**Parent and Family Engagement Plan (PFEP) formerly known as the PIP**

| **Assurance** | **How can you demonstrate this is being done at your school?****What documentation are you collecting to evidence that this is being done?****If you need suggestions from Federal Programs about the types of documentation to collect – please call the office.** |
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| How will parents be involved in decisions about how Title I Parent funds are spent? | James A. Shanks Middle will provide pertinent information regarding the Title I Program and services during an annual Title I Parent Meeting, annual Parental Involvement meeting and throughout the year at various conferences and parent meetings. All parents are invited to become active members of the School Advisory Council at the beginning of each school year, during open house, as well as during back to school orientation. During the Title I and SAC meetings, parents are encouraged to provide input in the development and implementation of the Parent Involvement Plan and the School Improvement Plan. In addition, parents and council members decide how Title I funds are to be allocated during the first couple of meeting based on stated SIP and PIP goals and objectives. Documentations includes agendas, meeting minutes and sign-in sheets. |
| How will the school implement parent programs and activities? | The school will organize special events for parents to receive information about their child’s progress as well as academic programs and strategies through programs and activities such as Parents Night Out/Parent Expos, Achievers & Awards Programs, Educational Fairs, Superstar Assemblies, and Community Meetings & Health FairsDocumentation includes programs, sign-in sheets |
| How was the PFEP jointly developed with parents by allowing them to review the past plan and giving them an opportunity to provide ***meaningful*** input to make changes to improve the plan? | A draft was provided during the annual parental involvement meeting in early September, where parents were allowed to provide input.Documentation includes sign-in sheets and agenda minutes |
| How will the PFEP be disseminated to all parents? Must be more than just the website | Draft copy available at the annual parental involvement meeting and final copy available in the main office, during EXPOs, any school event and on the school websiteDocumentation includes programs, sign-in sheets, and hand-outs |
| How will parents be involved in reviewing and recommending changes to the school improvement plan (SIP)? | SAC meetings and Parent EXPOsDocumentation includes sign-in sheets and SACs minutes |
| How will parent input be used to reflect strategies that will lead to more effective parent engagement in the PFEP?  | Parents are encouraged to participate in school meetings and provide input into the operation of the school, the development of the SIP, and the utilization of Title I funds.Documentation includes sign-in sheets and minutes from meetings |
| How will the school provide each family with timely notice and information about their right to request information on teacher and paraprofessional qualifications? *Parent Right to Know letter* | Parent Right to Know letters were sent home by students, copies were made available in the main office, at school events and on the district and school website.Documentation of parent request forms will be kept on file at the school |
| How will the school 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? *4-week notification letter* | Four week notice letter sent home by students and progress reports and report cards reflect the status.Documentation includes mid-progress reports and report cards |
| How will the school provide each family with an individualized student report about the performance of their child on the state assessment? *FSA test results* | Skylert message sent to inform parents of FSA and report cards available for pick-up at the main office.Documentation includes copy of results and copy of Parent Pick-up sheet |
| How will the parent and family engagement plan be a shared responsibility? *Parent compact details* | See parent-student-school compact |
| How will the parent plan assist the school in providing high quality instruction for all learners?  | The school will host Parent Nights to increase literacy skills and provide timely information and strategies to assist their child at home in the areas of ELA, Math, Science, Civics & Technology.Documentation includes sign-in sheets and hand-outs |
| How will the school involve parents in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs? | Parents will be provided information about the Title I Program during the Annual Title I Parent Involvement Meeting, which is held at the beginning of the school year with a follow-up meeting at the end of the first semester. Monthly SAC meetings will provide opportunities for input and discussion of concerns from parents and community stakeholders about school operations, allocations, and student achievement.Documentation includes sign-in sheets and parent notices |
| How will the school coordinate and integrate parent and family programs and activities? | The school will maintain its Parent Resource Center throughout the year with the assistance from our office staff members and volunteer parent liaison. Documentation includes sign-in sheets |
| How will the school coordinate and integrate parent and family activities that teach parents how to teach their children at home? | The school Parent Resource Center will provide resources such as: technology for parent usage, educational books, magazines, and videos for checkout, as well as hand-outs and pamphlets on health and effective parenting and discipline strategies. In addition to that, an anti-bullying program will be implemented to provide parents and students with information and strategies to reduce negative behaviors.Documentation includes sign-in sheets |
| What specific steps will the school take to conduct the annual Title I meeting to inform parents and families about Title I? | Title I Parent Meeting flyers are sent out to parents inviting them to the annual Title I Meeting, a webpage reminder message is then posted to remind parents about the important Title I Meeting, and a final parent reminder notice is sent home by students outlining the agenda and incentives followed by a Skylert Message.Documentation includes sign-in sheets, parent notices, hand-outs |
| What information is shared with parents during the Title I meeting? | Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.Documentation includes sign-in sheets and hand-outs |
| What information will be covered about school choice and school improvement status of the school? *District and school grades; SPARS* | The Title I Meeting covers enrollment options for parents to choose a school outside their normally zoned neighborhood school. Information about school choice and special programs is provided annually to the community through parent communication links, school mail-outs and back pack disseminations, individual program promotional materials, open houses at school sites, school visits, and through the district Parent Resource Center.Documentation includes sign-in sheets, hand-outs, promotional materials |
| How will the school assure that they offer a flexible number of meetings and a flexible schedule for meetings? *Meetings in the morning, afternoon, evenings; meetings multiple times to accommodate parent schedules* | In order for parents to participate, we plan meetings and programs during a time that is most convenient for them. Based on the culture of the population of parents served, parents request evening and night parent meetings around 6:00 p.m. to accommodate their work schedules.Documentation includes sign-in sheets, flyers, parent notices |
| How will the school provide other services out of Title I parent dollars to allow for better attendance at parent meetings? *Child care, transportation, light refreshments* | School will set in place child care/activity rooms, computer labs, and provide light refreshments. Notices will be sent home to inform parents of these services in order to prepare appropriately. Documentation includes sign-in sheets, flyers, parent notices |
| How will the parent activities build capacity for parent engagement? | Parents and other stakeholders are urged to participate in informative meetings, fairs, and programs throughout the year, which are designed to educate, train, or provide goods and services to families within the community in order to help bridge the gap between home and school. Documentation includes climate surveys |
| How will the activities build better relationships with the community? | Activities involving parents, teachers, and community members will promote school improvement; annual training provided to develop ideas and strategies for increased parental involvement to support student achievement and building a stronger community. Documentation includes Parent survey, input forms, student progress reports |
| How will the school provide materials and trainings for parents so they can work with their children? | Parent Nights: To increase literacy skills and provide timely information and strategies to assist their child at home in the areas of the Florida Standards, Reading, Writing, Math, Science, and Civics & Technology. Documentation includes Parent sign-in sheets |
| What other support will be provided to support better parent engagement? | Maximizing parental involvement and participation in their children’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 are unable to attend conferences at school. Documentation includes Parent survey, input forms, student progress reports |
| What professional development activities will be provided to educate teachers and other school staff in the value of parent engagement? | Implementing strategies/ approaches to increasing parental involvement-Different Levels Of Parent Involvement (DLOPI).Documentation includes DLOPI Survey & sign-in sheets |
| What professional development will be provided to staff to reach out and communicate better with parents as equal partners? | SAC training for staff and parents. Sign-in sheets and comment sheets |
| What professional development will be provided to staff to better implement, coordinate and build ties between parents and school? | Implementing strategies/ approaches to increasing parental involvement through school level and district Professional Learning Communities(PLC’s)DLOPI Survey & sign-in sheets |
| What facilities, such as a parent resource room, do you have for parents to be more involved in the education of their children? | With the assistance of our office staff, we offer parent services through our parent center during office hours (8:00 a.m. - 4:00 p.m.) each day. Materials, resources, technology support, and services are available for parent use. Upon request by parents, the school will schedule conferences, meetings and programs to discuss concerns and academic progress of students. In addition, the school will request parent meetings for academic progress or behavior chats throughout the year.Documentation includes Parent sign-in/out logs the  |
| How will you provide timely information about Title I programs throughout the year? |  Parents are provided pertinent information regarding the Title I Program and services during a special Title I Parent Meeting and throughout the year at various conferences and parent meetings. Documentation includes sign-in and comment sheets |
| How will you explain curriculum, types of assessments, and expected achievement levels to parents? | The school will organize at least 3 special nights for parents to receive information about their child’s progress as well as academic programs and strategies for building literacy skills that can be use at home. Also information regarding curriculum and classroom work, district assessments, and ELA/Math achievement will be shared.Documentation includes Sign-in sheets and comment sheets |
| How, if requested, will you provide opportunities for regular meetings to formulate suggestions from parents for the education of their children? | Upon request opportunities will be provided during monthly SAC and quarterly EXPOs meetings/nights.Documentation includes parent request forms |
| How will you make adjustments to the SIP if parent input suggests that the plan is not satisfactory? | Updates and needed changes will be addressed for approval at monthly SAC meetingsDocumentation includes minutes from meetings |
| How will the school provide full opportunities for participation in parent engagement for all parents? | Opportunities will be provide via Parent-teacher conferences, quarterly EXPOs |
| How will the school share information related to school programs, meetings, reports, or other activities in an understandable, uniform format, and in languages that the parents will understand? | School information shared via, Website, newsletters. The school has also purchased and utilized technology to assist with translating oral information during meetings and parent conferences.Documentation includes parent notices, flyers, newsletters |
| Are there any other activities that are not required that will be paid for with Title I to support more parent engagement? | No |
| What barriers have hindered participation by parents last school year? | Barriers that have hindered participation in the past are timing due to work schedules and transportation.  |
| What steps will the school take in the present school year to overcome the barriers (particular attention should be paid to ESE, EL, Migrant, and homeless students)? | Conduct conferences before school, during planning periods and after school |