons. Children are



encouraged to attend with their parents. SAC meetings are held six times a year at 6:15 PM and children may come with their parents. Parent-teacher conferences are held before school, during teacher planning times, and after school.

## 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.

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Family Reading Experience	AFA/Para III	Increased interest and motivation for reading	Before and After School two days a week	Sign ins from Family Center
Title I Annual Meeting/Eagle Extravaganza	Committee Members	Preparedness for school and increased parent involvement	July 11, 2017	Sign in sheets
RTI	Guidance Counselor, RTI Team	Increased achievement through specific learning strategies	All year	Graphs with student data
Science Fair	Science Fair Committee,	Increase science	December 7, 2017	

	Fifth Grade Teachers	knowledge; increased parent/community involvement		
Read Across America/Dr. Seuss Celebration	Literacy Committee	Increased interest in reading	March, 2018	Sign in sheets
AR Reading Challenges	Literacy Committee	Increased achievement in reading	All year	AR data and record of prizes earned
Storybook Parade	Administration	Increased achievement in reading	October 13, 2017	Raptor Log
Pre-K Home Visits	Cheetham and Mooney	Increased parent involvement	Beginning and Middle of the year	Home Visit Form
District PFEP training	PFEP Committee	Increased parent involvement	May	Sign in sheet, agenda, minutes
School PFEP Meetings	PFEP committee	Increased parent involvement	Three times a year	Sign in sheet, agenda, minutes
School Wide Spelling Bee	Spelling Bee Committee	Increased parent involvement	May, 2018	Raptor Log
Student Award Assemblies	Administration , Teachers, Secretary	Increased parent involvement; recognize student accomplishments	End of each trimester	Raptor Log

## 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]

<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>
PFEP training	District Title I personnel	Increased parent involvement	May 2018	Sign in sheets
AFA/Para III meetings	District Title I personnel	Capacity building for families	All year	increased parent involvement
Faculty Meetings	CORE Team	Increased awareness of PI opportunities	Selected Tuesdays	Increased parent involvement

## 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]

Our Title I AFA has a family-friendly room located just beyond our lobby door. It is open on Wednesdays and Fridays both before and after school. The AFA Paraprofessional III maintains a database of participants. She provides helpful information for our families, such as: how to help children (toddlers and older) learn to love reading, how to organize family evenings, how to help children with math, and more.

On Wednesdays, our school social worker provides information to students, staff, and parents about community resources that support education. Documentation is 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]

Monthly newsletters, website (including teacher webpages), parent conferences, phone calls, mid-terms, i-Ready reports, IEP meetings, RtI meetings, LEP meetings, and attendance meetings.

Title 1 Annual Meeting Eagle Extravaganza- will be held July 11, 2017 from 4:30-6:00. We have invited community members, have opportunities for parent involvement, school information, as well as food and prizes! Dr. Carr will begin the evening providing Title 1 information to the parents via a video shown on the Promethean boards. Parent Involvement Team will be meeting as needed to prepare for the Extravaganza and other parent-involvement activities.

We have Title 1 brochures and binders in the front office and Family Center to provide information throughout the year. Documentation is maintained in the Title I monitoring box.

Grade level standards and assessment information is available on our school and district websites and is discussed at Parent conferences and parent workshops.

## 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.

A translator will be provided for ELL parents during meetings/parent conferences upon request and as is practical; utilize TransAct to translate written documents in desired language; provide information to families of homeless children regarding school board's Homeless Advocate. A copy of the parent guide is sent home to each family in English and Spanish and is located on the school and district website. Parent Institute weblink is available in English and Spanish on our school and district websites. School information is sent home to families with disabilities who are unable to attend events or get to school to receive information. Office staff have a book of common Spanish words/phrases to assist families. Welcome packets are given to new families as they enroll along with a tour of the school and the family center. Documentation 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
Training Parents to enhance the involvement of other parents [section 1118(E)(9)]	PFEP Team Training	District Title I personnel	Increased parent involvement	School year 2017-2018
Maximizing parental involvement and participation in their child'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	Providing various times and service capacities for parents to work with the school	CORE Team	Increase parent involvement	SY 2017-2018

are unable to attend those conferences at school [section 1118(E)(10)]				
Adopting and implementing model approaches to improving parental involvement [section 1118(E)(11)]	Title I Extravaganza	PFEP committee	Increased parental involvement	July 11, 2017

## BARRIERS

- ☐ Describe the barriers that hindered participation by parents during the previous year.school
- ☐ 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
Working parents	Provide evening/Saturday Activities	PFEP committee	SY 2017-2018
Non-English Speaking Parents	Provide Flyers in other languages, provide interpreters present when possible	Guidance Counselor	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
  - ☐ 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.**