

17-18 Callaway's Parent and Family Engagement Plan

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| 1. Parent and Family Engagement Plan |
| <p>a. How will the school jointly develop with parents and family members the Parent and Family Engagement Plan?</p> <p>SAC/PTO meetings Informal parent meetings Post on website for parent/family input Annual Title I Parent Spring Surveys Parent Portal DOJO Documentation:</p> |
| <p>b. Based on the needs identified by parents in the Title I Parent Spring Survey, what changes, if any are being made to the strategies/activities in this Parent and Family Engagement Plan?</p> <p>Online materials-educate about our website, online resources Work Schedules-offer activities at various times/days Printed materials-Parents who cannot attend Family Night workshops may request a copy of the materials handed out at the workshops to be sent home with their child Documentation:</p> |
| <p>c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.</p> <p>Work schedules-offer various dates and times Transportation--Parents who cannot attend Family Night workshops may request a copy of the materials handed out at the workshops to be sent home with their child Documentation:</p> |
| <p>d. How will the school distribute to parents and family members of participating students the Parent and Family Engagement Plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand?</p> <p>We will develop a summary and provide a copy to each parent through student delivery. It will be translated in the parent's native language. Documentation: Google Doc</p> |

e. How will the school make the Parent and Family Engagement Plan available for the local community and update it periodically to meet the changing needs of parents and the school?

School website, Title I Notebook, reviewing/updating at SAC/PTO Meetings

Documentation:

2. Policy Involvement

a. Title I Annual Meeting – Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation in Title I, how the funds are used, that the school is required to have parents involved in planning, reviewing, and improving the Parent and Family Engagement Plan and in the development of the School Improvement Plan, and that all parents have the right to be involved.

List the timeline, person(s) responsible, and steps the school will take to plan/prepare for the annual meeting.

| Timeline | Action Step | Person(s) Responsible |
|---------------------------------|---|----------------------------------|
| 2017/ 2018 school year | Hand out School Advisory sign ups/fliers with dates and times for meetings. | Parent Liasion |
| Sept 2017 | Annual Title I meeting presentation presented at Open House and a second presentation given later in Sept./Oct. | Parent Liaison & School Admin |
| Oct 2017 | Annual Title I video put on school website for viewing | School Admin |
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Documentation:

Number of participants:

c. How will the school ensure that a flexible number of meetings, such as meetings in the morning or evening are offered to accommodate parents’ schedules?

Offer The Annual Title I meeting in the AM & PM
Offer the Pre-K to K Transition meeting in AM & PM

Documentation:

c. How will the school involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of the Parent and Family Engagement Plan and the joint development of the School-wide Program Plan?

| Committee Name | Frequency of Meetings | Method of Recruiting Parents | Documentation |
|-------------------------|---------------------------------------|--|--|
| School Advisory Council | Monthly (except April-due to testing) | Flyers, marquee, school website, DOJO, Open House (September) Title I Annual Meeting | Agendas, meeting notes, Sign in sheets surveys |

d. What process will the school follow to ensure parents are given timely information about parent activities and programs?

Callaway will send home flyers at least 2 weeks in advance or more
The website current and up to date with upcoming events. Our website also has the google calendar linked so parents can check for activities months ahead.
Post school events/activities on Callaway Elementary School marquee
Teachers will send DOJO messages
Admin will post messages for parents on Class Dojo (school story)
IRIS alerts

e. What opportunities/methods will the school use to describe and explain to parents the:

- curriculum to be used,
- forms of academic assessments used to measure student progress
- achievement levels of the State academic standards that students are expected to obtain

Orientation
Parent Teacher Conferences
SAC Meetings
CES Twitter
Parent Nights
Guidance Conferences

f. If requested by parents, list other opportunities the school provides for parents to meet regularly to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

| Activity Name | Frequency | Documentation |
|----------------------|------------------|----------------------|
| PTO meetings | Monthly | |
| Community outreach | As needed | |
| 504 Meetings | Annually | |
| IEP Meetings | Annually | |
| Attendance CST | As needed | |

g. If the School-wide Program Plan is not satisfactory to the parents of participating students, what process will the school use to submit any parent comments on the plan to the district?

Parents will complete complaint process form and return to principal and then the complaint will be taken to the SAC committee for review and forward it to the BDS Title I supervisor.

3. Building Capacity for Involvement

a. List the activities planned that will assist parents in the understanding of such topics as the Florida State Standards, FSA, MAP and other state and local assessments, use of Parent Portal, how to monitor a child's progress and work with educators to improve the achievement of their children.

Also, list the activities planned that will provide materials and trainings to assist parent/families to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy).

Elementary must include their planned pre-k to k transition activities.

| Timeline | Name of Activity | Topic(s) Covered | Person(s) Responsible | # of attendees |
|---------------------|---|--|--|----------------|
| September 28th 2017 | Annual Title I meeting followed by Open House | Title I video explaining what Title I is and how it is implemented at our school. Computers made available to assist parents accessing Parent Portal & school website. | Parent Liaison, Jo Rogers/ guidance, Classroom teachers, | n/a |
| September 19th 2017 | Dad's Take Your Child to School Day | The benefits of positive male role models in a child's academics and behavior. | FLDOE website, Kim Sandoval/Parent Liaison | n/a |

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|------------------|---------------|--|---|-----|
| November-T BA | Math Night | FSU students present math activities for the whole family to engage in. Teachers will explain what the FSA/MAP Math standards are and how they apply to their child's grade level | Math Team | n/a |
| January-TB A | Science Night | Parents will get to view Science Fair projects. There will be stations set up with interactive science activities for the students to participate in. Teachers will explain what the FSA Science standards are and how they apply to their child's grade level | Science Team | n/a |
| March-TBA | Reading Night | Strategies & resources to help their child become a better reader. Teachers will explain what the FSA/MAP Reading standards are and how they | Reading Team Jo Rogers/ guidance, | n/a |

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|-----------------------|---|---|----------------|-----|
| | | apply to their child's grade level | | |
| May-TBA | Moms and Muffins | Parental involvement | Parent Liasion | n/a |
| May-TBA | Pre-K to K Transition | Parents attending will take home a transition packet for them to work with over the summer with their child. There will be a discussion covering topics of what Kindergarten is and how it differs from Pre-K. The parents will get a tour of the campus. | Parent Liasion | n/a |
| August 16th | Grade Level Orientation at the Beginning of the School Year | | | |
| Documentation: | | | | |

- b. How will the school educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents,**
- **in the value and utility of contributions of parents**
 - **in how to reach out to, communicate with, and work with parents as equal partners**
 - **in implementing and coordinating parent/family programs, and in building ties between parents/families and the schools**

Bay District School inservice trainings for Administrators, teachers & support personnel as deemed necessary by Bay District Schools throughout the school year.

School Social Workers & Parent Liaisons attending meetings/trainings deemed necessary per Bay District Schools throughout the school year.

Documentation:

Number of participants:

c. To the extent feasible and appropriate, how will the school coordinate and integrate parent involvement programs and activities with other federal, state and/or local programs, including public pre-school programs.

Churches - Backpacks of love-food program for the weekends

DCF- Access

Health Department - Dental Bus

Happy Soles-shoe program

FSU Students- Math night

Abuse Awareness Family Advocacy Center

Gulf Coast State College-Dental Students

Health Screenings- Haney Students

WJHG-Steam Class Presentation

Happy Hangers-clothing program Jr. Service League

Attendance referrals- Anchorage Children's Home

Invite outside Pre-schools within our school zone to attend our school's transition activities

Masonic Lodge-classroom donations

d. List any other activities, such as the parent resource center, the school will conduct to encourage and support parents and families to participate more fully in the education of their children?

| Name of Activity | Person(s) Responsible |
|--|------------------------------|
| Maintain a Parent Center and Clothing Closet | Kim Sandoval |
| Awards Day- Quarterly | Guidance/Admin |
| Monthly PTO meetings | PTO Officers & Admin |
| PBS activities | PBS Committee & Admin |
| School Field trips | Teachers and Admin |

Documentation:

e. What process will the school follow to ensure that all information related to school and parent/family programs, meetings, school reports, and other activities is sent to the parents of participating children in a format and, to the extent practicable in a language the parent can understand?

Translations on DOJO for ESOL Families

Translators will be contacted from district for ESOL families as requested

Newsletters, classroom flyers, will be translated via Google Translator for parents as they are requested or needed.

CES Twitter and school website

School Marquee

Documentation:

f. List, as requested by parents, other reasonable supports for parental involvement activities.

Food supports such as meals

Clothing closet

Documentation:

4. Accessibility

a. What process will the school follow to disseminate to each family in a timely manner a notice concerning their right to request information on the professional qualifications of the classroom teacher and paraprofessional?

Right to Know letters on the first day of school and in Spanish as needed

CES Twitter and school website

Documentation:

b. What process will the school follow to 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 out of field?

Out of field letters mailed to parents

Documentation:

c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?

IRIS alerts- when reports are available by the state

Parent Portal

CES Twitter and school website

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|---|
| DOJO |
| Documentation: |
| <p>d. Elementary only – How will the school ensure that parent-teacher conferences are held for individual students at least annually, during which the compact is discussed?</p> <p>Google doc for teachers to record compact totals and maintained/monitored by the Parent Liaison throughout the school year.</p> <p>Documentation:</p> |
| 5. Discretionary Activities (optional) |
| <p>a. If needed, how will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.</p> |
| <p>b. If needed, how will the school provide necessary literacy training from funds received if the LEA has exhausted all other reasonable available sources of funding for such training?</p> |
| <p>c. If needed and/or not discussed in other areas within this plan, how will the school pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions?</p> |
| <p>d. If needed, how will the school train parents to enhance the involvement of other parents?</p> |
| <p>e. If needed, how will the school arrange to conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation?</p> |
| <p>f. If needed, how will the school adopt and implement model approaches to improving parental involvement?</p> |