**17-18**

**Parker’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?**  Results from Spring Survey, SAC Meetings for input and approval, workshop evaluations, informal parent meetings, Climate survey  **Documentation:** Parent Input forms, Sign In sheets, minutes of meetings |
| **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?**  Provide parents with more curriculum workshops, provide childcare during parent meetings, provide more Make & Take curriculum workshops  **Documentation:** Spring Survey |
| **c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.**  Work Schedules - Offer workshops at various times,  Childcare - provide childcare during parent meetings,  Transportation - reach out to community organizations for trolley passes to accommodate transportation issues  **Documentation:** Sign ins,Spring Surveys |
| **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?**  Easy to read summary, send home at beginning of the year in student backpack, DOJO, school newsletters, SAC Meetings, PTO Meetings  **Documentation:**Copy of summary with distribution label. |
| **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?**  Copy kept in purple notebook (Title I notebook), school website, SAC meetings  **Documentation:** Minutes of meetings, screen shots |
| **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** | | August | Schedule meetings at various times, prepare flyers, handouts, powerpoints, evaluations | Admin/Parent Liaison | | August/November | Send home flyers, make IRIS alert, send home reminders, purchase refreshments | Admin/Parent Liaison | | Sept/Nov | Conduct meetings | Admin and/or Parent Liaison | | Sept/Nov | Collect evaluations | Parent Liaison |   **Documentation:** Powerpoint, sign in sheets, parent notifications, handouts  **Number of participants:** Completed after the meeting |
| **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?**  Offer meetings at various times to accommodate parents, consider community events when planning meetings  **Documentation:** Flyers, sign in sheets, school newsletter, agenda |
| **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 | Every other month or as needed | School newsletters, recruitment flyer, phone calls to parents, school events, DOJO | Notifications, sign in sheets, minutes of meetings, flyer,screen shots, agenda |   **Documentation:** sign in sheets, minutes of meeting, agenda, copy of notices |
| **d. What process will the school follow to ensure parents are given timely information about parent activities and programs?**  Monthly school newsletter with calendars of events, flyers sent home 2 weeks before event, reminder sent home 3 days before event, IRIS alert the day before and day of event  **Documentation:** copy of all notices, copy of IRIS alert, school marquee |
| **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**   Title I parent meeting, Open House, FSA events, school compacts, SAC Meetings, Teacher Parent conferences  **Documentation:** copy of information, agenda, copy of handouts, sign in sheets |
| **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** | | Teacher/Parent conferences/IEP meetings/CST meetings | Every 9 weeks, as needed, as requested | Copy of signed compact, copy of conference notice | |
| **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?**  Complaint is addressed with the SAC committee, the principal will provide a complaint form supplied by the district, the form is to be fill out and returned to the principal, the principal will submit the form to Genia Robinson at the Title I office, copy of complaint provided to SAC. |

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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.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Timeline** | **Name of Activity** | **Topic(s) Covered** | **Person(s) Responsible** | **# of attendees** | | September/November | Title I Annual meeting | State developed PowerPoint presentation | Principal, Parent Liaison |  | | September | Open House | Teachers provide expectations of student achievement and how parents can support at home | Teachers/Parent Liaison |  | | October/January | Volunteer Orientation | Provide opportunities for parents to be involved | Parent Liaison |  | | October/February | Parent Portal Training | How to monitor a child’s progress, improve communication between home and school | Parent Liaison |  | | Fall & Spring | Reading/Writing/Math/Science/FSA Workshops | Increase student achievement | Parent Liaison, Selected teachers, Reading/Math coaches |  | | May | PreK to K Transition | Increase student achievement, prepare | Parent Liaison |  | | September | Donuts for Dads/Bring Your Child to School | Informed parents contribute to student success in all subjects | Parent Liaison |  | |  |  |  |  |  | |  |  |  |  |  |   **Documentation:** Sign in sheets, flyers, screenshots, workshop evaluations, event handouts |
| **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**   Teachers will complete training modules: The Importance of Parent Involvement, Building Ties Between Home and School, Implementation/Coordination of PI Programs, Communicating and Working With Parents  **Documentation:**Sign in sheets, handouts, powerpoint  **Number of participants:** Complete after training |
| **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.**  School coordinates with DCF for Access assistance, Catholic Charities and the Family Service Center to provide additional resources for our school community. Additionally Blessings in a Backpack, Title III ELL events and assistance with translating, Bay Health Dept. Dental Bus will give additional opportunities for parents.  **Documentation:**Parent notifications, sign in sheets |
| **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** | | Donuts for Dads, Muffins with Mom | Parent Liaison | | Awards Day | Administration, Guidance | | Parent Resource Center | Parent Liaison |   **Documentation:**Parent notifications, sign in sheets, evaluations |
| **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 translated by parent liaison using Google translator, or communications will go to ESOL paras or bilingual district employee to assist with translating, translation request sticker on parent communications  **Documentation:**  Copies of translated materials |
| **f. List, as requested by parents, other reasonable supports for parental involvement activities.**  Light dinner to be provided during evening workshops (5:30 - 7:00 pm)  **Documentation:** Event evaluations, Parent Spring Survey results |

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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?**  Right to Know letter sent home on First Day of School and with new student packets  **Documentation:** Google Doc |
| **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?**  School secretarial staff will notify District Staff to those teachers that are out of field. A letter will be sent home with the students in a timely manner of the affected classroom.  **Documentation:** Copy of letter sent home |
| **c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?**  Parent conferences, MTSS meetings, CST meetings, IEP meetings, parent portal, US Mail  **Documentation:** Marquee, website, DOJO message for picking the copy up the results. |
| **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?**  Parent conferences held every 9 weeks or as requested by parent  **Documentation:**Copy of compact, Google Doc for teachers to complete as they receive compacts |
| **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?** Provide families with a light meal during meal time, provide childcare during parent meetings, reach out to community to assist with trolley passes | |
| **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?** | |