**17-18**

**St. Andrew’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?** This plan will be jointly developed through the use of the Title I Spring Survey results, climate survey, compact input form, and PFEP input form from parents and other stakeholders including the School Advisory Council. Results of the school climate survey, which is also completed by parents and students, will be utilized in forming an engagement plan that is meaning and purposeful to all St. Andrew stakeholders.  **Documentation:** Title I Spring Survey results, School Climate Survey results, Title I input forms, School Advisory Council Meeting minutes, any other written input, formal or informal, will be used as documentation. |
| **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?**  St. Andrew will utilize social media in more ways to communicate activities and events to parents and families. An additional evening event like the STEAM night will be added in the fall, as this event which includes a meal, has become extremely popular. Maximizing the school website as a venue to post more informative material such as any changes to school procedures or District policy.  **Documentation:** Sample of social media posts, sample of website information, flyers from events. |
| **c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.**  Most of the barriers from the spring survey center around our families needing transportation to attend meetings and events. Since students come from all over the District to attend, we understand this is a real concern. St. Andrew attempts to hold meetings and events at a variety of times including morning, during the school day, after school and evenings. Phone conferencing is always an option for participation.  **Documentation:**Flyers and announcements indicating the variety of times events and meetings are scheduled**.** |
| **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?**  The PFEP will be shared during the Annual Title I meeting through the ITV system by administration. A summary of the PFEP will be provided in the beginning of the year student packets and in new student packets throughout the school year. Versions will be made available and translated in a family's’ native language when necessary.  **Documentation:** Copy of the Title I Annual Meeting Agenda and outline, Title I Office Notebook, school 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?**  The PFEP will be reviewed at School Advisory Council Meetings. Input from the council will be obtained and the plan will be revised as needed. The PFEP will be posted on the school website for the community to view.  **Documentation:** SAC meeting minutes, school website |
| **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** | | **07/2017** | **Leadership Team will review all outcome data to include ways to increase parent involvement.** | **J. Branstetter, Principal** | |  |  |  | | **09/2017** | **Plan Title I Annual Meeting Agenda and presentation for ITV during Open House** | **J. Branstetter, Principal** | |  |  |  |   **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?**  St. Andrew will offer Fall and Spring conferences after hours to provide an alternate time for parents to meet with teachers. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times for parents to attend meetings. St. Andrew will try to increase the number of morning events as indicated by the Spring survey. The St. Andrew School Advisory Committee will meet quarterly. Parents and Community supporters are invited to attend. Workshops and other parent meetings will be scheduled during the evening hours. In an effort to offer access to information to parents who cannot attend any of these meetings, St. Andrew will include information and handouts from these meetings on their website when possible. Additionally, the school newsletter will contain information about the meetings and hard copies of handouts will be available in the school front office in the Title I Purple Notebook.  **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 Improvement Plan?**   |  |  |  |  | | --- | --- | --- | --- | | **Committee Name** | **Frequency of Meetings** | **Method of Recruiting Parents** | **Documentation** | | School Advisory Council | Four times per year | Meet and Greet sign up, Beginning of school year volunteer letter,Open House, newsletters, phone calls, emails, social media | Copies of all advertisements for participation. | |
| **d. What process will the school follow to ensure parents are given timely information about parent activities and programs?**  St. Andrew will make every effort to utilize not only standard forms of communication (daily home notes, flyers, newsletters, IRIS Alerts) but will capitalize on forms of social media to notify parents of activities and events. |
| **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**   St. Andrew School will establish a section in the Parent Handbook that describes the schools’ curriculum opportunities and methods, forms of academic assessments used to measure student progress and achievement levels of State standards. Teachers will have further opportunities to discuss curriculum and assessment during student's’ annual IEP meetings as well as other scheduled 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 | | Annual IEP Meeting | Annually | IEP | | Fall and Spring Conferences | 2 times per year | Sign in sheets | |
| **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?**  The School Advisory Council will serve as the formal forum to discuss the School Improvement Plan with parents. All parents will be invited to attend and express any comments of the SIP at these meetings. If a parent is still dissatisfied with the SIP the parent will complete the Dissatisfaction form which will be sent to the District Title I Supervisor. |

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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** | | 8-16-17 | Meet and Greet | Calendar of Events | Administration |  | | Sept. 14, 2017 | Title I Annual Meetings | Calendar/Title I Purpose/Portal | Administration |  | | Sept. 14, 2017 | Open House | Each teacher provides expectations of student achievement and how parents can support at home. Review grading policies, district and state assessments | Classroom Teachers |  | | September 28, 2017, April 5, 2018 | Fall and Spring Conferences | Grades, Assessment Results, student progress | Classroom Teachers |  | | October 24, 2017 | Evening Family Workshop | Math Night-learn about new math curriculum | Administration and Classroom Teachers |  | | February, 22, 2018 | Evening Family Workshop | STEAM Night- | Administration and Classroom Teachers |  | | 1st Semester | Donuts for Dads, Dive into Reading | LIteracy-Smarty Ants/Achieve 300- | Leadership Team |  | | 2nd Semester | Muffins for Mom-Math | Math-At home math activities | Leadership Team |  | |  |  |  |  |  |   **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**: District provided information presented at Staff Meetings, informational flyers   **Documentation:**Sign in Sheets, Agendas  **Number of participants:** 1-30 |
| **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.**  St. Andrew School will participate in any District sponsored events for parents including pre-school.  **Documentation:** Flyers, Agendas |
| **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** | | Parent Resource Center | Administration/Guidance | | School Bulletin Board Announcements | Office Staff/Volunteers |   **Documentation:photos** |
| **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?**  Written communication will be provided to parents in their preferred language as needed. Interpreters will be provided when oral communication is necessary for conferences and meetings.  **Documentation:**Samples of written correspondence |
| **f. List, as requested by parents, other reasonable supports for parental involvement activities.**  **NA**  **Documentation:** |

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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?**  District will provide Right to Know letter to disseminate on the first day of school and it will be placed in new student registration information.  **Documentation:**Notification letters |
| **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?**  Notification will be provided in writing to any parent whose student’s teacher or substitute does not meet qualification requirements in a timely manner.  **Documentation: Notification letters** |
| **c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?**  Each parent student will be provided with a report from the state of their student’s progress on any State Assessment. A copy of the student’s progress on the local District assessment (MAPs) will be provided at any individual conference including the annual IEP, fall or spring conference, or any other parent conference scheduled.  **Documentation:**Conference documentation forms. |
| **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?**  St. Andrew School will provide 3 formal opportunities for discussion of the compact to include Annual IEP Meeting, Fall, Spring Conference  **Documentation: Conference documentation forms** |
| **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 I funds will be used to provide refreshments to parents and families during meal-time events. | |
| **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?** | |