**17-18**

**Everitt’s**

**Parent and Family Engagement Plan**

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| **1. Parent and Family Engagement Plan** |
| **a. How will the school jointly develop with parents and family members the Parent and Family Engagement Plan?**Everitt Middle School Advisory Council meets monthly to view, discuss, and update all Family Involvement Activities for the school. We will use the results of the Spring Survey and Climate Survey to develop the PFEP.**Documentation:**SAC Sign In Sheets, Input forms and Survey Results |
| **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?**Everitt will work on the school’s website to enhance it and make it more user friendly. We are developing an email based communication for announcements to make parents aware of events occurring at school. Lastly, we plan to offer varied times for activities and events, so that all families have more opportunities to be involved. **Documentation:** School website and school calendar |
| **c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.**The results of the Spring Survey showed that our biggest barriers are parent work schedules followed by our lack of communication with parents. With that information, plans are in the works to offer varied times for activities and events so that all families have the opportunity to be included. The reconstruction of our website and email newsletterswill improve communication which is the second highest identified barrier. **Documentation:** Spring Survey Results, Event flyers, Copies of emails sent to parents |
| **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?**An easy to read summary of the PFEP will be created and distributed in new student packets at the beginning of the school year. The summary letter will be translated for our ELL students and parents. The summary will be posted on the school’s website, distributed during Open House and the first SAC meeting.   **Documentation:** Copy of summary with distribution label, and screenshots of website |
| **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?** A copy of the Parent and Family Engagement Plan will be located in the Title I Purple Notebook and linked on the school website. Copies will be distributed during Title I Annual Meeting and the first SAC Meeting. The PFEP is a working document and will be updated as needed throughout the year as needed. Plans and evaluation forms will be discussed at SAC meetings. **Documentation:** Meeting agendas and SAC meeting minutes |
| **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.**

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| **Timeline** | **Action Step** | **Person(s) Responsible** |
| August | Set a time and date | Principal |
|  | Create, print and distribute flyersPrepare handouts, powerpoint presentations | Parent Liaison |
|  | Send out IRIS alert and email reminders | Principal and Parent Liaison |
|  | Conduct Meeting | Principal and Parent Liaison |

**Documentation:** Flyers and Sign in Sheets **Number of participants:**  |
| **b. 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?**Results of the Spring Survey will be used to decide the best times for parents to attend. Coordinate scheduled community and family school events will be considered when setting times and dates.**Documentation:** Everitt Calendar, email notices and agendas |
|  **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?**

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| **Committee Name** | **Frequency of Meetings** | **Method of Recruiting Parents** | **Documentation** |
| School Advisory Council | Monthly | Orientation, Open House, Parent/Teacher conferences, Email notices and Everitt Social Media | Notifications agendas, sign-in sheets and meeting minutes |

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| **d. What process will the school follow to ensure parents are given timely information about parent activities and programs?**Events will be advertised on the marquee, on the school’s webpage and Facebook page, as well as through the monthly newsletter via email. Flyers and Iris alerts will be used to ensure parents receive timely information. **Documentation:** Screenshots from social media and samples of Newsletters. |
| **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**

During Open House a Powerpoint presentation is utilized via ITV to provide parents with information about curriculum, academic assessments, and state assessments. Additional and individual information is provided during parent/teacher conferences. This year we will also share information in the newsletter. |
| **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.**

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| **Activity Name** | **Frequency** | **Documentation** |

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| Parent Teacher Conferences | As needed | Conferences Notes |
| Child Study Team MeetingsIndividual Education Plan Meeting | At least annually or as needed | Meeting Notes |

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| **g. If the School Improvement 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?**1. After the dissatisfaction has been addressed with the School Advisory Council, the principal will provide the complainant with a form provided by the district.
2. The complainant will complete the form and return it to the principal.
3. The principal will submit the form to the Supervisor of Title I at the district.
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| **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.**

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| **Timeline** | **Name of Activity** | **Topic(s) Covered** | **Person(s) Responsible** | **# of attendees** |
| September | Title I Annual Meeting | Title I and parent involvement information | Administration and Parent Liaison | TBD |
| September  | Open House | School procedures and expectations, Standards and assessments and in home resources | Administration, Parent Liaison and Teachers | TBD |
| October | Dads Take Your Child To School | Attendance and Parent Portal | Administration and Parent Liaison | TBD |
| December | Winter Wonderland | Interactive event familiarize parents with math and writing/reading. | Administration, Parent Liaison and Teachers | TBD |
| February  | Muffins With Moms | Attendance and Parent Portal | Administration and Parent Liaison | TBD |

**Documentation:** Sign In Sheets, Agendas and Feedback |
| **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**

Information on the importance of parental involvement, parent-school communication and coordination of programs is shared with Everitt Middle School faculty at the beginning of the school year and at faculty meetings as needed. Support staff participate in orientation and trainings that focuses on effective communication between home and school; as well as, the importance of parental involvement.. **Documentation:** Sign-in Sheets, handouts and needed digital presentations**Number of participants: TBD** |
| **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.** * Department of Children and Family Service to provide Access assistance for parents
* Title III provide assistance with translation during events/meetings and translation of written correspondence
* Local churches provide Backpacks Blessings with food for weekends and school breaks
* Anchorage Children's’ Home/Life Management Center - provide counseling services and interventions for home
* Florida Therapy - Provides counseling service

**Documentation:** Informational handouts and parent notifications |
| **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?**

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| Name of Activity | Person(s) Responsible |
| Parent Resource Area | Administration, Parent Liaison |
| Academic Awards Ceremony | Administration, faculty |
| 5th Grade Transition | Administration, Parent Liaison |

**Documentation: Parent Announcement and Sign In Sheets (where applicable)** |
| **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?**Communications will be given to the parent liaison to use Google Translator, or we will utilizeESOL para or bilingual personnel.**Documentation:** Copies of translated documents in needed languages.  |
| **f. List, as requested by parents, other reasonable supports for parental involvement activities.**Translator available during parent events. Other supports to be determined based on parent request. **Documentation:** Event Evaluations  |

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| **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?**The district provides each school with the Right To Know letter to disseminate the first day of school and it will be placed in the packets. Additional copies will be available for the new students that register throughout the year. This letter will also be accessible on the school website. **Documentation: Completed google documentation form and website.** |
| **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?**The payroll clerk will inform the district and the administrator when a class has been taught by a substitute or a teacher who does not meet teacher certification requirements for the grade and/or subjects being taught. The administrator will use the state provided template to write and distribute letters via backpacks in a timely manner. New and transferring students will receive a copy of the letter.**Documentation: Copy of letters with completed distribution stickers.**  |
| **c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?****Florida Standards Assessment scores are shared with parents in a variety of ways including:*** Scores are uploaded into Parent Portal by district MIS staff
* Individual score reports are available for parent pick-up (IRIS alert sent to parents and notice placed on marquee when reports are available for pick-up)
* Individual score reports that are not picked up by parents are sent home with students at the beginning of the next school year.

**Documentation:** IRIS Message  |
| **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?**NA**Documentation:** |
| **5. Discretionary Activities (optional)** |
| **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.** |
| **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?** |
| **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?** Title 1 funds will be used to purchase refreshments for parent events during meal time. |
| **d. If needed, how will the school train parents to enhance the involvement of other parents?** |
| **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?**  |
| **f. If needed, how will the school adopt and implement model approaches to improving parental involvement?** |