

# 17-18 Northside's Parent and Family Engagement Plan

1. Parent and Family Engagement Plan
<p><b>a. How will the school jointly develop with parents and family members the Parent and Family Engagement Plan?</b></p> <p>The Northside School Advisory Council will meet to review, discuss and update the Parent and Family Engagement Plan. We will also use the results from the Spring Survey and Climate Survey to help develop the PFEP.</p> <p><b>Documentation:</b> SAC sign-in sheet, Input forms, Survey results</p>
<p><b>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?</b></p> <p>Northside will be working on offering varying times for events and meetings. We will also be working to update the website and making it more user friendly. The school is looking into options for using email announcements more in our communication efforts.</p> <p><b>Documentation:</b> Event flyers, School website and calendar, Copies of emails sent to parents.</p>
<p><b>c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.</b></p> <p>Scheduling : As per the results of the Spring survey, Northside will be using more flexible times for their meetings.</p> <p>Advance Notice for Events: Northside will send out event flyers at least two weeks in advance. Website will be kept updated and current.</p> <p><b>Documentation:</b> Event flyers, School website and calendar, Copies of emails sent to parents.</p>
<p><b>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?</b></p> <p>An easy to read summary of the PFEP will be created and distributed at the beginning of the school year and in new student packets. The summary will be translated for our non-english speaking families. The summary will be posted to the Northside Website, distributed at meetings such as Open House, PTO and SAC, and posted on Northside social media sites.</p> <p><b>Documentation:</b> Copy of summary with distribution label, screenshots of website and social media sites</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?**

A copy of the Parent and Family Engagement Plan will be located in the Title I Purple Notebook, linked on the Northside Website, distributed during SAC, PTO and Title I Parent meetings and shared on the Northside social media sites. The PFEP is a Google Document that will be updated as needed throughout the year. The plan and evaluations from events will be reviewed during SAC meetings.

**Documentation:** Meeting agendas, meeting minutes, screenshots of website and social media posts

## **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.**

<b>Timeline</b>	<b>Action Step</b>	<b>Person(s) Responsible</b>
August	Set a time and date	Principal
	Create, print and distribute flyers	Parent Liaison
	Prepare handouts, powerpoint presentations, videos, etc.	Parent Liaison
	Send out reminders, set up refreshments/food	Parent Liaison
	Have the meeting	Principal, Parent Liaison

**Documentation:**

**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?**

Spring Survey results will be used to determine the best times for parents. Scheduled community, school and family events will be considered when setting times and dates.

**Documentation:** Northside School Calendar, flyers, 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?**

<b>Committee Name</b>	<b>Frequency of Meetings</b>	<b>Method of Recruiting Parents</b>	<b>Documentation</b>
School Advisory Council	Four meetings per school year	Open House, Newsletter, Parent Events, Letter Home, Parent/Teacher Conferences, Northside Social Media	Notifications, agendas, sign-in sheets, meeting minutes
Parent Teacher Organization	Once a month	Open House, Newsletter, Parent Events, Letter Home	Agenda for meetings, Flyer Notifications

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

A monthly calendar of events is included in the Northside Newsletter which is distributed monthly. The Northside Calendar is on the homepage of our website and all school events are posted on the calendar. Event flyers are sent home at least a week prior to the event. Special event announcements are posted on Northside social media sites.

**Documentation:** Copy of summary with distribution label, screenshots of website and social media sites

**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 teachers utilize a Powerpoint presentation to provide information to parents about curriculum, grade level standards and academic assessments. Teachers review this information with individual parents during Parent-Teacher conferences which include review of the compact.

Throughout the year information is included in the monthly Northside Newsletter and discussed at School Advisory Council meetings.

**Documentation:** meeting agendas, copy of information distributed

**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.**

<b>Activity Name</b>	<b>Frequency</b>	<b>Documentation</b>
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Parent Teacher Organization (PTO)	Monthly	Agenda
Individual Education Plan Meeting	Minimum of once a year and as needed	Meeting Notes
Parent Teacher Conferences	Minimum of once a year and as needed	Compact, Conference Notes
Child Study Team Meetings	As needed	Meeting Notes

**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?**

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 the form to the principal.
3. The principal will submit the form to the Supervisor of Title I at the district.

### 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	Open House	School procedures and expectations, academic standards and assessments, curriculum, FSA resources, school-home communication	Administration, Parent Liaison, Teachers	TBD
September	Title I Annual Meeting	Title I and parent involvement information,	Administration, Parent Liaison	TBD
October	Math Night	Interactive Event to familiarize parents with math standards,	Administration, Teachers, Parent Liaison	TBD

		curriculum, resources, and strategies for success		
February	Writing Night	Information regarding writing expectations and standards across curriculum, resources, visual displays of writing progression pre-k - 5th grade	Administration, Teachers, Parent Liaison	TDB
May	Pre-K to K Transition	Kindergarten readiness, curriculum, standards, school procedures and expectations	Administration, Parent Liaison, Kindergarten Teachers	TBD

**Documentation:** Event Flyers, sign-in sheets, handouts, event parent evaluations

**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 Northside faculty during pre-school inservice and faculty meetings throughout the year. This information is shared with support staff during staff orientation and support staff meetings. New teachers participated in professional development which includes the following topics: The Importance of Parent Involvement, Building Ties Between Home and School, Implementations/Coordination of PI Programs, Communicating and Working with Parents.

**Documentation:** Sign-in sheets, handouts, Powerpoints

**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.**

Northside will coordinate with:

- Department of Children and Families to provide Access assistance for parents
- Participate in the Voluntary Pre-School Program; involving all 3 classes currently housed on our campus in all school events and programs
- Title III to provide assistance with translation during events/meetings and translation of written correspondence
- Local churches who provide holiday meals, food backpacks for weekends and school breaks, clothing, school supplies
- Anchorage Children's Home/Life Management Center - provide counseling services and Interventions for

home

- Children's Advocacy Center - provide resources and training

**Documentation:** Informational Handouts, 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?**

<b>Name of Activity</b>	<b>Person(s) Responsible</b>
Parent Resource Center	Administration, Parent Liaison
Dads Take Your Kids to School Day	Administration, Parent Liaison
Academic Award Ceremony	Administration, faculty
Core Essentials Values - Monthly Celebration	Administration, Parent Liaison, Teachers
PreK Social	Pre-K Teachers

**Documentation:** Parent Invites

**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 they will go to ESOL paras or bilingual district employees to assist with translating.

**Documentation:**

Copies of the translated documents, compacts in a different language.

**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 requests

**Documentation:** event evaluations

#### **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 for new students who register throughout the year. This letter will also be accessible on the school website.

**Documentation:**

Complete google documentation form. 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 backpack 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
- Individualized score reports are available for parent pick-up (IRIS message sent to parents when reports are available for pick-up)
- Individualized score reports that are not picked up by parents are sent home with students at the beginning of the next school year
- Teachers share score information with parents during parent/teacher conferences

**Documentation:** IRIS message, Compacts

**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?**

Teachers are advised of requirement at pre-school inservice training and reminded frequently throughout the school year via email and faculty meetings. A google document listing the number and percentage of completed compacts for each teacher is maintained by the parent liaison. Teachers have the option of holding after hours conference days and are paid for the additional hours worked.

**Documentation:** Signed compacts, google doc including the number and percentage of compacts completed

<b>5. Discretionary Activities (optional)</b>
<b>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>
<b>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?</b>
<b>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?</b>
Title I funds will provide food for parent events.
<b>d. If needed, how will the school train parents to enhance the involvement of other parents?</b>
<b>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?</b>
<b>f. If needed, how will the school adopt and implement model approaches to improving parental involvement?</b>